
A & L Royal School

Secondary School

STUDENT AND PARENT HANDBOOK

September 2021 - June 2022



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SECTION I: WELCOME

PRINCIPAL'S WELCOME

This handbook has been prepared to provide parents and students with an overview of the programs and routines of our school. It is hoped that you will find this handbook to be a useful and helpful reference.

On behalf of the staff, I would like to welcome you and your child to attend A & L Royal School High School. With your support and cooperation, we trust that your child will experience success and happiness as a member of our school community.

Sincerely,

Mr. Jeff Mathieson
Principal
principal@alroyaleducation.com

BOARD CHAIRMAN WELCOME

It is my honour to welcome you to A & L Royal School. I came to Canada many years ago as a high school student. I graduated and went to university in Canada and after graduation I started a successful business in Canada, married and had a family. I remember the challenges I had as a young student studying, learning English, adapting to a new culture, and building an educational and life career. In my years since, I have helped many people immigrate to Canada for business or for education. I saw the need for an excellent quality school that focuses on the social, mental, and overall growth of students.

So many international schools are located in Canada's major cities. I saw the benefits of placing A & L in the small city of Moose Jaw Saskatchewan. The people are friendly and helpful, it is easy for students to get acclimatized, there are less distractions to their studies, and there are many opportunities to further their studies and find work in Saskatchewan.

Please enjoy your time at A & L Royal School. Study and work hard! Our teachers, staff, and the city of Moose Jaw Saskatchewan are all here to help you succeed.

W. Lam
Board Chair

SECTION II: MISSION STATEMENT AND PHILOSOPHY

MISSION STATEMENT

We are dedicated to preparing our students for success in a rapidly changing world by providing a supportive yet challenging learning environment that promotes excellence, recognizes and respects individual differences and encourages students to set high personal limits.

At A & L Royal School, the staff will:

- set clear expectations with natural consequences for choices made
- provide a safe and comfortable learning environment
- encourage tolerance and diversity by respecting individual differences
- model good citizenship and leadership
- help students set and achieve attainable goals
- teach knowledge and skills
- encourage students to develop positive attitudes and to become independent learners.

To Fulfil our Mission...

We are committed to a strong and comprehensive educational program and learning environment which enhances self-esteem, provides role models, optimizes each child's potential, develops a lifelong love of learning, builds personal responsibility, and accentuates individual respect. We actively involve parents and the community in supporting student learning and development.

Fundamental to our Mission is a commitment to the active involvement of a competent and caring staff, teamwork, shared leadership, the effective management of resources, and a safe and orderly learning environment. We pride ourselves on our dedication to our students, families, community, each other, our profession, and to continuous learning.

OUR PURPOSE

A & L Royal High School was established to give international students an opportunity to study in Canada, and specifically in Saskatchewan. Canada and Saskatchewan are well known internationally for their excellent standards in education and many international students and their families desire to study and learn in Saskatchewan, and to become part of Canadian society and the Canadian cultural tapestry. Our purpose is deeply embedded in our philosophy to nurture the individual learner: by providing a rich environment of opportunities to grow academically as well as personally; working towards globally acknowledged diplomas that open doors to university or other higher education institutions primarily in Saskatchewan and Canada; already gathering real-life experiences and entrepreneurial skills to make a difference in tomorrow's world; and being able to forge positive personal relations in a globalized society.

A & L Royal School will provide rigorous academic programs through the Saskatchewan high school curriculum, a strong focus on the skills and values our children will need to be successful in tomorrow's world, the 21st century and beyond, as well as its commitment to the purpose of a sustainable and equitable world. Saskatchewan's modern pedagogy creates a student-centered learning ecosystem that instills relevant skills through guided-inquiry, collaborative learning, and seamless integration of technology, to strengthen and further personalize the learning experience of each individual student.

OUR PHILOSOPHY

The staff members of A & L Royal School will develop and keep clearly in mind a set of educational objectives that will enable them to carry out its philosophy. A & L Royal School will strive to:

1. Create opportunities for the development of character and encourage a demonstration of such virtues as kindness, unselfishness, patience, respect, honesty, and compassion for others.
2. Enable students to cooperate with each other in promoting and participating in the social life of the school.
3. Help students practice health habits.
4. Stimulate the interest of the students in the several areas of learning in order that they may develop inquiring minds.
5. Help each child develop maximum skill in the use of the primary tools of knowledge- reading, writing, language, and arithmetic.
6. Provide each student with an opportunity to form an intimate acquaintance with the natural world in which he lives.
7. Encourage students in developing personalities and characters that will reflect attitudes of decency and respect in all social relationships.
8. Recognize individual differences in students and to make provision for satisfying these varied needs and learning rates.
9. Emphasize regard for people of diverse race, nationality, or creed as worthy of respect.
10. Develop tolerance towards the views of others, whether elders or peers.
11. Create an awareness of the responsibility of the citizen in civic matters.
12. Inspire love and loyalty for country and teach respect for recognized authority. Students will be taught that obedience to established law is a citizen's first duty.
13. Identify wholesome cultural values and develop student appreciation in such areas as art, literature, music, etc.

CORE VALUES

HONOUR

We value and honour individual diversity in our students and their families.

HONESTY and RESPECT

Honesty and open communication are the foundation for our professional relationships. We respect, support, and value each member of our school family.

RESPONSIBILITY

We are responsible for the success of students, support of each other, and support of our community.

OPTIMISM

We are committed to a positive attitude which enhances self-esteem for students, staff, and families. We utilize a pro-active approach which empowers the school community to achieve mutual goals.

COMMITMENT

We recognize that our obligations go beyond our professional responsibilities. We view fellow staff members and students as part of our extended family.

CODE OF CONDUCT

The principal will take a leadership role in the daily operation of a school. They provide this leadership by:

- demonstrating care and commitment to academic excellence and a safe teaching and learning environment;
- holding everyone, under their authority, accountable for their behaviour and actions;
- communicating regularly and meaningfully with all members of their school community.

Teachers and School staff, under the leadership of the principal, maintain order in the school and are expected to hold everyone to the highest standard of respectful and responsible behaviour. As role models, staff uphold these high standards when they:

- help students work to their full potential and develop their self-worth;
- communicate regularly and meaningfully with parents;
- maintain consistent standards of behaviour for all students;
- demonstrate respect for all students, staff and parents;
- prepare students for the full responsibilities of citizenship.

Students are to be treated with respect and dignity. In return, they must demonstrate respect for themselves, for others and for the responsibilities of citizenship through acceptable behaviour.

Respect and responsibility are demonstrated when a student:

comes to school prepared, on time and ready to learn;

- shows respect for themselves, for others and for those in authority;
- refrains from bringing anything to school that may compromise the safety of others; follows the established rules and takes responsibility for his or her own action.
- encourage students to develop positive attitudes and to become independent learners.
- approach their studies with commitment and full participation
- complete all work to the best of their ability
- contribute to a safe and respectful learning environment
- make wise choices; accept responsibility for their actions

Parents play an important role in the education of their children and have a responsibility to support the efforts of school staff in maintaining a safe and respectful learning environment for all students. Parents fulfil this responsibility when they:

- show an active interest in their child's school work and progress;

- communicate regularly with the school;
- help their child be neat, appropriately dressed and prepared for school;
- ensure that their child attends school regularly and on time;
- promptly report to the school their child's absence or late arrival;
- become familiar with the Code of Conduct and school rules;
- encourage and assist their child in following the rules of behaviour; assist school staff in dealing with disciplinary issues

OUR GOALS

Our goals are in alignment with the goals of education for the province of Saskatchewan.

Goals of Education for Saskatchewan

The goals of education recognize the inherent worth and value of each individual. Education, then, should develop the potential of each person to the fullest extent. It should also enhance the ability of each individual to cope effectively in a changing physical, economic, and social environment.

Basic Skills

- Read, write and compute.
- Acquire information and meaning through observing, listening, reading, and experiencing.
- Process information through intellectual and technological means.
- Solve problems by applying basic principles and processes of the sciences, arts, and humanities.
- Communicate ideas through written and spoken language, mathematical symbols, and aesthetic expression.

Life-Long Learning

- Seek and value learning experiences.
- Act as self-reliant learners.
- Base actions on the knowledge that it is necessary to learn throughout life.

Understanding and Relating to Others

- Act on the belief that each individual is worthwhile.
- Base actions on the recognition that people differ in their values, behaviours, and lifestyles.

- Interact and feel comfortable with others who are different in race, religion, status or personal attributes.
- Develop a sense of responsibility toward others.

Career and Consumer Decisions

- Develop an awareness of career opportunities.
- Develop interests and abilities in relation to vocational expectations.
- Adapt to shifts in employment patterns and technology.
- Make informed consumer decisions.

Membership in Society

- Assume responsibility for their own actions.
- Work with others to achieve individual and group goals.
- Participate in the democratic processes of government and perform the duties of citizenship.
- Respect the rights and property of others.
- Act with honesty, integrity, compassion, and fairness.

- Develop as sense of national pride and acknowledge the need for international understanding.
- Work toward greater social justice.
- Assume responsibility for dependent persons in a manner consistent with their needs.
- Respect law and authority.
- Exercise the right of dissent responsibly.

Self-Concept Development

- Perceive themselves in a positive way
- Appreciate their own abilities and limitations.
- Set and work toward personal goals.
- Assess praise and criticism realistically.
- Present themselves with confidence.

Positive Lifestyles

- Practice appropriate personal hygiene, engage in sufficient physical activity and maintain a nutritionally balanced diet.
- Avoid harmful use of alcohol and other drugs.
- Cultivate interests that may be the basis for personal development and leisure pursuits.

- Recognize the importance of productive activity.
- Display initiative and pursue tasks diligently.
- Maintain a safe and healthful community.
- Respect and seek to enhance the environment.
- Appreciate beauty in its many natural and constructed forms.
- Express themselves creatively.

Spiritual Development

- Seek an understanding of the purpose and worth of human existence.
- Develop a knowledge of God.
- Respect family, religion, and culture in a pluralistic society.

Growing with Change

- Work toward immediate and long-term goals.
- Base actions on an understanding that change is a natural process in society.
- Select workable alternatives in response to changing conditions.
- Develop confidence in making decisions that involve risk.

SECTION III: ADMISSIONS AND FEES

ADMISSIONS POLICY

A & L Royal School does not discriminate against any race, gender, or religion when considering students for admission. Subject to available space, A & L Royal School welcomes all applicants who meet the academic and character requirements of the school and who will cheerfully endeavour to live according to its academic, and cultural atmosphere. Admission to the school is a privilege and not a right. This privilege may be withheld or withdrawn by the school at its discretion in harmony with its mission, function, and procedures.

Upon admission every student pledges to willingly observe all the regulations of the school and uphold its principles upon which the school is based. If a student breaks this pledge, their right to attend A & L Royal School is automatically forfeited and can only be altered by administrative action.

Parents are expected to maintain a positive attitude in addition to co-operating with and supporting A & L Royal School staff and school policy. Any constructive criticism regarding the school should be directed to a teacher, principal, or School Director, outside a student's hearing. When a student enrolls at A & L Royal School, the parents and student accept its standards, regulations, and financial obligations to the school.

No student dismissed from another school because of drug, alcohol, or other abuse will be admitted to A & L Royal School. The school reserves the right to modify or add policies, rules, or regulations in order to ensure the safe and appropriate operation of the school. Any changes will be in writing and communicated to all.

A & L Royal School has limited ability to accommodate special education needs. These requests are considered on an individual basis.

PROCEDURES FOR FIRST TIME APPLICANTS

First time applicants must complete the following process to be considered for admission to A & L Royal School.

1. An enrolment packet containing the school's handbook and other information about the school and appropriate enrolment forms should be obtained from the school. This will be done through email.
2. The student must present the completed forms and records, including
 - (a) the Registration Application form,
 - (b) at least one written recommendation from a previous teacher and
 - (c) the last report card from the former school.
3. An English proficiency/placement test will be administered. This will be administered via Internet.

4. Information from the Registration Application form, written recommendation, the report card, and the interview will be reviewed by the principal to determine whether the student should be admitted.

APPLICATION PROCEDURES

1. Application-
 - Download and complete application form from A & L Royal School.
 - Email the completed form and a copy of the first page of your passport to A & L Royal School.
2. Step 2-
 - A & L will issue a conditional offer and invoice.
 - The student pays the registration fee, tuition and other fees.
 - A & L Royal School issues admission letter.
3. Visa Application –
 - International students may need to apply for student visa or study permit with Canadian Consulate.
4. Prepare Documents-
 - Prepare previous student transcript (report card) from grade 9 and get this document notarized by a lawyer or a notary public to testify the authenticity.
 - Get a letter of reference from a former teacher. (This may be typed in your native language.)
5. Parent—
 - Parent (If the student is under 18 years old) or student sign A & L consent forms including, Guardian form, Student Homestay Application Form, Media Authorization Form, Field Trip Permission Form, and Code of Conduct.
6. Travel-
 - Buy air tickets and prepare your luggage to come to Canada.
 - Check the list of prohibited items in Canada.
 - Get familiar with the Canada Border Services Declaration Form.
 - Print your letter of Admission.
 - Give these two documents when entering customs at the airport.

A & L ROYAL SCHOOL ADMISSION REQUIREMENTS

1. Senior High School and/or middle school entrance exam marks must be acceptable to A & L Royal School.
2. Senior High School and/or middle school English entrance exam mark must be acceptable to A & L Royal School or, for current students, acceptable results on their last English exam.
3. Applicants are required to complete an English assessment of reading, writing, speaking and listening. The Versant English test is online and students have 24 hours to complete the exam. Students must obtain a score of 42 or better on this assessment.
4. Students failing to meet score of 42 on the Versant English Test will not be accepted into the High School Program. Students who are below the score may apply for admission to ALRS

English school's English for High School. For more information see the Language School handbook or refer to Programs under English School on the school website.

5. Students should be under 17 years of age before September 1 of the school year. Ideally, students should be 15 or 16 years of age when starting grade 10.

6. We may accept students into grade 11 and 12. This is determined by the age of the student graduating. Students should graduate before they are 22 years old. Course transfer from the student's home country is determined by authority of the Saskatchewan Ministry of Education. The students class schedule is then determined after receiving official transfer credit results from the Saskatchewan Ministry of Education.

7. Students over 19 years of age and who have completed more grade 10 and 11 in their home country may be eligible to apply as an adult student and complete an Adult Graduating Diploma. In this case, students must test in the B2 level of the Versant Test.

8. Research has shown that the number one determining factor for immersion students into a high school program whose first language is not English, is the English ability of the student upon entering the program. A & L Royal School has a minimum of 42 and B2 Levels as entrance requirements not to prohibit or limit student's enrolment opportunities but to increase the chances that students experience success while studying at A & L Royal School and are able to graduate and continue their academic studies in post-secondary education.

ADMISSION DEADLINE

The application deadline for September intake is July 15. Please contact the admissions team by email (principal@alroyaleducation.com) or by phone (1-306-693-9999).

We consider late applications where spaces are available.

FINANCIAL INFORMATION

STUDENT ACCOUNT POLICY

1. The full registration fee is due at the time of registration. **The registration fee is non-refundable.**

2. Tuition/transportation fees are payable for the school year by one of the following methods:

- a. Payment of the entire amount at registration.
- b. Semester payments
- b. Monthly cash payments.

3. All accounts must be paid in full by the end of the current school year. A student will not be allowed to enter school the following year unless the previous year's account is paid in full.

4. When an account becomes outstanding, a letter will be sent and/or a phone call will be made. At this time the account must be brought up to date.

5. The School reserves the right to review the status of any past due accounts and to take appropriate action, which may include dismissal.

REGISTRATION FEE

A non-refundable registration fee of \$250/student is required with the application form.

REFUND POLICY

1. There is no refund for the registration fee.
2. If a student discontinues studies any time after the first fiscal day of the month a refund for that month will not be issued.
3. Refunds may be granted on grounds of compassion. Such requests should be made in writing to the School Director and each request will be dealt with by the School Director.
4. See the complete refund policy as part of each application form.

2020-2021 PROGRAM FEES

1. APPLICATION FEE -----\$250
2. TUITION FEE -----\$14,600/year; \$8030/semester;
3. SCHOOL SUPPLIES AND FACILITIES -----\$600
4. MEDICAL INSURANCE FEE / YEAR ----- Students purchase online
5. TEXTBOOK RENTAL FEE ----- \$ 200/year
6. EXTRACURRICULAR FEE-----\$1200/year
7. ACADEMIC COUNCELLING FEES
 - A. ENGLISH ENHANCEMENT YEAR-----\$300
 - B. GRADE 10 ----\$300
 - C. GRADE 11-----\$450
 - D. GRADE 12 ----\$600
8. VISA ASSISTANCE ---- Not Provided Please contact your agent.

2020-2021 ADDITIONAL PROGRAM FEES

Extra Fees:

Airport Pick Up: (Arrival) \$120	Airport Drop Off: (Departure) \$120	Versant English Test: \$40/test
University Application Assistance \$500	Health Insurance: Students pay for insurance online	Pearson Test of English (PTE): \$350
International Courier (if applicable): \$120	Bank Fees - Wire Transfer: \$40 ALRS Sending/ \$17 ALRS Receiving	

HOMESTAY FEES:

Single Room 2 Meals	Single Room 3 Meals	Shared Room 2 Meals	Shared Room 3 Meals
\$5000/Semester	\$5500/semester	\$3600/semester	\$4000/semester

Homestay Registration Fee: \$250

Homestay Additional Placement Fee: \$250

Custodial Letter: \$250 (For students under 18 years old)

Homestay Administration Fee: \$100/month

SECTION IV: GENERAL INFORMATION

WEBSITE

Our website is www.alroyaleducation.com

EMAIL

Our email is principal@alroyaleducation.com; admin@alroyaleducation.com

TELEPHONE

Phone: 306-693-9999

Fax: 306-693-8999

ADDRESS

108-52 High Street West
Moose Jaw, Saskatchewan
Canada SH6 1S3

ACCREDITATION

The school is accredited by the Government of Saskatchewan as a Registered Independent School.

SCHOOL NEWSLETTER

A & L Royal School will send out monthly newsletters. It will communicate general information about our school to our students, parents, and community.

BUILDING HOURS

The building is open in the morning with the arrival of the first bus. The building office hours are 7:30 a.m. to 5:30 p.m. Any student or student group remaining in the building after this hour must be under the supervision of a staff member. Students are not allowed in the building without supervision.

The teacher workroom will also be locked after school building hours. If school personnel use this room after hours, they will lock it upon leaving.

SCHOOL DAY

Classes are in session from 8:20 a.m. to 3:30 p.m. Students are required to be in school on time for first period and may leave after their last scheduled session. Students may also leave for lunch but must be on time for their first afternoon class. Students may not leave school between classes or before their last class without permission from the principal's office.

Appointments with doctors, dentists, or legal officials should not ordinarily be made during school time. In case this should be necessary, the student should have a parent or guardian call stating the time it will be necessary to leave the school and the reason. **ANY OTHER APPOINTMENT MUST BE CLEARED THROUGH THE PRINCIPAL.** This should be done **BEFORE FIRST PERIOD.** Sign out in the main office before leaving the building. Any student who comes to school late must sign in, in the main office, as soon as he or she arrives.

LEAVING SCHOOL DURING SCHOOL HOURS

All students who leave the building during the school day must have office and parent/legal guardian permission. Parent or legal guardian must contact the office prior to a student's dismissal. For a student to be dismissed early for an illness the parent or legal guardian must be notified prior to dismissal. All students that leave school must sign out in the office after obtaining permission from the office first.

VISITORS TO SCHOOL

All visitors must report to the office to sign in, be approved, and pick up a visitor's pass to wear at all times while in the building. Any questions of who should be approved will be decided by the school administration.

PHONE CALLS TO STUDENTS

We try to maintain an educational learning environment for our students with the least amount of interruptions to foster their success. We require parents and guardians to **call the school** when a student is absent, to prearrange an absence, in case of an emergency, or in cases of a serious nature. We only accept such calls from parent or legal guardian. We inform the student of phone calls or messages only from the parent or guardian. We want our parents to make contact with the school any time they have a question concerning their child's academic standings, welfare, and overall behavior or total status. We ask that when calling the school, parents or guardians use discretion so that the school does not become a messenger service for messages, which could be handled outside of school. We refrain from pulling students out of class to answer a phone call unless it is an emergency, so please do not ask to talk to your child over the phone when you call the school

SEVERE WEATHER--SCHOOL CLOSINGS

In case of severe weather-snow, ice, etc.-the official announcements for school closings will be reported via telephone, text messages, and/or contact through social media (with respect to personal privacy). School will be closed in winter if the temperature is -40C or the windchill is -40C.

TIPS FOR STUDENTS AND PARENTS

TEN TIPS FOR STUDENTS

1. Improve communications skills with peers, parents, and teachers.
2. Set goals for yourself.
3. Develop habits and attitudes that will help you later on in life.
4. Develop wise decision-making skills.
5. Manage stress and your time positively.
6. Negotiate agreements . . . don't demand.
7. Get proper sleep, food and recreation to stay healthy.
8. Do homework when assigned. End homework hassles.
9. Choose your friends wisely.
10. Decide that a drug-free lifestyle is a healthier, happier lifestyle.

TEN TIPS FOR PARENTS

1. Make parenting a priority. Be there.
2. Talk with your children, not at them.
3. Be a problem-solver, not a fault-finder.
4. Be specific about how you expect them to behave.
5. Believe in your children. Expect them to do their best.
6. Enforce family rules. Your children want rules to guide them.
7. Your children are never too big for a hug.
8. Maintain regular contact with the school.
9. Understand that school attendance is of major importance.
10. Oppose the use of drugs, alcohol, tobacco, etc.

VOLUNTEERS

Like every school, ours welcomes and depends upon volunteers. If you wish to volunteer, please inform the office. Prospective volunteers require a Criminal Record Check, as well as a short orientation from the principal. The principal will review our Volunteer Guidelines with each volunteer during the orientation. (*See Volunteer Policy*)

LUNCH PROCEDURES

A & L Royal School has no school Cafeteria. Students are welcome to bring their lunch to school. The lunch room has a refrigerator, microwave, kettle, and other small kitchen supplies. Each student is expected to practice the general rules of good manners in the lunch room.

1. **Students are to leave the table and the surrounding area clean and in good order.**
2. **Students shall not remove food, snacks, or beverages from the cafeteria.**
3. **Students leaving the classroom for lunch are to WALK to the cafeteria.**
4. **Students bringing their lunches must eat in the cafeteria.**

Students are to eat and drink only in the school lunch room or designated eating area. No food is allowed to be eaten anywhere else in the building. No food or drinks are allowed anywhere else

in the building unless medically necessary. If a student wishes to bring food or drinks from home, the food or drink must be in a sealed container and can only be consumed in the lunch room or designated area.

TRASH

Please be responsible and place all trash in trash bins. Please be responsible and clean up after yourself. If you make a mess you clean it!

LIBRARY

The purpose of the school library is to supplement the educational needs of the students and faculty at A & L Royal School. Students who visit the library will be courteous and responsible and will maintain a quiet atmosphere in which to study for themselves and their fellow students.

Lost items are to be paid for by the borrower. **If the item is found and still in good condition, a refund will be made.**

Students are encouraged to make use of library resources for class projects and to explore individual interests. Students should ask for guidance in using library resources. Our purpose is to serve the students' informational needs and enrich their educational experience.

RELIGIOUS SUPPORT

A & L Royal School offers no religious instruction and offers no religious services at our campus. However, ALRS will assist students who request help to find a church or religious service in Moose Jaw.

SECTION IV: SCHOOL STAFF

2020-2021 STAFF

Principal	Jeff Mathieson	principal@alroyalSchool.com
Teacher	Victoria Lyttle	vylttle@alroyaleducation.com
Teacher	Alexi Tiganova	
Assistant	Lin Fong	admin@alroyalSchool.com

Principal

The Principal of A & L Royal School co-ordinates and provides leadership and supervision in the areas of instructional programmes, personnel and operations. Major responsibilities include:

- co-ordinating and supervising the educational welfare of students
- ensuring that appropriate curriculum is provided and fostering co-curricular activities
- providing instructional leadership
- supervising and evaluating teaching/learning situations
- promoting professional development of staff
- establishing school/community relations
- maintaining appropriate administrative practices, business procedures and safety programmes

Teachers

Teachers provide good teaching, leadership and guidance for their students and they encourage students to develop positive attitudes to learning that will produce optimal levels of achievement and maturity. Teachers' responsibilities include:

- setting out clearly the objectives of their courses with respect to student behaviour, attendance, participation, evaluation and assigned work
- establishing daily expectations that support such objectives
- engaging in ongoing assessment and evaluation and providing timely and meaningful feedback to students
- reporting regularly to parents
- serving as a model for student growth through his/her own conduct

SECTION VI: STUDENT BEHAVIOUR

GENERAL EXPECTATIONS AND CLASSROOM RULES

- Follow directions of ALL faculty members.
- Dress appropriately.
- No eating or chewing gum in the classroom without permission of staff.
- No damaging of personal, others', or school property.
- No swearing, teasing, name-calling, yelling, or screaming.
- No put-downs of any kind.
- No cheating, plagiarism, or stealing.
- No leaving the classroom without permission.
- No weapons, knives, guns, matches, flammable materials, or anything that remotely resembles a weapon. If these things are brought to school they will be confiscated and disposed of.
- No use of electronic games or cell phones during class. These items will be confiscated.

PROGRESSIVE DISCIPLINE POLICY

A & L Royal School's discipline policy is intended to provide a structured approach to the resolution of classroom behavioural concerns and/or attendance issues that are impeding student success. Beginning with appropriate teacher/student interaction aimed at issue resolution and involving additional personnel and resources at each subsequent step, the goal of the three-step policy is clear: to aid the student in developing and maintaining an affirmative approach that will, in turn, provide better opportunity for success. The policy is intended to be helpful, not hindering; constructive not constraining; and, most importantly, positive, not punitive.

As professional educators, it is our responsibility to evaluate the issue in a timely manner, to initiate communication as soon as necessary, to provide ample opportunity for the student to improve, to follow each step of the process with integrity, and to be conscientious in follow-through.

Collectively, with patience, perseverance and expectations that are both clearly stated and clearly understood, our purpose is to foster personal growth in students and assist them in achieving their goals.

Process for Use of Progressive Discipline Policy

Level 1 – Student/Teacher Discussion

What is expected?

- Student and teacher will sit down privately to discuss the problem.
- Student, (with teacher assistance if necessary) will generate some possible solutions and make a commitment to change his/her behaviour.

- Teacher and student will document the plan on the Progressive Discipline form.

Level 2 – Parent contact by Teacher

What is expected?

- The student will be given time to demonstrate that he/she can change his/her behaviour (see Level 1).
- A new type of intervention(s) will be attempted.
- The parent will be contacted either by phone or in a parent/student meeting after two interventions. (For most students this will be after three incidents in a relatively short period of time.)
- The teacher will document the parent contact and agreed-upon plans on the Progressive Discipline sheet.

Level 3 – Referral to the Principal

What is expected?

- The Principal will become the Case Manager responsible for central communication about the student. The counsellor, teachers, parents and the student will still be involved.
- Teachers should forward any relevant new information about the student directly to the Principal.
- Parental consent will be required for some interventions at this level.
- Some interventions are dependent upon the age of the student.

Note: These procedures are designed for dealing with an on-going behaviour difficulty. Cases of illegal, dangerous or harmful behaviour should be dealt with immediately and should involve the principal.

DRESS CODE

A primary concern of each student is to gain an education that will enable him or her to succeed in his or her society. Students are constantly judged by their appearance and behavior. It is to a student's advantage to follow proper dress attire and behavior while attending school and/or school related functions. In order to make A & L Royal School a safe and learning environment, the following dress code has been adopted:

1. Any article of clothing that may cause damage to school property will be unacceptable. Examples: rivets on blue jeans, chains hanging from pants or cleats on shoes or boots.
2. Appropriate footwear will be worn at all times. Examples: shoes and sandals. Weather conditions should be taken into consideration when considering what to wear to school.
3. House slippers are not considered appropriate footwear. Therefore, they are not permitted during school hours.
4. Shorts, skirts, and dresses need to be of an appropriate length. The length of skirts, dresses, and shorts must not be overly revealing or disruptive to the school environment.
5. No article of clothing should be worn that would be considered revealing, distracting to others, or too large to wear (oversized pants and shirts).

6. Any jeans or pants that have holes above the knee or are revealing in some nature including tights, leggings, or boxers under the pants above the knee are inappropriate. No holes, patches, tears, or shreds are permitted above the knee.
7. Excessively tight clothing such as leggings or tights are not permitted unless covered by shorts, skirts, dresses, shirts, or blouses that are an appropriate length.
8. All clothing should cover the individual so that no cleavage, back, or midriff will be exposed. No underwear should be able to be seen extruding from the clothing or through the clothing.
9. Shirts, blouses, and tops of all students should be shoulder width.
10. No article advertising or promoting alcoholic beverage, cigarettes, or any type of drug are permitted. No article of clothing advertising obscene behavior or inappropriate behavior at school is permitted.
11. Sunglasses, hats, caps, etc. are not permitted during school hours. These articles should be left in students' lockers.
12. Any jewelry, armbands, wristbands, or other attachments that could create danger or injury to others will not be permitted.
13. Body piercing (jewelry) other than earrings is not appropriate. Visible piercings, besides earrings, are not allowed and students will be asked to remove such piercings. A small nose piercing is allowed (no rings).
14. Non-community norm hairstyles and hair colors are not allowed. Hair highlights are allowed.
15. Spray-painted hair presents a fire hazard and is not permitted.
16. School dress code applies for all "Spirit or dress-up" days.
17. Shoes with wheels or rollers are not permitted. (ex. Heelys)
18. No blankets or pillows permitted.

If the administration feels that dress is inappropriate and it does not fall into the above categories, students will be asked to change into appropriate attire. Parents may be contacted whenever dress is inappropriate.

ATTENTION STUDENTS AND PARENTS

The Administration appeals to students and parents to use sound judgment and good taste concerning an individual's appearance. We feel parents should be the controlling force behind their child and these decisions. Let's not allow dress to distract attention from the most vital objective of school **EDUCATION**.

The administration has the responsibility when situations which are not black or white, but fall into a "gray" area (e.g. forms of sexual assault, group efforts to harass an individual student to acts resulting in punishment) to use "administrative discretion" for instances in which rules do not really apply, and "equal is not fair."

BULLYING

1. Bullying committed by students toward other students is strictly prohibited. Engaging in bullying conduct described in this rule by use of data or computer software that is accessed through any computer, any computer system, or any computer network is also prohibited.

2. For purposes of this rule, bullying is defined as overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner including electronically or digitally, physical acts committed, aggression, or any other similar behaviors that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment that:
- places the targeted student in reasonable fear of harm to the targeted student's person or property;
 - has a substantially detrimental effect on the targeted student's physical or mental health;
 - has the effect of substantially interfering with the targeted student's academic performance; or
 - has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school.
3. This rule may be applied regardless of the physical location of the bullying behavior when a student committing bullying behavior and the targeted student attend a school within the school corporation and disciplinary action is reasonably necessary to avoid substantial interference with school discipline or prevent an unreasonable threat to the rights of other students to a safe and peaceful learning environment.
4. Any student or parent who has knowledge of conduct in violation of this rule or any student who feels he/she has been bullied in violation of this rule should immediately report the conduct to the principal who has responsibility for all investigations of student misconduct including bullying. A student or parent may also report the conduct to a teacher who will be responsible for notifying the principal. This report may be made anonymously.
5. The principal shall investigate immediately all reports of bullying made pursuant to the provisions of this rule. Such investigation must include any action or appropriate responses that may be taken immediately to address the bullying conduct wherever it takes place. The parents of the bully and the targeted student(s) shall be notified on a regular, periodic basis of the progress and the findings of the investigation and of any remedial action that has been taken.
6. The principal will be responsible for working with the staff and other community resources to provide information and/or follow-up services to support the targeted student and to educate the student engaging in bullying behavior on the effects of bullying and the prevention of bullying. In addition, the principal and school staff will be responsible for determining if the bullying behavior is a violation of law required to be reported to law enforcement under Saskatchewan law based upon their reasonable belief. Such determination should be made as soon as possible and once this determination is made, the report should be made immediately to law enforcement.
7. False reporting of bullying conduct as defined in this rule by a student shall be considered a violation of this rule and will result in any appropriate disciplinary action or sanctions if the investigation of the report finds it to be false.



8. A violation of this rule prohibiting bullying may result in any appropriate disciplinary action or sanction, including suspension and/or expulsion.
9. Failure by a school employee who has a responsibility to report bullying or investigate bullying or any other duty under this rule to carry out such responsibility or duty will be subject to appropriate disciplinary action, up to and including dismissal from employment with the school corporation.
10. Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the bullying.
11. Educational outreach and training will be provided to school personnel, parents, and students concerning the identification, prevention, and intervention in bullying.
12. All schools in the corporation are encouraged to engage students, staff and parents in meaningful discussions about the negative aspects of bullying.

STUDENT CODE OF CONDUCT

1. The following behaviours are acceptable:
 - a) all behaviours that contribute to a welcoming, caring, respectful, and safe learning environment that respects diversity and fosters a sense of belonging;
 - b) all behaviours that support the ALRS's Mission, Value, and Vision Statements.



2. The following behaviours are unacceptable:

Behaviours prohibited by the School Act

- a) Conduct that does not reasonably comply with the code of conduct in the *Education Act*, which requires a student to:
 - I. be diligent in pursuing the student's studies;
 - II. attend school regularly and punctually;
 - III. co-operate fully with everyone authorized by ALRS to provide education programs and other services;
 - IV. comply with the rules of the school;
 - V. account to the student's teachers for the student's conduct;
 - VI. respect the rights of others;
 - VII. ensure that the student's conduct contributes to a welcoming, caring, respectful, and safe learning environment that respects diversity and fosters a sense of belonging;
 - VIII. refrain from, report, and not tolerate bullying or bullying behaviour directed toward others in the school, whether or not it occurs within the school building, during the school day or by electronic means; and
 - IX. positively contribute to the student's school and community.

- b) Conduct, whether or not the conduct occurred within the school building or during the school day, that was injurious to the physical or mental well-being of others in the school in contravention of the *Education Act*.
- c) Distribution of an intimate image of another person knowing that the person depicted in the image did not consent to the distribution or being reckless as to whether or not that person consented to the distribution in contravention of the *Education Act*.
- d) Disturbing or interrupting the proceedings of ALRS.
- e) Loitering or trespassing in a school building or on property owned by ALRS in contravention of the *Education Act*.
- f) Canvassing, selling, or offering to sell goods, services, or merchandise to a teacher or a student in a school without the prior approval of ALRS in contravention of the *Education Act*.

Bullying

- g) Repeated and hostile or demeaning behaviour where the behaviour is intended to cause harm, fear, or distress to one or more other individuals in ALRS, including psychological harm or harm to an individual's reputation.

Academic dishonesty

- h) Cheating or participating in any cheating behaviour whatsoever, whether directly or indirectly.
- i) Misrepresenting anything or being dishonest in any way in one's academic work.

Mobile phones and other electronic devices

- j) Using a mobile phone or other electronic device when not permitted by a teacher or principal.

Smoking and smokeless tobacco

- k) Smoking, burning, or vaporizing any substance whatsoever, including any tobacco, clove, herb, electronic liquid, shisha, cannabis, medical cannabis, medication, legal drug, or illegal drug, by any delivery method whatsoever, including by cigarette, electronic cigarette, cigar, pipe, hookah, joint, bong, or water pipe, unless a teacher or principal grants permission to burn a substance during a cultural celebration, a classroom lesson, or an activity sponsored or approved by ALRS.
- l) Chewing, inhaling, snorting, or consuming any smokeless tobacco substance whatsoever, including chewing tobacco, dipping tobacco, and snuff.
- m) Selling any tobacco or similar substance.

Alcohol, cannabis, and illegal drugs

- n) Possessing, selling, consuming, using, or being under the influence of alcohol, cannabis, or an illegal drug.

Prescription and non-prescription drugs

- o) Consuming, using, or being under the influence of a prescription drug without or in excess of a prescription, and in the case of medical cannabis, without being authorized to do so under or in excess of the federal *Access to Cannabis for Medical*

Purposes Regulations

- p) Consuming, using, or being under the influence of a non-prescription drug in excess of the standard recommended dosage.
- q) Selling any non-prescription or prescription drug, including medical cannabis.

Unauthorized recordings

- r) Making, possessing, selling, accessing, or sharing any audio, visual, or audio-visual recording of any individual without the individual's consent unless the recording is of a public space or an event open to the public.

Pornography and obscene matters

- s) Making, possessing, selling, accessing, or sharing any pornographic or obscene audio, visual, or audio-visual matter or recording.

Threats, harassment, and assault

- t) Uttering, conveying, or causing any individual to receive a threat to cause death or bodily harm to any individual or to destroy or damage property.
- u) Repeatedly following or communicating with any individual or engaging in threatening conduct directed at any individual that causes the other individual reasonably, in all the circumstances, to fear for his or her safety or the safety of anyone he or she knows.
- v) Applying force, directly or indirectly, to any individual.

Sexual harassment, sexual interference, and sexual assault

- w) Directing any unwanted sexual behaviour toward any individual.
- x) Directing any unwanted touching, directly or indirectly, with a part of the body or with an object, to any part of any individual's body for a sexual purpose.
- y) Applying force to any individual, directly or indirectly, for a sexual purpose.

Theft

- z) Taking, temporarily or absolutely, anything that belongs to ALRS or any individual without ALRS's or the individual's prior consent.

Property damage

- aa) Destroying or damaging anything that belongs to ALRS or any individual.

Weapons

- bb) Possessing, selling, or using anything designed to be used or intended for use in causing death or injury to any individual or for the purpose of threatening or intimidating any individual.

Hazing

- cc) Organizing, directing, or participating in any activity expected of any individual joining any kind of group that humiliates, degrades, abuses, or endangers the individual, even if the individual joining the group claims he or she participated in the activity willingly.

Gang activities

- dd) Participating in any activity for the benefit of a gang or criminal organization.

Behaviours during transportation

- ee) Distracting the driver.
- ff) Disobeying the driver, including disobeying a bus driver's instructions respecting crossing the street at a bus stop.
- gg) Moving between seats or in the aisle while the vehicle is in motion.
- hh) Throwing any object inside the vehicle or extending any body part or throwing any object outside the vehicle window.
- ii) Tampering with or deploying any vehicle safety mechanism other than during an emergency.

Dress code violations

- jj) Wearing inappropriate footwear for an indoor activity or physical education.

- kk) Wearing clothing that is indecent or disrespectful.
 - ll) Wearing clothing that displays text or an image that is clearly obscene or disrespectful.
 - mm) Wearing clothing that is significantly soiled, torn, ripped, or frayed.
 - nn) Wearing a hat, cap, or sunglasses inside a building without the prior permission of a teacher or principal.
4. The unacceptable behaviours listed in this student code of conduct:
 - a) apply to all students, including independent students within the meaning of the *Education Act*;
 - b) apply at all times and everywhere on ALRS property, including in a school building, on school grounds, or in any parking area used in relation to a school building;
 - c) apply at all times off ALRS property during activities sponsored or approved by ALRS;
 - d) apply at all times off ALRS property if the behaviour is in relation to any individual in the community;
 - e) apply at all times during transportation provided or coordinated for or by ALRS, including transportation to and from the site of a school or elsewhere in connection with an activity sponsored or approved by ALRS; and
 - f) apply to all online and electronic activity conducted anywhere if the behaviour is in relation to any other individual in ALRS.
 5. An employee must decide consequences for unacceptable behaviour in accordance with Administrative Procedures 355 (Student Discipline), 356 (Suspension of Students), and 356.1 (Expulsion of Students).
 6. When deciding a consequence for an unacceptable behaviour, an employee must take into account the student's age, maturity, and individual circumstances.
 7. ALRS must provide support for students who are impacted by and who engage in inappropriate behaviour.
 8. Subject to the right and responsibility of ALRS to provide education programs to students in such a way that the rights guaranteed under the Constitution of Canada of separate school electors are preserved and maintained, ALRS affirms the rights of each student and employee as provided for in the *Saskatchewan Human Rights Act* and the *Canadian Charter of Rights and Freedoms* and will not discriminate against students and employees as provided for in the *Saskatchewan Human Rights Act* or the *Canadian Charter of Rights and Freedoms*.

ASSEMBLIES

Student's behavior will be refined and courteous. Whether guests are present or not, each student is personally responsible for acceptable behavior. Unacceptable conduct includes whistling, uncalled-for clapping, boisterous talking, or any inappropriate behavior during a program.

RESPECT FOR EQUIPMENT, FACILITIES, AND PEOPLE

Each student assumes responsibility for care of all school property. Damage of a malicious nature is a very serious matter.

Property will be repaired or replaced at the expense of the student or students at fault and parents of students involved. SEVERE PENALTY: suspension and expulsion.

Engaging in sexual harassment of another person, which includes sexually-related verbal statements, gestures or physical contact will not be permitted. Engaging in voluntary or consensual sexually-related contact with another person is not permitted. SEVERE PENALTY: suspension or expulsion.

7 ways to show you're
All About
RESPECT

All About RESPECT	R RECOGNIZE that everyone is different	E Empathy is to LISTEN & connect	S SELF- Monitor think FIRST
P Personal SPACE GIVE A LITTLE ROOM.	E Earn TRUST through your ACTIONS	C Cheer on others and their SUCCESS	T treat everyone as an Equal

SECTION VI: SASKATCHEWAN HIGH SCHOOL PROGRAM

HIGH SCHOOL PLAN (Saskatchewan Program)

Subject	Grade 10		Grade 11		Grade 12		Total	
English Language Arts	1	ELA A10	1	ELA 20	1	ELA A30	5	
	2	ELA B10			2	ELA B30		
Mathematics	3	Foundations of Math/Pre Calc 10	2	Foundations of Math 20	3	Foundations of Math 30	5	
			3	Pre Calc 20	4	Calculus 30		
Science	4	Science 10	4	Health Science 20	5	Physics 30	6	
				5	Physics 20	6		Chemistry 30
				6	Chemistry 20			
Social Sciences	5	History 10	7	Economics 20	7	History 30	6	
			8	History 20	8	Economics 30		
			9	Law 30				
Health Education / Physical Education	6	Wellness 10					1	
Practical & Applied Arts	7	Information Processing 10	10	Career and Work Exploration 20	9	Career and Work Exploration 30A	4	
	8	Career and Work Exploration 10						
Arts Education	9	Drama 10					1	
		9	9		10		28	

WHAT YOU NEED TO GRADUATE

Regular English Program

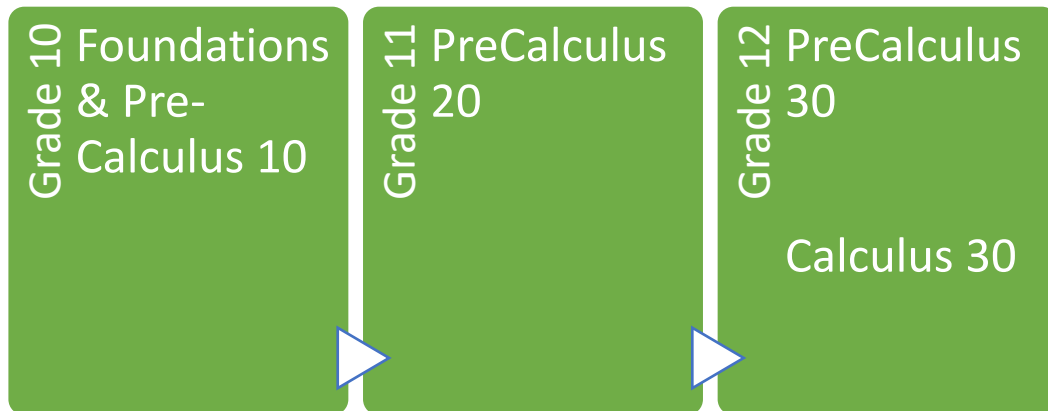
Grade 10	Grade 11	Grade 12
Minimum of eight (8) credits including:	Minimum of sixteen (16) credits including	Minimum of 24 credits (5 of which must be at the 30 level) including:
English Language Arts A10 and B10;	English Language Arts 20;	English Language Arts A 30 and English Language Arts B 30
Social Studies 10, History 10 or Native Studies 10;	a math at the 20 level	Social Studies 30: Canadian Studies, History 30: Canadian Studies or Native Studies 30: Canadian Studies;
Science 10;	5 additional elective credits at level 20 or 30	a social science 20 or 30;
a mathematics at the level 10;		a science 20 or 30*;
3 electives at level 10, 20 or 30.		2 credits in arts education or practical and applied arts at level 10, 20, or 30

In Saskatchewan, and all provinces in Canada, offer minimum high school graduation requirements. Usually, the minimum number of credits is not sufficient for successful application for a university or college. A & L Royal School encourages all students to take the maximum number of courses possible. All students at A & L Royal School must meet with academic counsellors prior to every semester to discuss graduation requirements and their postsecondary education desires.

A & L plans their courses offered to school on the feedback from parents and students, and advice from school academic counsellors. Other factors that influence course selection are the number of students and teach availability and training.

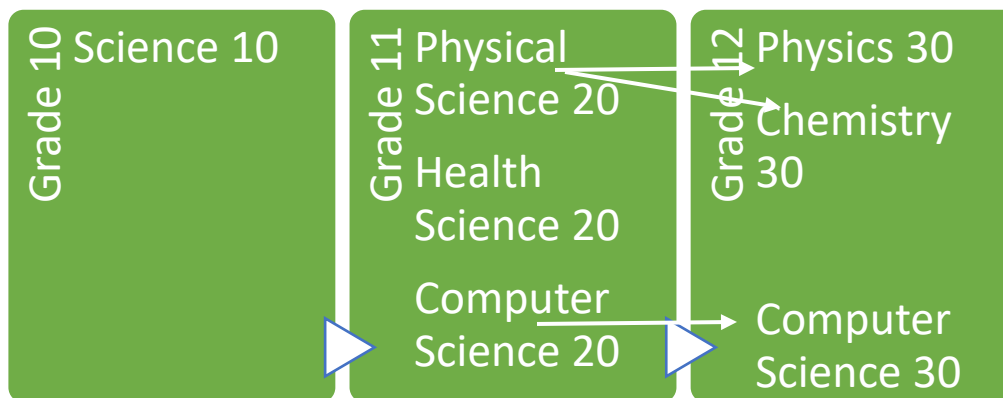
Since A & L is an International School, we find that our students wish to enter university and college upon graduation. Therefore, we offer courses that permit students to follow two university streams; business and math/science.

ALRS HIGH SCHOOL MATH PATHWAY



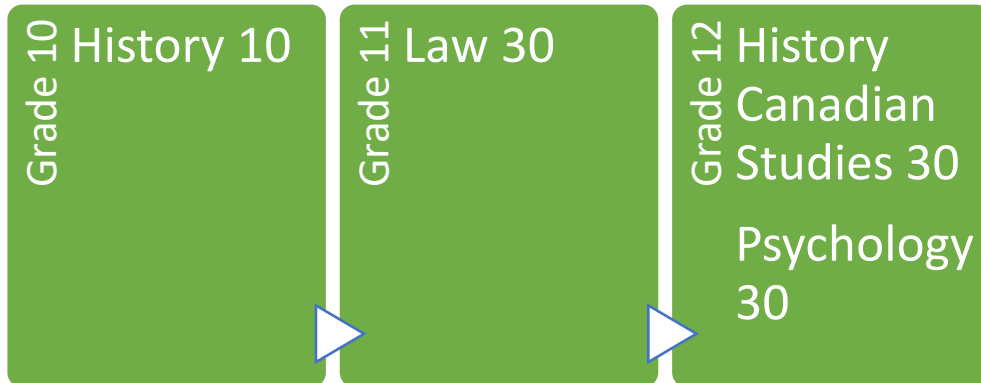
Schools in Saskatchewan can offer several mathematic streams. At ALRS High School we offer the stream that best leads to acceptance at university and post-secondary institutions.

ALRS HIGH SCHOOL SCIENCE PATHWAY



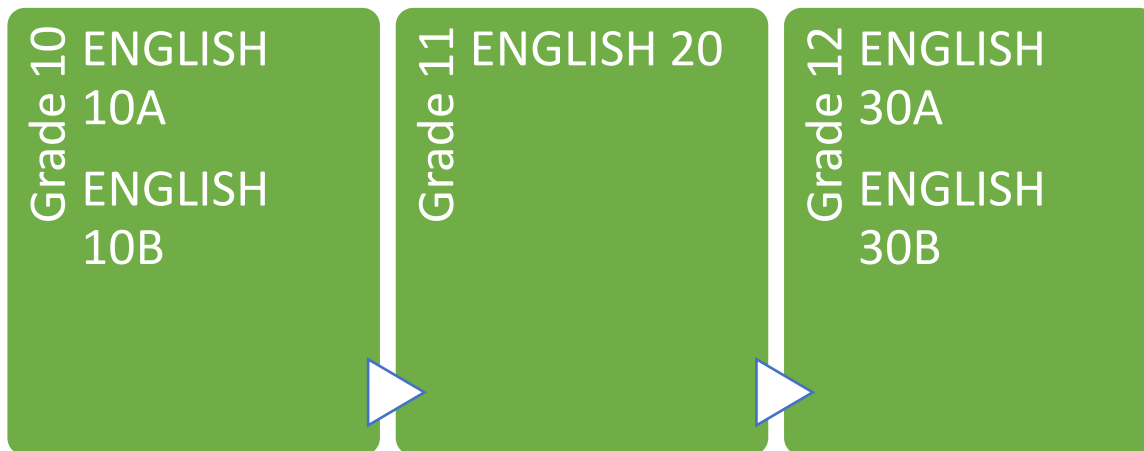
- Grade 10 Science is a required course.
- ALRS High School regularly offers Physical Science 20.
- Physical Science 20 is a prerequisite for Physics 30 and Chemistry 30.
- ALRS High School may offer computer science depending on student interest and teacher availability.

ALRS HIGH SCHOOL SOCIAL SCIENCES PATHWAY



- Grade 10 History is a required course.
- History Canadian Studies 30 is a required course.
- Law is offered because ALRS feels it is important for international students to understand the laws and practices of Canada in which they study.
- Psychology 30 may be offered as an elective depending on student interest and teacher availability.

ALRS HIGH SCHOOL ENGLISH LANGUAGE ARTS PATHWAY



- All English Language courses are required courses.

ALRS HIGH SCHOOL ARTS EDUCATION COURSES OFFERED

- ALRS High School offers Drama 10.
- Drama 20 and Drama 30 may be offered as electives depending on student interest and teacher availability.

ALRS HIGH SCHOOL HEALTH & PHYSICAL EDUCATION COURSES OFFERED

- ALRS offers Wellness 10. Students are required to take one course in this category.
- Physical Education 20 and Physical Education 30 may be offered as electives and this depends upon student interest and teacher availability.

PRACTICAL AND APPLIED ARTS CLASSES OFFERED

- Students should take two courses in PAA and Arts. ALRS may offer these courses to students depending on student interest and teacher availability.
- Information Processing 10, 20, 30
- Career and workplace 10, 20, 30A
- Financial Literacy 20, 30

ALRS HIGH SCHOOL CREDIT TRANSFER

Student and Educator Services (Department of education- Government of Saskatchewan) will complete evaluations for out-of-country students enrolled and registered in A & L Royal High School who do not have a complete secondary education from the country in which they arrived. A & L Royal High School does not do this evaluation. In this case, Student and Educator Services will evaluate the secondary records upon receipt of the required official international secondary documents by mail or courier. The official documents will be returned via priority post to the school from which submitted.

- Original or official documents issued by the appropriate authority from the educational institution that awarded the student's credential are required for out-of-country evaluation. Official documents must bear the original signature and/or seal of the school, examining board, or Ministry of Education. If external examinations are a requirement of the level or grade completed, the original certificates from those examining boards are required.
- Scanned, copied, faxed, emailed, or notarized/certified copies of documents will not be accepted.
- Forged and/or altered documents will not be returned to the school or student.

The official documents are required in the original language, and an English translation is required. The official literal English translation must be completed by a certified member of an association of translators and interpreters (e.g., <http://atisask.ca/>). The Translation Agency of Saskatchewan is not recognized as it does not have certification as a member organization of the

CTTIC (Canadian Translators, Terminologists and Interpreters Council). Student and Educator Services incorporate the principles and guidelines from the Provincial Assessment Committee (Canada), the Council of Europe and UNESCO for assessment procedures and criteria (i.e., translation; document requirements; level of study; duration of study program).

Foreign secondary qualifications are analyzed in terms of their home contexts and points of difference and/or similarity in relation to Saskatchewan context (Credential Evaluation).

It should be noted that the process of evaluation of foreign credit standing is based on a widely used international system of credential recognition. Credit recognition evaluation does not have a direct correlation to course content and curricular outcomes in Saskatchewan. They will be granted credit recognition for final complete pass marks providing the secondary school the student is transferring from is an accredited and recognized school. (All international schools require recognition by their state and/or Ministry of Education.) Partial, mid-term, mid-year or provisional results will not be accepted for credit consideration.

The 2021-2022 School Year

MONTH	School Holiday/Event	Recognized 2020-21 School Days
<u>2021</u>		
AUGUST	Monday, August 31 to Thursday, Sept. 3: Teacher Planning, Orientation and PD Days Friday, September 4: First day of classes	0
SEPTEMBER	Monday, September 7: Labour Day Holiday	18
OCTOBER	Friday, October 9: Teachers' Convention Monday, October 12: Thanksgiving Day Holiday	20
NOVEMBER	Wednesday, November 11: Remembrance Day Holiday Thurs. & Friday Nov. 12/13 Teacher professional days Monday November 16 & 17; Midterm Examinations	18
DECEMBER	Friday, December 18: Last teaching day before winter vacation December 19 to January 3 inclusive: Winter Vacation	14
<u>2022</u>		
JANUARY	Monday, January 4: School re-opens	20
FEBRUARY	Thursday, February 3: Last Day Semester 1 Monday February 8; First day semester 2 Friday, February 5: Family Day Holiday Friday, February 12: Spring Festival Holiday (students)/ Teacher Professional Day	18
MARCH	No holidays	23
APRIL	Friday, April 2: Good Friday Holiday April 3 to 11 inclusive: Spring Vacation Monday April 19 & 20: Midterm Examinations	15
MAY	Monday, May 24: Victoria Day Holiday	20
JUNE	Thursday, June 28 & 29 Final Examinations Semester 2 Tuesday, June 25: Last day of classes for students Wednesday, June 30: Progress Reports issued; Last day of school for teachers Total School Days:	22 187

2020 – 2021 A & L SCHOOL CALENDAR

	AUGUST 2020							SEPTEMBER 2020						
	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
① Sept. 4 – first day of school							1			1	2	3	①	5
② First semester midterm	2	3	4	5	6	7	8	6	7	8	9	10	11	12
③ Final day	9	10	11	12	13	14	15	13	14	15	16	17	18	19
Semester 1	16	17	18	19	20	21	22	20	21	22	23	24	25	26
④ First Day	23	24	25	26	27	28	29	27	28	29	30			
⑤ Midterm semester 2	30	31												
⑥ Last day semester 2														
Christmas break- Dec. 19 – Jan 3														
Spring break														
April 2- April 11														
Semester 1 94 days														
Semester 2 94 days														
Total Days 188														
February 12 Spring Festival														
Teacher Prof. Days														
	OCTOBER 2020							NOVEMBER 2020						
	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
					1	2	3	1	2	3	4	5	6	7
	4	5	6	7	8	9	10	8	9	10	11	12	13	14
	11	12	13	14	15	16	17	15	②	17	18	19	20	21
	18	19	20	21	22	23	24	22	23	24	25	26	27	28
	25	26	27	28	29	30	31	29	30					
	DECEMBER 2020							JANUARY 2021						
	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
			1	2	3	4	5						1	2
	6	7	8	9	10	11	12	3	4	5	6	7	8	9
	13	14	15	16	17	18	19	10	11	12	13	14	15	16
	20	21	22	23	24	25	26	17	18	19	20	21	22	23
	27	28	29	30	31			24	25	26	27	28	29	30
								31						
	FEBRUARY 2021							MARCH 2021						
	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
		1	2	3	③	5	6		1	2	3	4	5	6
	7	④	9	10	11	12	13	7	8	9	10	11	12	13
	14	15	16	17	18	19	20	14	15	16	17	18	19	20
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	28							28	29	30	31			
	APRIL 2021							MAY 2021						
	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
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	11	12	13	14	15	16	17	9	10	11	12	13	14	15
	18	⑤	20	21	22	23	24	16	17	18	19	20	21	22
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	JUNE 2021							JULY 2021						
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	13	14	15	16	17	18	19	11	12	13	14	15	16	17
	20	21	22	23	24	25	26	18	19	20	21	22	23	24
	27	28	29	⑥				25	26	27	28	29	30	31

SCHOOL DAILY SCHEDULE

The following chart is the daily schedule for A & L Royal School. Please consult with your teacher for your individual class schedule.

Daily Class Schedule		
Time	Period	
7:30 - 8:20	A	ESL/Teacher help/homework
8:20		Classrooms open
8:25-9:30	1	CLASS 1
9:35-10:40	2	CLASS 2
10:40-11:00		Break/Teacher help
11:00-12:05	3	CLASS 3
12:05-1:15		Lunch
1:20-2:25	4	CLASS 4
2:30-3:35	5	CLASS 5

COURSES OFFERED (SK Program)

Grade 10

Language Arts 10A & 10B
 Foundations of Mathematics & Pre-calc 10
 History 10
 Science 10
 Information Processing 10
 Wellness 10
 Career and Work Exploration 10

Drama 10

Food Studies 10

Grade 11

Language Arts 20

Foundations of Math 20

Health Science 20

Physical Science 20

Law 30

Career and Work Exploration 20

Pre-Calculus 20

Social Studies 20

Grade 12

Language Arts 30A & 30B

Foundations of Math 30

Calculus 30

Physics 30

SECTION VII: SCHOOL ORGANIZATION AND PROCEDURES

TEXTBOOK POLICY

Textbook fees are set and collected each school year by A & L Royal School.

INTERNET USE POLICY

The Internet can provide students with access to the most recent research and the most up-to-date statistics and opinions. However, the Internet can also provide the students with accidental or intentional access to inappropriate materials. In this regard, students are expected to conduct themselves according to the social and cultural norms of their community.

1. School use of the Internet is under the direction/supervision of school staff and students are obligated to use it appropriately. They should conduct themselves responsibly, ethically and politely while on-line.
2. Inappropriate use of the Internet is prohibited. Use of obscene or illegal materials is prohibited.
3. Students should not become involved in activities or discussions that are inappropriate and that might include opening themselves to access by people wishing to make inappropriate contact with students.
4. Appropriate etiquette for Internet use includes:
 - respect for the rights of others
 - moderate information storage
 - acceptance of responsibility to use the Internet wisely
5. The student and parent will not hold the teacher or school liable for any materials retrieved from the Internet.
6. Abuse of the acceptable use policy will lead to suspension of the student's access to the Internet. The length of this suspension will be determined based upon previous behaviour.

COMPUTER USE POLICY

This policy has been developed to keep our students safe from inappropriate material as well as to keep the computers in good working order. We will be strictly following the guidelines set for the below to ensure the proper use of all equipment provided by A & L Royal School.

Computer Procedures:

1. No food or drink around the computers.
2. Teacher's permission is needed to use a computer.
3. Inappropriate sites are forbidden while online.
4. Gentleness is to be used with all computer equipment.
5. Save all work on your own USB drive, not on the computer hard drive.
6. Only software belong to or approved by the school may be used.
7. Teachers may have their own additional rules.

FIELD TRIP POLICY AND PROCEDURES

A & L Royal School recognizes the benefits of student field trips when such trips supplement educational programs for students. Effective learning experiences often result from first hand observation of, or participation in, events or activities that occur out in the community away from the school. It is of paramount importance that field trips are selected, planned, organized, and conducted in the context of:

- Clear benefit to students
- Safety and security of all participants
- Assessment and management of risks inherent in off-site activities
- Safety of students, staff, and volunteers

Administrative Procedures

The permission of the Principal will be secured before a field trip is undertaken. Planning will include adherence to rules and guidelines established by A & L Royal School.

The Principal must ensure that all school field trips are appropriately planned, organized, and supervised, and that the general guidelines for field trips are followed.

EXTRACURRICULAR ACTIVITIES

We encourage and support our students' involvement in A & L Royal School's extracurricular activities. A & L Royal School may, from time to time, offer extracurricular activities.

LOST AND FOUND

Please label all items of clothing. Items are placed in the Lost and Found located in the principal's office. Items of value (money, purses, etc.) should be turned in to the office.

FOOTWEAR

Regulations require that should an immediate evacuation of the school take place in the event of a fire drill or emergency, footwear must be worn indoors. Because of this requirement, as well as for health reasons, it is important that students wear shoes inside the building at all times. We

require footwear that does not mark the floor. Shoes that mark the floors cannot be worn inside. Please check shoes for floor marking before you purchase them.

CELL PHONES (and other electronic communication devices)

As per our policy, students are not permitted to use cell phones during school hours. If they are carrying phones they must be turned off. Students found using phones will have them taken away by school staff. The school must have control of communication within the building for the safety of all staff and students. If you have a need to contact your child during school hours, please phone the office. **The school will NOT assume responsibility for the loss, destruction, damage or theft of these devices, or any communication bill associated with their unauthorized use.**

PERSONAL AUDIO AND VIDEO DEVICES

Students are discouraged from bringing these devices to school, or to school events. Students found using electronic games will have them taken away by school staff. Digital and video cameras are not permitted to be used by students without a teacher's permission. In the case of iPad and similar music and video players, students may use them at home.



LAPTOP COMPUTERS

ELECTRONIC TRANSLATORS AND DICTIONARIES

SECTION VII: ASSESSMENT AND EVALUATION

COURSE PREVIEWS

Course previews outline the requirements of each course of study. Near the beginning of each school year parents and students will be given information regarding the following:

- a. the general areas of study and skills to be taught
- b. the intended learning outcomes; expectations for students at this grade
- c. how the course will be taught (e.g. thematic, integrated, hands-on, lab.)
- d. the intended time lines
- e. how students' learning will be assessed (portfolio, observation, conferencing, tests, quizzes, projects, labs, homework exams and oral presentations,)
- f. how the student will be evaluated
- g. how extra assistance can be obtained

Changes to course plans may be made throughout the year as the need arises. Changes will be reported as appropriate.

ASSESSMENT ACTIVITIES

Assessment is the on-going gathering of information about what students' know, are able to do, and are working toward. Assessment methods and tasks include:

- observation
- student self-assessment
- daily practice assignments
- samples of student work
- holistic rating scales
- pencil and paper tests
- oral and written reports
- review of performance
- portfolio assessment

Teachers may use any or all of these methods of assessment. Best practice dictates that the assessment methods be varied as much as possible. Students are made aware of or involved in setting criteria for marking and grading projects, assignments and tests. Our teachers mark students' work in a timely manner. This regular feedback from teachers provides students with the opportunity to practice and improve.

GRADING STUDENT PERFORMANCE

The following grading system is approved by the Saskatchewan Ministry of Education and is used by A & L Royal School in all formal reports to parents.

LETTER GRADES AND DEFINITIONS

A	(86 - 100%)	Excellent or outstanding performance
B	(73 - 85%)	Very good performance
C+	(67 - 72%)	Good performance
C	(60 - 66%)	Satisfactory performance
C-	(50 - 59%)	Minimally acceptable performance
I	(0 - 40%)	No demonstration of minimally acceptable performance
F	(0 - 49%)	Fails to meet requirements of the term or course

WORK HABITS

Good (G) *Responsibility:* all assignments turned in, on time for class, ready to work and

learn

Cooperation: works well with teachers and other students

Independence: self-directed learner, takes appropriate initiative

Satisfactory (S)

Responsibility: most assignments turned in, seldom late, usually ready to work

and learn

Cooperation: usually works well with teachers and other students

Independence: often needs one-on-one attention

Needs Improvement (NI)

Responsibility: most assignments missing, often late, usually not ready to work and learn

Cooperation: does not work well with teachers and other students

Independence: needs one-on-one attention most of the time

REPORTING STUDENT PROGRESS

Formal student progress reports are provided to parents 3 times each year in November/December, March/April and June. Parents may also receive informal interim reports from time to time. Student/teacher/parent conferences are held soon after the first and second formal reports are issued. As well, a teacher or a parent may request a meeting regarding a student's progress at any time that an issue arises.



PROMOTIONAL PRACTICES

Each teacher is responsible for recommending the promotion status of each student. Decisions are based on the criteria identified in the course outline, which has been given to students and parents at the beginning of the course. At the end of the year, the Principal and teachers will hold an adjudication meeting. At this time the overall status of students will be reviewed.

APPEAL PROCEDURE

An open appeal process is available to all students and parents regarding decisions affecting them. Those appeal mechanisms are available for course or grade promotion as well as for many other issues.

Appeals order:

- the teacher
- the Principal (Saskatchewan Program)
- the Saskatchewan Ministry of Education Agent

It is the duty of the Principal to facilitate these processes, as required.

CREDIT RECOVERY

Credit Recovery allows a student to earn credit for a course in which he or she did not previously receive a passing grade. In a credit recovery program, an assessment is made of the student's strengths and weaknesses in regard to the course content.

Based on this assessment, the student completes instruction only in the course objectives that have not been mastered. Upon successful demonstration of mastery for these objectives, the student receives credit for the course. A credit recovery course is tailored to the individual needs of each student and allows a student to earn credit in a few weeks or months rather than repeating the entire course. A credit recovery program can be an effective way of helping students get back on track toward graduation, and perhaps encourage students to stay in school.

DEFINITION OF CREDIT RECOVERY:

Credit recovery is defined as a course-specific, skill-based learning opportunity for students who have previously been unsuccessful in mastering content/skills required to receive course credit for graduation or earn promotion.

1. Admission to and removal from the Credit Recovery Program:

- An application that includes the name of the course to be recovered and parental consent through signature must be submitted and approved by the principal as part of the admission process for the Credit Recovery Program.
- The principal and/or staff advisor will verify the information found on applications and will make the initial decision to approve or disapproved the application. If disapproved, justification of disapproval will be indicated.
- Students who have already received credit for a course but have not passed the end of course test(s) required for graduation are encouraged to participate in Credit Recovery for that course prior to the next subject area administration.
- Students who fail to start acceptable activity in their approved Credit Recovery course within 10 days of approval may be removed from the course. Students who fail to start acceptable course activity within 1 day when approved as a part of a summer program may be removed from the course.

- Students shall not remain in a Credit Recovery Course for more than one year.
- After initial application approval by the principal and/staff advisor, students are screened to determine admission based on motivation, aptitude, and need, and/or the reading level required for Credit Recovery.
- ***There are additional costs for Credit recovery.*** This is additional instructional time. The costs are dependant on teacher availability, the duration of the Credit recovery, and the frequency of the Credit Recovery classes.

2. Instructional methodology:

- A & L Royal School will implement an instructional program for Credit Recovery.
- Certified teachers will help with content and non-certified staff may provide facilitation.
- Certified teachers and non-certified staff will be trained through professional development to facilitate Credit Recovery.
- Credit Recovery Courses are scheduled to meet the needs of individual students either after school, during school, or in the summer with designated facilitators.

3. Content and Curriculum:

- The Credit Recovery Curriculum shall be based on Saskatchewan Curriculum and Standards.

4. Grades:

- Credit Recovery is not indicated on a student's transcript. A record of the student's Credit Recovery shall be kept in the student's cumulative folder.
- Student's must receive a passing mark of 50% but it is recommended to get higher grades for University or College admission requirements.

5. Testing:

- All final tests will be locked and must be taken in the presence of a facilitator. It is the responsibility of the student to schedule a time to take the test with a facilitator.

ATTENDANCE AT SCHOOL

All students are expected to attend school regularly. Please contact the school by phone, notes, or visit if your child will be absent for any reason or will be leaving the school at an earlier time. If a parent wishes to pick up their child(ren) during school hours, you are requested to send a note to the teacher and report to the office at the school to wait for your child.

Bus students are not allowed to leave the school grounds from the time they arrive at school until they leave for the day. The only exception will be if parents provide a written note giving permission for their child(ren) to leave school. The note should be given to the classroom teacher indicating the reason for absence.

Our school operates a ***Call Back Program***. This is to ensure that students who have left for school have arrived safely. At 5 minutes after the start of each class, teachers submit a list of students who are absent from school without reason. The parents of these children will be contacted to verify the reason for the absence.

Late Arrivals

Students who are late arriving at school should report that they have arrived and then go directly to their classroom/class. If the student arrives after roll call, the teacher will inform the office that the student arrived late. Parents please ensure that your children are in school on time. Late arrivals cause class interruptions and unnecessary work for the teachers and office staff. Being on time at school is also training for being on time as adults.

Early Arrivals

Students dropped off before classes begin are not formally supervised by the staff. The school will not be held responsible for any injury that might occur during this time. Parents who drop their child off early do so at their own risk.

Students who arrive early will be expected to stay in the lobby of the school.



GUIDANCE INFORMATION

Guidance is important to the educational process at A & L Royal School. Whenever possible, students need to make an appointment ahead of time with the staff advisor. These appointments should be made either before school, during lunch, after school, or between periods.

The following services are provided for the benefit of all students. Parents are encouraged to contact the guidance office with questions, for information, or comments regarding any of the following:

1. Personal and/or group counselling/advising
2. Career exploration: Occupational Interest, Inventories /occupational informational manuals
3. Interpreting and evaluating test scores.
4. Course scheduling questions
5. Personal and group counselling about Universities and Colleges and their programs.
6. University, College, vocational/technical school advising
7. Assistance to apply for University or College admissions

8. Financial aid information for post high school education: grants, scholarships, loans, work-study, etc.
9. Provide links for parent/teacher communication
10. Counsellor/Parent conference available upon request
11. Academic standing
12. Student “progress reports” from teachers

Based on Saskatchewan law, when a school staff advisor has a counselling session with a student, the information is treated as confidential. If a student reveals in a session there had been abuse, or harm had been inflicted on someone, or that someone is intending to harm another, then the counsellor is required to follow provincial law and A & L Royal School policy and report this to the appropriate agency that deal with such matters.

PLAGIARISM POLICY

Plagiarism occurs when a person copies the work of another and presents it as his/her own. This is a form of intellectual theft that results in serious consequences. Consequences at A & L Royal School are as follows:

- First Offense – Zero credit on the assignment and a with the option to redo the assignment and academic counselling.
- Second Offense – Zero credit on the assignment with the option to redo the assignment and a meeting with the Principal and Director of Student Services.
- Third Offense – Dismissal from A & L Royal School English Language School

CHEATING POLICY

At A & L Royal School cheating is recognized as a serious offense; therefore, it will be handled as such:

- The first time a student is caught cheating on a test or assignment; he/she will receive an F on that assignment.
- If the same student is caught twice, he/she will receive an automatic F for the 9 weeks.
- On the third violation a student will be withdrawn from the class and receive an F for the semester. Parents will be notified of any violation of this policy.

HOMEWORK POLICY

An open, positive approach to learning should include the effective use of homework as a means to the following ends:

- To reinforce and enrich classroom learning
- To encourage the wise and orderly use of time
- To provide an opportunity for self-motivation
- To teach responsibility and develop good study habits
- To help students set and reach higher goals

Homework is an out-of-class assignment that contributes to a student's overall education. In recognition of the individual differences of students, we believe that homework is one way to challenge and to strengthen our students' abilities. Obviously, homework done between classes while "on the run," attempted in another class while teaching is in progress, or copied from another student is counterproductive. Teachers are asked to be diligent in this respect, and students are encouraged to take pride in doing their own homework and class work. *The responsibility to complete and turn in homework is ultimately that of the student. Parents are encouraged to confirm homework completion.*

TUTORING AND STUDENT SUPPORT

Support for students who struggle is provided in a number of ways. In-class support may be provided by a teaching assistant. Teachers are available for a few hours after school and are more than willing to help any student who needs extra help. Many teachers are also available for tutoring. Tutoring MUST be arranged through the office.

EXTRA-CURRICULAR ACTIVITIES

Various activities are offered to students throughout the school year. Some activities run all year, while others cycle through for short periods (6 – 8 weeks) depending on the nature of the activity and the time of year. Teachers, parents, and other members of the community help provide this important service to the school and volunteers are always welcome. Activities may be cancelled at any time due to low attendance.

BIRTHDAYS FOR STUDENTS

We recognize student birthdays! Notices will be sent home to parents informing them of the students who have a birthday each month. Teachers will also recognize students with a relevant activity. Please send treats or favours honouring your child's birthday.

TEXTBOOK POLICY

All basic hardbound texts are rented to students for their use during the school year. Most paperbacks used as text, workbooks, and other supplies are paid for by the student and may be purchased from the school. Textbooks are to be kept clean and handled carefully. Students may not write in textbooks. Students may underline or make notes only in pencil!

Students are responsible for payment of repair expenses to damaged books. Please be sure your name is written in the books in case they are misplaced. It will be the student's responsibility to check each textbook on the first day of each semester for damage. If your book has been damaged or defaced in any way, please ask the teacher to make a note of it so that you will not be charged for damage that you were not responsible for. If books are damaged when returned, the student will be responsible for repair or replacement costs. Fees will be charged for some courses. These fees are used for the purchase of some expendable items.

LIBRARY

The purpose of the school library is to supplement the educational needs of the students and faculty at A & L Royal School. Students who visit the library will be courteous and responsible and will maintain a quiet atmosphere in which to study for themselves and their fellow students.

- Videotapes-Teachers only
- Computer programs-used in library
- Microfilm - used in library

Lost items are to be paid for by the borrower. **If the item is found and still in good condition, a refund will be made.**

Students are encouraged to make use of library resources for class projects and to explore individual interests. Students should ask for guidance in using library resources. Our purpose is to serve the students' informational needs and enrich their educational experience.

POLICY OF CORPORATION-PROVIDED ACCESS TO ELECTRONICS, SERVICES, AND NETWORKS

In making decisions regarding student access to the Internet, A & L Royal School considers its own stated educational mission, goals, and objectives. We believe that electronic information research skills are now a fundamental part of preparing students to compete in today's work environment. Access to the Internet enables students to explore thousands of libraries, databases, bulletin boards, and other resources. A & L Royal School expects faculty to blend thoughtful use of the Internet throughout the curriculum and will provide guidance and instruction to students in its use. The use of the Internet is a privilege, not a right. The Acceptable Usage Policies of A & L Royal School apply to any violation of appropriate use of computer systems, the network, and the Internet. Users may lose access for infractions. Students who wish to access the Internet at A & L Royal School must first have the permission of their parents and must be supervised by A & L Royal School professional staff. Students utilizing school provided access are responsible for good behavior on line just as they are in the classroom or any other area of the school. The following uses of school-provided Internet access are not permitted:

- Access, unload, download, or distribute pornographic, obscene or sexually explicit material;
- Transmit obscene, abusive, sexually explicit or threatening language;
- Violate any local, state or federal statute;
- Vandalize, damage, or disable the property of another individual or organization;
- Access another individual's material, information, or files without permission;
- Violate copyright or otherwise use the intellectual property of another individual without permission.

Additional disciplinary actions may be determined at the building level in keeping with existing procedures and practices regarding inappropriate language or behavior. When and where applicable, law enforcement agencies may be involved.

A & L Royal School makes no warranties of any kind neither expressed nor implied regarding the Internet access it is providing. A & L Royal School will not be responsible for any damages users suffer, including, but not limited to, loss of data resulting from delays or interruptions of services. A & L Royal School will not be responsible for the accuracy, nature, or quality of the information gathered. A & L Royal School will not be responsible for personal property used to access computer, network, or Internet access. The corporation will not be responsible for unauthorized financial obligations resulting from corporation provided access to the Internet.

Children's Internet Protection

1. A & L Royal School recognizes its responsibility to educate students regarding appropriate behavior on social networking and chat room sites about cyber-bullying. Therefore, students shall be provided instruction about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms and cyber-bullying awareness and response.
2. Students at A & L Royal School will be provided with age-appropriate instruction regarding safe and appropriate behavior on social networking sites, chat rooms, and other internet services. Such instruction shall include, but not be limited to, the dangers of posting personal information online, misrepresentation by online predators, how to report inappropriate or offensive content or threats, behaviors, that constitute cyber-bullying, and how to respond when subjected to cyber-bullying.

TRANSPORTATION CONDUCT RULES

When students are traveling to and from school with teachers or any other person other than their parent, it is crucially important that they behave in an appropriate manner. The safety of our children is of paramount concern to the staff and administration at ALRS.

As such, it is imperative that all students observe the following rules.

1. The driver must be respected and obeyed at all times.
2. Seat belts are to be worn **at all times**.
3. Objects should never be thrown in the vehicle or out of the window.
4. No part of a student's body should be out of an open window at any time.
5. Food and drinks are not to be consumed in the vehicle at any time.
6. Students must remain seated at all times in the vehicle. Do not kneel or stand in the seats or change seats.
7. Students must not damage the vehicle in any way. Any repairs will be paid by the parents.
8. Appropriate language is to be used at all times.
9. If seats are assigned to students, then only those seats are to be used.
10. Stereos, radios, MP3 players, etc. without earphones will not be allowed in the vehicle. Students will not touch the dial or volume control in the vehicle.
11. Students should always take due care when getting in and leaving the vehicle.
12. Students should never run near or play around the vehicles.



Any contravention of the ALRS transportation rules will be dealt with seriously and may result in suspension of transportation privileges. No student has the right to endanger the lives of their fellow students through irresponsible behaviour.

The drivers know these rules and will enforce them. If any student does not follow the rules, the drivers will inform the Principal.

SECTION VII: STUDENT AND SCHOOL SAFETY

SCHOOL SAFETY

Our school has an Emergency Response Plan in place to deal with various potential emergencies and student behaviours. Every precaution has been taken to ensure your child will be safe while at school, and if they have to leave school for their safety, it will be done so in a safe and orderly manner and you will be notified as soon as possible.

As part of our plan all visitors must report to the office upon entering the school to identify themselves and the purpose of their visit. Additionally, all exterior doors, except the main entrance, are closed during school hours.

EMERGENCY PROCEDURES

1. Accidents

Serious injury of a student should be reported immediately to a staff member. The staff member will have the Medical Clinic contacted and the student transported to the clinic as appropriate. A record of all accidents is kept on file in the Principal's office.

2. Fire Drills

Guidelines suggest that there be 4 fire drills per school year. In the event of a fire drill:

- Students will be assigned to close all windows and classroom doors.
- The teacher will take a class list with him/her.
- Students will follow procedures and "Emergency Exit Routes" as posted

3. Security Issues

In the event of a critical breach of security within the school the student body will be directed by staff to safe places as quickly and quietly as possible. Staff will ensure that all students are out of the surrounding hallways and within a closed classroom. During such a situation, regularly scheduled class changes will not take place and students will not be permitted to leave the classroom. Information regarding the nature of the situation will be given to staff as quickly as possible. At the conclusion of any such event, the Principal will announce the all-clear signal.

4. Emergency Evacuation

1. The teacher will lead the class to the designated exit, ensuring that the last student out will close the classroom door.
2. The teacher will lead the class to the designated assembly area and have students report to him/her there. The teacher will take attendance to be sure all students are accounted for.

3. A list of absent students will be taken as soon as possible to the collector at the assembly area.
4. The teacher and class will wait until an all-clear signal comes from the Principal to indicate that it is safe to approach the building.

In case of fire or other emergency, students and staff will use the following evacuation routes:

EMERGENCY EVACUATION PLAN

PURPOSE

In the case of fire or any other type of emergency, students and staff must be prepared to evacuate the school without panic and in the least possible time. The school shall develop a plan to ensure the safe and orderly movement of all persons in the school to the safest possible areas.

POSSIBLE REASONS FOR EVACUATION

- A fire in the school
- Extreme weather conditions
- Civil unrest
- Spillage of hazardous chemicals
- Bomb threat
- Water disconnection



DRILLS

Special drills shall be planned by the Principal to train everyone in procedures to be followed in case of a particular emergency.

WHEN IT IS UNSAFE TO SEND STUDENTS HOME

If the school authorities believe it is unsafe to allow students to travel home, the children will be kept at school and supervised by teachers until:

- It is safe to travel home
- or*
- The child is collected by his or her parent.

EVACUATION PROCEDURES **CONTACTING PARENTS**

In the event of any emergency, the school will text messaging and/or various Social media (with respect to privacy). While this may be a different procedure to what families are used to, it is an efficient and necessary way for A & L Royal School to contact our families as quickly as possible in event of danger to our students.

IN CASE OF FIRE

The students should move quickly and quietly out of the assigned exit to the designated waiting area indicated by the chart posted in each schoolroom. Teachers should assign students to turn off lights, fans, and close the door. The principal shall designate a teacher to turn off any hall or bathroom lights. Students should return to their classrooms when the bell is sounded as an all-clear. Teachers will accompany the students at all times. Practice drills will be held during the school year. Students and staff will practice the school's fire drill procedure at least once per quarter.

FIRE PROCEDURE

1. When the alarm sounds, students should line up, without any personal belongings, at the nearest exit.
2. The first student should lead the class, in silence, out of the building (following the prescribed plan).
3. All lights should be turned off and doors closed.
4. All classes will meet _____.
5. Each teacher will take attendance and inform the Principal.
6. All staff and students will wait quietly for further instructions.
7. The secretary will call the proper authorities when instructed by the Principal.

IF THE SCHOOL IS UNSAFE

In the event of the school becoming an unsafe place, the students will immediately be taken to a place of safety. In such circumstances, the release of students will be coordinated by the staff members. No student will be permitted to leave until she/he is released by a teacher. If these residences are unavailable, the children will be taken to residences of parents living locally who have agreed to help in an emergency. Contact will be made with parents thereafter.

EMERGENCIES AND HEALTH CARE

EMERGENCY CONTACT

The school requests that all parents leave the name and phone number of someone to contact in case of an emergency. It is important that this information be kept up-to-date, particularly when parents are away from town. Your child should know the identity of the person(s) to be contacted.

STUDENT ILLNESS

Our staff will attend to a child who receives a minor injury such as a scrape, bruise, cut, or bump. In the event of a more serious illness/injury, all attempts will be made to notify a parent at home or at work. If a parent cannot be reached, the emergency contact person as listed on the registration sheet will be called. The emergency contact **MUST** be available to pick up the student if necessary.

If your child needs emergency medical attention, you will be contacted as soon as possible. If you cannot be contacted, your child will be taken to the nearest hospital and attended to by the physician on call. An ambulance will be called if deemed necessary. The cost of the ambulance is covered by the parent's insurance. An adult representing the school will remain with the child until the parent/emergency contact person arrives at the hospital.

MEDICATION

If an adult at school is required to give your child medication of any kind, we must have a signed authorization by the parent. A written and signed note from the parent is mandatory. The note must give explicit directions on when and how to administer the medication. Medication will not be given without signed permission. The medication must be in pre-measured form and in the original, labelled container. Students who may require an injection via an EpiPen are required to have the EpiPen with and on them. Adults in their care must be informed as to the location of the EpiPen.



Students with critical health needs (e.g. severe allergies needing an EpiPen, diabetes) are to have an annually updated Individual Health Care Plan. When a child requires medication for more than 14 days, an Individual Health Care Plan is required.

PUBLIC HEALTH CONCERNS

From time to time, there may be situations where there is an incidence of diseases such as pink eye, flu, chicken pox, lice, or scabies. Students are to remain at home until treatment for the condition has been received.

SNACK ITEMS

Students may bring snacks to school. We request that students bring healthy snacks to school. Drinks other than water will be allowed only if they have a reusable lid. We reserve the right to refuse certain food items in the school due to health and cleanliness reasons.

ANIMAL POLICY

No live (or dead) animals may be brought into the school without administrative permission. Documentation that the animal is disease free is required and transportation to and from school as well as care of the animal is the responsibility of the owner.

COMMUNICATION

Communication between home and school is extremely important in the success of any student. Through our newsletters, website, and notices we will endeavour to keep you well informed of programs and activities in the school. Your input and concerns are welcomed and appreciated. We encourage parents to maintain close contact with the school. Please do not hesitate to contact

us should you become concerned about your child's behaviour or achievement. In most cases, the classroom teacher is the person to be contacted in these matters. Please contact the teacher and make arrangements to discuss these matters in advance. If concerns remain, you may bring them to the principal's attention.

Families are welcome to attend our special events. A monthly newsletter including a list of events will be sent home at the beginning of each month. The newsletter is also available on our website.

In the event that you are moving, or for other reasons are transferring you child(ren) to a new school, please notify the school several days in advance.

CONTACT INFORMATION

It is essential that we have current contact information, especially phone numbers. We must be able to contact you when necessary, and especially in case of an emergency. Please let the office know of any changes as they happen.

TOBACCO, NARCOTICS, ALCOHOL

The use of cigarettes including vaping cigarettes is strictly prohibited on school property. Canada has recently legalized the use of cannabis for people over the age of 19. The smoking or use of cannabis is also strictly prohibited any where on school property. As well, any alcoholic beverages are also strictly prohibited on school property. If students or staff are caught using any of these prohibited products disciplinary action will incur. Penalties could be a warning or dismissal.

SECTION X: ACCOMODATION AND HOMESTAY

STUDENTS UNDER 18 YEARS OLD

Students under 18 years old must stay in Homestay. This is a Canadian law. Students under 18 years old do not have the option to live independently and rent an apartment on their own or to share rent with a roommate(s). All students under 18 years old must have a custodian who is over 25 years old. The student can choose to live with a cousin, aunt, uncle, a relative, or a family friend that lives in Moose Jaw. However almost all students at ALRS have no relatives or friends in Moose Jaw.

All Homestay parents act as Custodians.

STUDENTS OVER 18 YEARS OLD

Students over 18 years old can choose:

1. Rent their own apartment either independently or with a roommate(s).
2. Live in Homestay

HOMESTAY

START WITH A HOMESTAY

Starting with a homestay program is a great option for our student. It offers a "real-life" experience that is second-to-none, and you will find that it could be one of the most rewarding parts of any international experience. Homestay programs allow students to jump right into their studies without the worries of finding housing, furniture or signing a lease all from overseas. In fact, if you are over 18 and start your experience in a homestay environment, your host will typically help you with many of your future decisions, including different long-term accommodation options.

WHAT EXACTLY IS A HOMESTAY?

ALRS Homestay Program arranges for our students to live with local hosts/ families during their studies. Living situations in homestay programs range from basic room-rental arrangements to complete host/family immersion. In a homestay program, you will typically have your own room, but join the family for meals and take part in their normal daily routine. Host families can be families that have younger or teenage children themselves, but homestays can actually be offered by anyone. Host families often choose to offer homestays because it's a great way for them and/or their own children to meet with international students and be exposed to different cultures.

HOW DO I FIND A HOMESTAY?

ALRS will set you up with a homestay family directly. When applying to the ALRS Homestay Program you will be asked to fill out a questionnaire before you are connected with a host family. With this questionnaire, it's best to be completely honest. If you're allergic to cats or afraid of dogs, you don't want to end up in a home with a lot of pets!

ALRS HOMESTAY PROGRAM

Every homestay host with ALRS is required to complete a comprehensive certification program including: in-home interviews, training and assessments, criminal background checks, home inspections, and routine communications with the ALRS Homestay coordinator.

Students who homestay with ALRS Homestay Program can count on being provided a private bedroom, internet access, and an agreed-upon meal plan. In addition to the care and support of your host family, international students are also assigned a local homestay coordinator, who can provide backup support through a 24/7 emergency phone number.

WHY HOMESTAYS?

There are many reasons that homestays are a great solution for international students, including:

ORIENTATION

When first arriving in Canada things can be confusing and difficult, however, your Homestay host is able to assist with local guidance like transport, shopping, banking as well as introducing and assisting with networks, mentoring, local culture, etc. Also, beginning your adventure with a homestay program allows students to jump right into their studies without the worries of finding housing, furniture and signing leases all from overseas. And ALRS is always willing and ready to assist our students!

PRICE

As you will be staying in someone's home, homestays tend to be an affordable option. The families offering their house as a homestay are typically not doing it for financial gain so they can be excellent economical accommodation options. Homestays are often the most economical accommodation option because cost of room and board generally includes meals, laundry facilities, and occasionally some light cleaning services. You will also save money because you won't have to worry about furnishing an apartment. You may also be provided with a guaranteed number of meals a day, which will save you money in groceries, and allow you to splurge a little on fun excursions and souvenirs during your stay (not to mention try local dishes and foods!).

CULTURE

Staying with a local family will really submerge you into that culture and life. Homestay programs provide students with a more authentic cultural experience. In most cases you will spend evenings and free time with your host family, having meals and social time with them, and experiencing daily life in your host country. Living with host families will provide you with more opportunities to experience local cuisine, as well as local events and places that most tourists and other visitors to the country will be unaware of. Additionally, host families can serve as tour guides and give you tips on how to get by in your new environment.

LANGUAGE

One of the best ways to learn a new language is to be fully immersed in the language, and there is no better way of immersing yourself than with a homestay! If you are living in a dormitory or hostel, you will almost inevitably fall amongst people who speak your native language. In a homestay program, you will be required to converse in the native language of your host country, allowing you to improve your language skills. Your host family will most likely be thrilled to help you practice your skills. Engaging in daily conversation in your new language can be more helpful in building conversational skills than any class, and having strong language skills will make living in a foreign country far easier; you will be better able to explore the country and meet new people.

FRIENDS

Although most college students and young adults in homestay programs have been away from home before, finding yourself in an entirely new country, far from your friends and family can be a lonely and daunting experience. Homestay programs are a great way to make new friends, as in most cases, homestay families have children themselves, often around the same age as the students they are hosting. Homestay families also provide a good support system for international students who are far from home, and friendships are often formed between hosts and students that last a lifetime.

SAFETY

In a homestay program, your host family is there to look out for you, much like your family at home. They will be there to make sure you get home safe every day, as well as to provide emotional support at home. If you are the type of person who likes to have someone to talk about your day with when you get home, a homestay may be the right option for you.

IS HOMESTAY RIGHT FOR YOU?

When it comes time to decide where to live during your studies, if you answer “yes” to any of these questions then a homestay is an option you’ll want to consider.

- Do I want to live with other international students?
- Is being fully immersed in the language and customs of my new home important to me?
- Am I comfortable living in someone’s home?
- Would I enjoy having a host to help me around the area?

Everyone has different needs and expectations of their study abroad experience. The decision to stay in a homestay depends on the type of experience you want to have in the US and can certainly add to your experience and adventures

CHOOSING INDEPENDENT HOUSING

ALRS students over 18 years old are free to find and rent their own room, apartment, or house. Many first-time students choose Homestay to begin and after one semester choose to live independently. Some students try to find accommodation while living in their home country

using the Internet but this can prove to be frustrating and disappointing. ALRS recommends that students wishing to live independently begin their search once they arrive in Moose Jaw.

To rent in Canada students generally need to pay:

1. The first month's rent
2. A damage deposit (equal to one month's rent)
3. A security deposit (equal to one month's rent)

As well, students may also need to pay depending on the type of rental:

1. Utility starting fees (Water, telephone, heating)

Most rentals in Canada are unfurnished. Students will need to buy their own furniture such as a bed, linens, sofa, and kitchenware. Almost all rentals have a refrigerator, electric stove, washer and dryer for your clothes. Sometimes the washer and dryer are coin operated. All rentals have hot water. Some rentals may have a microwave oven but most do not.

Students should be prepared to stay in a hotel from 1-5 days as they search for an apartment. It is good to budget \$100 CAD/night for a hotel. ALRS may assist the student to find a rental unit depending on staff availability and we can offer advice on any rental contract but they student does need to search for their rental unit on their own. The ALRS Director of Student Services or another staff member can assist the student by showing the students websites, newspapers, and other local searching services.

ALRS also recommends students arrive 1 weeks before their classes start to begin the search for a rental. It is very difficult to attend class and search for a rental unit at the same time. Also,

ALRS Strongly recommends for students who start classes in September to arrive earlier if possible or contact the school about your rental options before you arrive. There are other schools in Moose Jaw and it is a very busy time of the year as the options for rental units decrease rapidly.





SECTION XI: CULTURAL AND COMMUNITY EVENTS

LEARNING THROUGH INTERACTION

Language is to be able to communicate one's thoughts and feelings to another person. This concept of communication is one of the foundations of sociocultural theory in language learning, which is one of the second language acquisition theory modules. *The sociocultural theory believes that language can be acquired by allowing the students to socialize and interact either with other learners or with the speakers of the language they are learning.* The interaction should also be in the language studied; in this case English. Ideally, the sociocultural theory suggests that the best way to acquire a language is to learn it from the place it is being used and to *interact with native speakers.* In the context of the classroom, the sociocultural theory in second language acquisition can be practiced through social activities that simulate the cultural context of the language. The classroom tends to be a safe environment for students. Students can practice and rehearse written and spoken language with their peers and with their instructor. It is necessary to have classroom instruction and to have safe learning environments.

However, many studies show that participation in outside-the-classroom community and cultural events helps to improve students' language and culture learning in study abroad situations. However, it is also important to have meaningful interactions with native speakers. Learning outside the classroom is challenging because of the cultural differences. Despite difficulties in community and cultural interactions in Canadian culture, students practicing English at these events is an excellent method to learn. Speaking about cultural issues such as cultural differences, misunderstandings, and observations of Canadian culture is an excellent indication of the student's cultural awareness and development.

Many students believe that knowledge of grammar is an important for successful communication. At the same time, students are anxious about misunderstandings and miscommunication. Students usually feel that communicating with their international peers are stressful than communicating with native speakers. Practicing meaningful communication in the classroom is an important step to practicing communication in the real world. Many students expect native speakers to correct their errors and to become English teachers outside the classroom. When students do communicate outside the classroom, they learn to initiate self-repairs and to ask for help. Engagement is the key to making a good conversation.

This is why ALRS has a required mandatory involvement in community and cultural events in all our programs. ALRS desires to be a leader in language education in Canada and we desire all our students to succeed quickly and efficiently. There are more than 60 events on our yearly community and cultural events calendar. This calendar changes from year to year depending on what happens in the community.

TYPES OF ALRS COMMUNITY AND CULTURAL EVENTS

Our students will attend:

1. Sporting events both professional and amateur
2. Local Festivals
3. Local Outdoor Events such as the International Air Show
4. Music and Cultural Events
5. English movies
6. Season Events such as Halloween and Christmas activities
7. Outdoor activities to explore nature such as camping, skating, skiing, and horseback riding.

All students must sign a liability form prior to the school year. If a student is under 18 years of age the student's parent's must sign. All fees are due at the time of registration.

Students may be excused from participating from community and cultural events due to illness or other unforeseen reasons. The student must apply to the Principal to be excused from attending an event.



SECTION XII: MOOSE JAW, SASKATCHEWAN, & CANADA AN ORIENTATION GUIDE

ABOUT SASKATCHEWAN

Nicknamed “The Land of Living Skies,” Saskatchewan has a rich mix of history and culture. Saskatchewan became a province of Canada in 1905 and currently has 1.1 million residents. Historically, Saskatchewan’s economy was primarily associated with agriculture. Recently, however, mining and natural gas have become key facets of the economy. Saskatchewan ranks second in Canada in GDP per capita by province and consistently has one of the lowest unemployment rates in Canada.

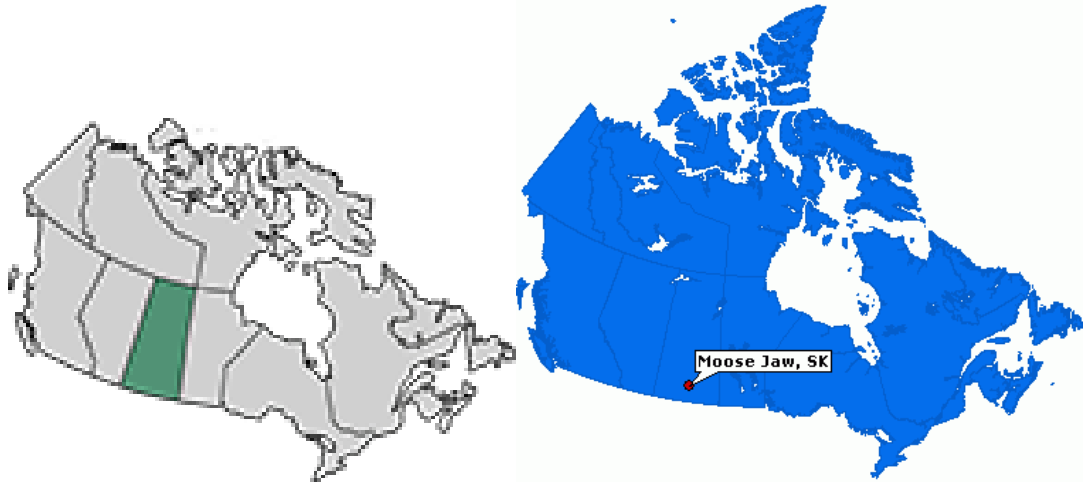
Be sure to take advantage of everything that Saskatchewan has to offer.

Many students and their parents desire to study in one of Canada’s large metropolitan cities such as Toronto, Vancouver, or Montreal. These famous Canadian cities have many things to offer International students such as many varied restaurants and many things to do in a student’s spare time. However, big cities also offer many students distractions from their studies. For many International students studying abroad represents their first trip away from home and It is both exciting and scary. Although most students do very well and most are diligent in their studies, some students get distracted by the large cities.

Moose Jaw is a very small city. Students do not need to spend hours on public transportation. Using the city bus takes only 20 minutes to get anywhere and if a student uses a taxi it is only 5 minutes. Moose Jaw residents are generally very friendly and it is known as the friendly city. ALRS realizes that students need other activities besides studying. This is why ALRS has a yearly calendar filled with interesting community and cultural events. Some of these events are in Moose Jaw such as the annual International Air Show each June. Other events are in nearby Regina. Some events on our calendar are watching a Saskatchewan Roughriders football game, Mosaic a Festival of Cultures, and Agribition which is North America’s largest agricultural fair.

As well, ALRS organizes shopping trips to Regina. Regina has more shopping for students and it offers many specialty ethnic grocery stores.

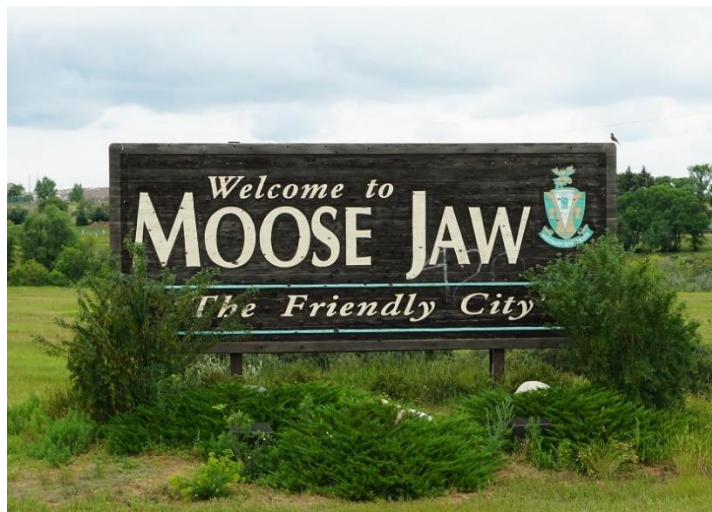
Saskatchewan is a destination with opportunity. The fastest growing province in Canada, Saskatchewan is located in the prairie region and has a population of more than one million people. Saskatchewan has many advantages to those who are thinking of immigration and settling in Canada!



Geographically in the centre of Canada, Saskatchewan is almost 600,000 square kilometres. It borders the Canadian provinces of Alberta to the west and Manitoba to the east, as well as Canada's Nunavut and Northwest Territories to the north. To the south are the American states of Montana and North Dakota.

A place of beauty in every season, Saskatchewan receives more hours of sunshine than any other Canadian province. It has both vast stretches of golden plains and breathtaking scenery.

Moose Jaw is also known as “Canada’s Most Notorious City”, "The Jaw", "Band City", "Little Chicago" and “The Friendly City”.



The population of Moose Jaw is approximately 40,000.

ABOUT MOOSE JAW

Moose Jaw is the fourth largest city in Saskatchewan, Canada. Lying on the Moose Jaw River in the south-central part of the province, it is situated on the Trans-Canada Highway, 77 km west of Regina. Residents of Moose Jaw are known as Moose Javians.

Moose Jaw is an industrial center and important railway junction for the area's agricultural produce. CFB Moose Jaw is a NATO flight training school, and is home to the Snowbirds, Canada's military aerobatic air show flight demonstration team. Moose Jaw also has a casino and geothermal spa.

Marked on a map as Moose Jaw Bone Creek in an 1857 survey by surveyor John Palliser, two theories exist as to how the city got its name. The first is it comes from the Plains Cree name *moscâstani-sîpiy* meaning "a warm place by the river", indicative of the protection from the weather the Coteau range provides to the river valley containing the city and also the Plains Cree word *moose gaw*, meaning warm breezes. The other is on the map of the city, the Moose Jaw River is shaped like a moose's jaw.

Moose Jaw Union Hospital, part of the Five Hills Health Region, was the main health care provider for the city since 1948, but it closed in 2015 and replaced with Dr. F.H. Wigmore Regional Hospital in the city's northeast end. The new location was picked in part due to its close proximity to the Trans-Canada Highway. The Wigmore Hospital uses LEAN methodology to save time and money in healthcare.



A & L ROYAL SCHOOL

A & L Royal School is located in the center of Moose Jaw. The building used to be a former Royal Bank of Canada. ALRS is conveniently located near the Moose Jaw Civic Center, Temple Garden Mineral Spa, Coop and Safeway grocery stores, all major banks, Crescent Park, Moose Jaw YMCA, many restaurants and places to shop.



CLIMATE DATA FOR MOOSE JAW SASKATCHEWAN

Climate data for Moose Jaw, 1981–2010 normals, extremes 1894–present

Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Year
Record high °C (°F)	13.9 (57.0)	17.8 (64.0)	25.6 (78.1)	33.3 (91.9)	38.6 (101.5)	41.2 (106.2)	43.3 (109.9)	42.3 (108.1)	38.9 (102.0)	32.8 (91.0)	23.1 (73.6)	19.4 (66.9)	43.3 (109.9)
Average high °C (°F)	-6.9 (19.6)	-4.0 (24.8)	2.7 (36.9)	12.1 (53.8)	19.0 (66.2)	23.9 (75.0)	26.2 (79.2)	26.1 (79.0)	19.2 (66.6)	12.0 (53.6)	0.7 (33.3)	-6.3 (20.7)	10.4 (50.7)
Daily mean °C (°F)	-12.3 (9.9)	-9.1 (15.6)	-2.6 (27.3)	5.2 (41.4)	12.1 (53.8)	17.2 (63.0)	19.3 (66.7)	18.9 (66.0)	12.4 (54.3)	5.6 (42.1)	-4.3 (24.3)	-11.5 (11.3)	4.2 (39.6)
Average low °C (°F)	-17.7 (0.1)	-14.2 (6.4)	-7.9 (17.8)	-1.7 (28.9)	5.1 (41.2)	10.4 (50.7)	12.3 (54.1)	11.6 (52.9)	5.6 (42.1)	-0.8 (30.6)	-9.4 (15.1)	-16.6 (2.1)	-1.9 (28.6)
Record low °C (°F)	-47.2 (-53.0)	-47.8 (-54.0)	-44.4 (-47.9)	-28.9 (-20.0)	-12.8 (9.0)	-2.8 (27.0)	0.0 (32.0)	-1.7 (28.9)	-12.8 (9.0)	-25.0 (-13.0)	-41.1 (-42.0)	-40.7 (-41.3)	-47.8 (-54.0)
Average <u>precipitation</u> mm (inches)	16.8 (0.66)	11.1 (0.44)	19.7 (0.78)	17.6 (0.69)	48.0 (1.89)	58.8 (2.31)	63.0 (2.48)	39.1 (1.54)	37.7 (1.48)	19.6 (0.77)	17.3 (0.68)	16.5 (0.65)	365.3 (14.38)
Average rainfall mm (inches)	0.4 (0.02)	0.5 (0.02)	3.0 (0.12)	13.0 (0.51)	44.7 (1.76)	58.7 (2.31)	63.0 (2.48)	39.1 (1.54)	36.0 (1.42)	13.2 (0.52)	2.3 (0.09)	0.2 (0.01)	274.1 (10.79)
Average snowfall cm (inches)	21.2 (8.3)	12.7 (5.0)	20.0 (7.9)	5.0 (2.0)	2.9 (1.1)	0.1 (0.0)	0.0 (0.0)	0.0 (0.0)	1.5 (0.6)	6.9 (2.7)	17.7 (7.0)	21.1 (8.3)	109.2 (43.0)
Average precipitation days (≥ 0.2 mm)	9.9	7.8	8.4	7.8	10.5	12.4	10.4	9.2	7.9	6.8	8.5	10.4	110.2
Average rainy days (≥ 0.2 mm)	0.75	0.76	2.3	5.6	10.2	12.4	10.4	9.2	7.7	4.8	1.9	0.69	66.7
Average snowy days (≥ 0.2 cm)	9.8	7.5	7.3	2.9	0.88	0.06	0.0	0.0	0.71	2.5	7.4	10.9	50.1
Mean monthly <u>sunshine</u> <u>hours</u>	106.1	141.4	164.4	229.5	262.6	289.1	331.8	301.2	194.0	168.8	102.0	86.2	2,377
Percent <u>possible sunshine</u>	40.0	49.9	44.7	55.6	54.9	59.0	67.2	67.0	51.1	50.6	37.5	34.2	51.0

STUDYING IN SASKATCHEWAN: THE ADVANTAGES

WORLD-CLASS EDUCATION IN SMALLER URBAN CENTRES

Saskatchewan has two world-class, publicly-funded, government-accredited universities that attract international students from many countries around the world. These universities are located in Regina and Saskatoon, respectively, both of which have a population of less than 250,000. For students who prefer not to be in large cities with a population of multiple millions, Saskatchewan is a highly attractive option.

THE LOWEST UNEMPLOYMENT RATE IN CANADA

Saskatchewan has, for the past number of years, had the lowest unemployment rate in the country.

IMMIGRATE AFTER STUDYING IN SASKATCHEWAN

THE SASKATCHEWAN IMMIGRANT NOMINEE PROGRAM (SINP) EXPERIENCE CATEGORY

The SINP Experience Category includes a sub-category that caters for students who have graduated from a recognized post-secondary educational institution in Canada to apply for permanent immigration to Canada. There are slightly different requirements for applicants who graduated from an institution in Saskatchewan, compared with those who graduated elsewhere in Canada, with the former benefiting from less onerous work experience requirements.

EXPRESS ENTRY

Candidates for immigration to Canada through the federal Express Entry immigration selection system who have completed their education at a school in Saskatchewan may be awarded a significant number of points on account of their high level of education. Moreover, international graduates of Canadian educational institutions may have obtained important Canadian work experience, another highly valued factor under the Express Entry system.

CULTURE SHOCK

Coming from a country which has a different culture, language and customs can be a disorienting experience. Culture shock can be experienced in a number of ways. For example, after the excitement of the first few weeks, you may find yourself feeling a bit lonely, sad or confused. This is a natural response. With friends and family no longer available, you will have to find new ways of doing things, different ways of communicating with people, and alternate ways of learning in the classroom. This can be a very stressful time. While one student may experience culture shock by being extremely lonely or homesick, another student may experience it through physical symptoms such as headaches, upset stomach, insomnia or an inability to concentrate. Symptoms can range from feeling sad and low to a more severe depression. You may be aware of these feelings in the first few weeks, or the reaction may be delayed.

DRY SKIN?

Frequent showers plus the dry air in heated apartments during the winter can cause the skin to become extremely dry. A general remedy is to use a moisturizing lotion or baby oil on your skin. When in doubt, seek medical help. Try to increase the humidity in the apartment by buying a humidifier or simply by filling a container with water every few days and placing it in the bedroom. We hope these hints will be helpful as you and your body adjust to a different climate.

FITTING IN

Although Canada is billed as a multicultural country, there are social norms that are generally accepted no matter where you are in the country. You can learn more about life in Canada through CIC and the Centre for Intercultural Learning.

MAKING FRIENDS

Loneliness is one of the most worrisome feelings reported by international students and making new friends is the best remedy for dealing with this problem.

Make a special effort to reach out and meet people. Personal and social contacts are vital to your well-being and your adjustment here.

One of the easiest ways to meet people is in the classroom or by working on projects together. It's up to you to say, "Hello!" Cross-cultural interactions are extremely rewarding and will definitely enhance your self-esteem and your sense of identity.

If you experience any adjustment difficulties during your time here, please come and see us. We understand how difficult it can be for some students and we can provide you with a great deal of support. Our services are confidential.

PERSONAL HYGIENE

Some students who have never lived in a cold climate may be unaccustomed to certain personal hygiene habits that are generally common to Canadians.

In some countries, it may be customary to take two or three showers per day. Here, because of the cold weather, some people tend to bathe less often. During the winter when people are warmly dressed and live, work and travel in enclosed spaces, ventilation may be less than adequate. For this reason, it is very important to remember to shower at least every second day and to use a deodorant to keep body odours to a minimum. There are many kinds of deodorants and they are inexpensive and readily available at most pharmacies or grocery stores. Using a deodorant is a very good investment especially if you want to make and keep friends.

CLOTHING

Clothing is generally determined by your personal preference, and while style is personal, living in Saskatchewan also makes it important to consider function when buying clothing – particularly for the winter months. Temperatures frequently dip to -30°C and lower each winter and it is important to be dressed appropriately for the weather to avoid injury.

There are many malls and retail shops in Moose jaw and even more in Regina, offering both new and gently-used clothing. The temperature can range in Saskatchewan from +35°C in the summer to -40°C in the winter. It's especially important to dress appropriately for the weather.

Although the lower temperature can be a bit of shock for international students who come here from warmer climates, winter can also be a highly enjoyable season with many outdoor activities to engage in. There are a wide range of winter sports you can try out for the first time, many winter festivals and events to experience and just being out and about enjoying the outdoors. How much you are able to enjoy winter depends a great deal on the clothes you wear. A good winter coat, boots, mitts (or gloves), toque (or hat) and a scarf are staples in most Canadians' wardrobes.

The [Saskatchewan Immigration](#) website has a lot of valuable information regarding appropriate dress for the winter.

You'll find the weather is a common topic of conversation in Canada – we have a lot of weather changes so there is a lot to talk about! You can visit [Environment Canada](#) and the [Weather Network](#) to learn more about the weather in Canada.

EMPLOYMENT IN CANADA

OFF CAMPUS

Once you are accepted into ALRS College, ALRS English School, a Saskatchewan university or Saskatchewan Polytechnic, you may be able to work part-time. As an international student, you are permitted to [work off campus](#) once your studies begin. You must be a full-time student with a valid study permit. Also, you must be taking a program that is at least six months long that leads to a certificate, diploma or degree. You can work up to 20 hours per week during regular academic sessions and full-time during scheduled breaks.

POST-GRADUATION

Students studying certificate, diploma or degree programs at Saskatchewan Polytechnic that are at least eight months in length may be eligible to work after graduation. You need to apply for a [post-graduation work permit](#).

SOCIAL INSURANCE NUMBER (SIN)

If you work, you will need a [Social Insurance Number](#) (SIN). A Social Insurance Number will be necessary for payroll and income tax purposes. Information and application forms are available in any Service Canada Centre (telephone: 1-800-206-7218). To apply for a SIN, one requires an off-campus work permit, a post-grad work permit or a job offer from an employer.

SPOUSE OR COMMON-LAW PARTNER

There may also be options for the spouse or common-law partner of a full-time student to work. Please visit [CIC](#) for more information.

FOOD AND SHOPPING

Most stores are open seven days a week with reduced hours on the weekend.

Sales tax will be applied to purchases. Saskatchewan residents are subject to the 5% federal goods and services tax (GST) and a 6% provincial sales tax (PST). Each province sets their own tax rate so taxes vary depending on where you are in Canada.

BE CONSUMER SAVVY

You will find consumer information on practically everything on this comprehensive [site maintained by Industry Canada](#). Consult the databases before making big decisions. For example, you can:

- Find out how vulnerable you are to consumer fraud.
- Download the Consumer Handbook.
- Gain access to the [Canadian Consumer Information Gateway](#).
- Find important tips, questions and advice for consumers all in one place!

Another very valuable document is [Shopping in Canada: A consumer guide for Newcomers to Canada](#) produced by Industry Canada.

FOOD

Most Canadians shop at large supermarkets for their groceries. There are a number of large chain supermarkets in Moose Jaw and Regina.

The Real Canadian Superstore has a large selection of grocery items and is known for have a large selection of international foods.

Other options include:





- Co-op Marketplace
- Safeway
- Sobeys
- Wal-Mart
- Great Asian Market
- Noa Hyon Asian Market

In Regina there are a large number of specialty shops that specialize solely in certain foods like Chinese and Asian products. Ask someone at the school. They will be happy to help you.



FINANCES, CURRENCY AND MONEY

Canada's official currency is the Canadian dollar (\$). There are 100 cents (¢) in a dollar. Coins have different sizes, shapes and colours. They have nicknames that Canadians use in everyday life.

Name	Value	Dollar value
Nickel 	\$0 .05	1/20 dollar
Dime 	\$ 0.10	1/10 dollar
Quarter 	\$ 0.25	1/4 dollar
Dollar or "loonie" 	\$1.00	one dollar

Two dollars or “toonie”

\$2.00

two dollars



Paper currency is found in units of \$5, \$10, \$20, \$50, and \$100, and is clearly marked in numerals and words, both in English and French. Each denomination has a distinctive colour to aid with identification. Keep in mind that some establishments do not accept \$50 and \$100 bills.



CURRENCY EXCHANGE

Any financial banking institution or foreign exchange bureau will exchange currency. We recommend that you ask what administrative fees are charged. Some establishments will charge a “fixed fee” where others will charge a percentage regardless of the amount being exchanged.

The [Bank of Canada](http://www.bankofcanada.com) website offers an excellent reference in determining exchange rates. www.ex.com also is an excellent currency converter.

BANKING

One of the first things you should do after you arrive in Canada is open a bank account. It is unwise to carry or keep large amounts of cash in your living quarters or on your person.

CHOOSING A BANK

Consider convenience. Most banks have main offices and branches located throughout the city. In order to open an account some banks may require that you live in the vicinity. Large banks include Scotiabank, Royal Bank of Canada, TD Canada Trust, Bank of Montreal and CIBC.

OPENING A BANK ACCOUNT

Go to the New Accounts department. A bank employee will explain the different types of accounts and the costs and services of each type of account. It is a good idea to check with several banks to determine which bank offers the best account for your needs. Many students open both chequing and savings accounts. In most banks it is possible to open a bank account by showing your passport, your ALRS proof of Admission or identification card, your Saskatchewan Health Card, and study permit. You may also be asked to show a copy of your apartment lease as proof of residency.

TYPES OF BANK ACCOUNTS

IMPORTANT: Never send cash through the mail.

CHEQUING ACCOUNTS

These accounts are a way to keep your money safe while still maintaining easy access to it. Reasons for having a chequing account are:

- Cheques are an easy way to pay bills/rent, especially by mail.
- A cancelled cheque (i.e., a cashed cheque) which is returned to you in your monthly statement serves as a receipt — proof that you have made a payment.
- Monthly statements of your expenditures and a monthly notation of your bank balance provide a record and a review of your expenditures.

SAVINGS ACCOUNT

If you bring enough money for the entire term or a good portion of the money you will require, you probably should put most of it in a savings account. A savings account earns interest and withdrawals can be made regularly to cover your immediate living expenses. You can withdraw the money in cash, or, especially for large amounts, in the form of a bank cheque. If you have a savings and a chequing account in the same bank, you can transfer funds from your savings account to your chequing account with your bank card.

BANK MACHINES

An automated bank machine (or ABM) is another way to withdraw cash, make deposits and pay certain bills such as telephone and electricity bills. To use a bank machine you must apply for a bank card or Interac card from the bank which administers your account.

BUDGETING

Tuition and fees are a sizeable part of the cost of attending school. However, the biggest costs associated with being a student are those related to paying rent (and associated utilities), food, transportation, clothing and entertainment, to name a few. It is important to create a budget and plan how you are going to allocate your resources while studying. There are many online

resources to help you plan a budget. Some options for assistance are [CIBC Student Budget Calculator](#), [TD Student Advice](#), and [Microsoft College Budget](#).

INCOME TAX

International students are permitted and encouraged to complete a federal (Canada) income tax return whether they have worked or not. Employment income, scholarships, bursaries and fellowships are normally subject to income tax.

Provincial and federal income taxes are deducted from your salary on every pay cheque. Income tax may be refunded depending on your annual income and expenses. Every year you will be required to file an income tax return before the end of April. To assist you in completing the income tax return, Canada Revenue Agency publishes a [Students and Income Tax Booklet](#). ALRS will arrange for a workshop on this topic.

Please review information regarding [Federal and Provincial taxes](#).

TAXES

Every year Canadians and most international students complete Federal and Provincial Income Tax forms and apply for a GST and PST tax credit. Workshops are offered every year in March and are intended to help you complete an income tax return.

The Federal Government website has more information on taxes. They also have a series of very informative videos that you should consider viewing during tax time.

HEALTHCARE

Upon arrival, full-time international students are eligible to receive Saskatchewan hospital and medical coverage at no charge. You must apply for health services to receive coverage. (Prescription drugs are not covered.)

HOSPITALS AND CLINICS IN MOOSE JAW

Dr. F.H. Wigmore Regional Hospital
55 Diefenbaker Drive, Moose Jaw SK
306-694-0200

HOLIDAYS AND STATUTORY HOLIDAYS

ALRS observes statutory holidays. Closure dates are listed on the academic year and breaks page.

HOUSING

HOUSING PROBLEMS

If you run into any problems with your landlord regarding the terms of your lease or the condition of your apartment, consult any or all of the following places to be sure of your rights and responsibilities.

INSURANCE

We recommend that you purchase a home/tenant insurance which covers you against specific dangers to your possessions, in case of theft, fire, smoke or water damage, etc. Home/tenant insurance also includes a legal liability for unintentional property damage to the premises or their contents—for example, accidentally setting the apartment on fire, causing water damage to your neighbours, etc.

The cost of home/tenant insurance varies according to the total value of the belongings you wish to insure, as well as other factors such as the location of your apartment.

The minimum period of coverage is normally twelve months.

To find and compare insurance options, search the internet for “Saskatchewan Home and Tenant Insurance”. You should also review the Saskatchewan Office of Residential Tenancies. This shows the rights and responsibilities of both the landlord and tenant.

UTILITIES

Depending on where you end up living, you may need to arrange for utilities (electricity, natural gas, telephone, etc.). Check the Saskatchewan Immigration website for information on how to arrange for utility hook-ups.

Remember – The voltage system in Canada is 110-volt, 60 hertz. If you are planning to bring some of your own electrical appliances to Canada, you might need to buy a voltage transformer/converter so that your appliances will work.

IDENTIFICATION

You can get a Saskatchewan Government Insurance (SGI) photo identification (ID) card from any motor license issuer. Two pieces of ID are required to get a photo ID. Both pieces of ID must establish your legal name, signature and birth date. Please visit [SGI](#) for information regarding acceptable documents. These documents allow you to prove residency and can assist when you look to purchase mobile phones and other items.

LEISURE AND SOCIAL ACTIVITIES

These are an essential part of your life and are vital to your well-being — in moderation, of course.

ALRS organizes many activities. ALRS will also work with students to form group trips to Regina for shopping or activities. Students can organize their own events by class or program as fundraisers for their grads (or just for fun). Check for events and activities on ALRS bulletin boards and in your orientation package.

Off-campus opportunities abound. Moose Jaw has a rich selection of leisure and recreation events and opportunities. ALRS will help you find activities for you to join.

POST OFFICE

The government postal system in Canada is efficient. Stamps for letters inside Canada cost \$0.85 (plus G.S.T.), while stamps for overseas are \$2.50 (plus G.S.T.) and United States \$1.20 (All prices are subject to change).

Canada Post offers a variety of services from sending letter mail, priority courier, sending parcels to distant places to creating money orders.

Canada Post offices are located throughout Saskatchewan. Their hours of operation vary from location to location. Check a convenient location near you.

TRANSPORTATION

CARS AND DRIVING

You will need to have a valid Saskatchewan driver's license to drive in Saskatchewan. The Saskatchewan Immigration website has information on how to arrange for your [driver's license](#).

Please note that a driver's license may be required for you to complete your work placement, practicum or co-op work term. If this is required for your program you should begin the process of gaining a valid Saskatchewan driver's license as soon as possible. If you are required to take a driving test, it is much easier to take the test in the months when the roads aren't covered with snow and ice.

PUBLIC TRANSPORTATION

Moose Jaw is serviced by a public bus system. Monthly passes can be purchased that offer a further discount for frequent riders. For students who ride the bus daily, a monthly bus pass is usually cheaper than paying a fare each time you use the bus. Follow the links below for transit information in the city in which you will be studying.

TAXIS

As a regular means of transportation, taxis are very expensive. Taxis are easily found on any major street. Simply raise your hand to hail a cab. The price is indicated on meters located up front beside the driver. You can also phone for a taxi to book one. Just search the internet for cab companies in your city.

STUDENT SERVICES

Services and supports to assist you during your studies include:

- Counselling services
- Health services
- Housing & Homestay

Whether you're feeling stressed out, need treatment or support or require specific health information, come and see us. Please walk in at your convenience or make an appointment to fit your schedule.

Health services include:

- Health information and counselling
- Health promotion activities
- Immunizations
- Minor first aid
- Referrals to health professionals

CHANGING YOUR ADDRESS

Please let us know whenever you move. It is **important** to update your address and telephone number every time you move. This is the only way ALRS can reach you with important information or in case of an emergency.

CLASSROOM EXPECTATIONS

Classroom courtesy helps build good relations between the student and the instructor. Here are a few suggestions:

- Be on time for classes and appointments.
- In the first class the instructors will give you a handout describing the course requirements. If you miss the first class, be sure to see the instructor so that you know what is expected of you.
- Call your instructors, Mr., Mrs., Ms. or Miss followed by their family name, unless you are given permission to call them by their first name. You may find that classroom interactions with your instructors are more informal than you may be used to and it is not uncommon for instructors to have you address them by their first name.
- If you have a special name you would like instructors to use, you may tell them so. Otherwise, you will generally be called by your first name.
- On the first day of classes instructors usually tell students their office hours so students may meet with them to ask questions about classwork. Don't be shy to ask your instructors for information and guidance.
- If you wish to ask questions in class, raise your hand.
- If you wish to record a lecture in order to help you to understand the subject, check with the instructor before bringing a recording device to class.
- If you are late for class, enter quietly without knocking and sit where you will not disturb anyone. If you are very late, explain after class.
- If for some reason you must leave early, tell the instructor before the class begins.
- Except for large lecture classes, inform the instructor ahead of time if you know you will be late or absent from class.
- If you are absent from class, either send a note or call the instructor or the department and leave a message. Be sure to catch up on what you missed.
- Identify yourself at once when calling an instructor. Specify what class you attend.
- If you are unable to keep an appointment with an instructor, call before the appointed time and excuse yourself.

- You will be expected to attend classes regularly, complete all the assignments and readings and take all the exams.
- Eating and smoking are prohibited in the classroom.

ACADEMIC INTEGRITY

All students at ALRS are expected to abide by our Student Conduct and other academic policies. Be sure to review this policy and check with your instructors if you are unsure if what you are doing (or want to do) contravenes this policy. Breaking this policy could result in a failed grade or expulsion from the program.

GENERAL RECOMMENDATIONS

Here are a couple of recommendations we advise you to pay particularly close attention to:

1. Do not let your study permit expire. Start the renewal process at least two to three months BEFORE the expiry date.
2. Keep your passport valid. Your immigration documents cannot be renewed if your passport has expired or will soon expire.
3. If you are planning to work while you are studying or after, you must have a Social Insurance Number (SIN) to work in Canada. To find out how to get a SIN, visit the [Service Canada](#) website. Once you receive your SIN, you should give the number to Registration Services.
4. If you work, you will need to file an income tax return every year. This video explains the process of filing a tax return as an international student. International Education will also lead a presentation in March regarding [income tax returns](#).
5. If work terms, practicums, clinical training or co-operative education placements are a part of your program, you have to fulfill additional admission requirements. Check your program's admission requirements and ensure that you have met these requirements or that you can provide evidence that you have met these requirements before registration. These might include:
 - a) Having a valid driver's license
A driver's license could be required in many of the engineering co-op placements. Programs such as the Automotive Service Technician, Heavy Equipment and Truck and Transport Technician and Agricultural Machinery Technician programs (and others) will require a valid driver's license.
 - b) Certain immunizations
 - c) Criminal Record Check
Programs that require a criminal record check include those where you could be working in a hospital, working with children and working with confidential information. When entering a job placement, co-op work placement, practicum, work experience component, or if you plan on staying in Canada and working upon graduation, you may be requested by the employer or host that you have a criminal record check. It is always a good idea to have one completed in your home country before arrival.

AIRPORTS IN MOOSE JAW

Regina is the closest city to fly into. A few things to consider when booking your flights: Regina is the best location to fly into. Saskatoon is another option, but it may lead to additional accommodation and transportation expenses. The two main airlines operating within Canada are WestJet and Air Canada.

FLYING INTO REGINA INTERNATIONAL AIRPORT

If you arrive in Regina after 5 p.m. and your final destination is Moose Jaw, make arrangements to stay in Regina overnight. Regina is a small city and most places can be reached within 20 minutes from the airport. You can hire a taxi at the airport to take you anywhere in the city for \$20 to \$40 (Canadian dollars).

Moose Jaw is approximately 65 kilometers west of Regina. Various transportation options are available to help you get there.

Your own vehicle

- Turn right onto Lewvan Drive and travel south until you reach the exit for Highway 1 west (the Trans-Canada Highway). Follow the road until you reach Moose Jaw.
- Other transportation: There are some private contractors that offer transfers between Regina and Moose Jaw and can be found and contacted online.

WHEN TO ARRIVE

We recommend, when possible, you arrive four weeks before classes begin. There are many things you need to arrange before school starts and they all take time. Here are just a few things to consider:

1. Find a place to live.
Unless you have pre-arranged housing, it can be difficult to find a place to live on short notice. Remember, you'll need to buy furniture, food and other things for your apartment.
2. Arrange for utilities – electricity, phone, etc.
3. Open a bank account.
4. Learn your way around the city to find banks, grocery stores, public transportation.
5. Apply online for your Saskatchewan Health Card.

Arriving at the last minute can cause additional stress. If you do arrive late, contact ALRS for advice.

YOUR ORIENTATION AT THE BEGINNING OF YOUR STUDIES

Your orientation at ALRS takes place in several stages at the beginning of the academic studies. There will be lots of information that will be shared with you – perhaps initially, an overwhelming amount. Don't try and remember everything, but do remember there are lots of people who will answer your questions. Gather the information for reference and remember some of the people, especially your international student advisor and program head.

STAGE ONE: PROGRAM

On your first day, you will meet school staff. They will introduce you to your program and ALRS. The program orientation will involve this handbook and information about our programs. They will include information on available resources, program expectations and academic policies.

STAGE TWO: MEET

During Stage two ALRS staff will take you to the local bank to set up an account. We will take you to a local cell phone provider and you can purchase a cell phone, SIM card, and/or a cell phone plan. We will also tour the local community to show you where you can shop, where you can eat, the post office, medi-clinics, parks, and recreational sites.

STAGE THREE: WELCOME

Enjoy the welcome activities organized by ALRS English Language School. There will be activities to help new students meet one another, get to know the campus and the student supports available to you.

IMMIGRATION

As in all countries of the world, Canada has laws and regulations governing international visitors who are temporarily within its borders. These laws and regulations are complex. The following resources provide the immigration requirements you must fulfil during your stay in Canada. It describes and stresses the importance of your immigration documents and the need to keep them in good order.

It also summarizes your responsibilities and rights as a visitor temporarily residing in Canada.

IMMIGRATION REFUGEES AND CITIZENSHIP CANADA

The IRCC site is the authoritative source of information for immigration matters in Canada.

By this point, you will already have an account set up (myIRCC) and be familiar with this site. This is where you will apply for study and work permits. You are required to provide your study permit to Registration Services when you start classes and keep it up-to-date.

Be sure to read up on information pertaining to:

- Study permit
- Extending your study permit
- Change your institution
- Co-operative education work permit
- Post-graduation work permit

If you need any assistance or have questions, please visit the [IRCC Help Centre](#) or call the [IRCC Call Centre](#).

SECTION XIII: HEALTH INSURANCE

Health Insurance

If you are an international student temporarily residing in Saskatchewan to further your education, you may be eligible for Saskatchewan health coverage. Your application will need to accompany proof of full-time enrolment at an accredited educational institute, as well as a valid Study Permit issued by Citizenship and Immigration Canada. Most medical costs are free to residents of Saskatchewan and to international students who qualify. Students and residents need to pay for some costs. For example, prescription drugs are not covered by the government unless you are in the hospital. As well Traditional Asian medicine is not covered. The following are generally not covered or are only partially covered:

- Air Ambulance Service
- Home Care
- Long-Term Care
- Podiatry (chiropody) - Special customer shoe inserts prescribed by the podiatrist (chiropodist) are not covered.
- Hearing health services - Hearing Aid Plan The cost of hearing tests, and the fees associated with the purchase, fitting, and repair of hearing aids is not covered.
- Dental services - Routine dental services are not covered.
- Optometric services
- Prescription Drugs

Full time students with a valid study permit can apply for Saskatchewan health care on the first day of classes. It generally takes up to 90 days for the student to receive their health card and to begin health care coverage. ALRS requires students to purchase other health insurance for a minimum of 3 months if you are eligible for Saskatchewan Health benefits/ For students who do not have a valid study permit and whose stay is less than 6 months, they must purchase private health insurance.

Private Health Insurance

ALRS recommends 2 private insurance companies. Students can purchase insurance online by credit card before they arrive in Canada. These two companies are recommended because they have are well known in Saskatchewan.

1. These are Group Medical Insurance, and
2. Tugo Insurance. Tugo Insurance partners with:
 - a) Western Financial Group and
 - b) Travel Guardian.

Students and their parents can choose insurance and get quotes from these three insurance companies.

Students need insurance for 180 days, starting on their arrival date.

Students need to be covered for emergency medical. Students may choose other insurance if they desire.

GROUP MEDICAL INSURANCE

You can find GMS at this website:

<https://www.gms.ca/Plans-Coverage/Travel-Insurance/Immigrants-Visitors-to-Canada>

STEPS:

1. Click on the Purchase icon.



2. Select your birthday at age.

Date of Birth	Age
<input type="text" value="dd-mm-yyyy"/>	<input type="text"/>

3. Select the dates. It should start with the day you arrive and it should end 2 days after the last day of your final semester.

When is the insurance needed?

Effective Date	Days	Expiry Date
<input type="text" value="03-09-2019"/>	<input type="text" value="180"/>	<input type="text" value="29-02-2020"/>

Enter the number of days OR the expiry date

4. Select the deductible and the amount of insurance. You may want to try a few options. Then choose “buy now”.

Select the deductible and amount of insurance.

Deductible ⓘ	Amount of Insurance ⓘ
<input type="text" value="\$100"/>	<input type="text" value="\$100,000"/>
Your Insurance Quote	
\$612.00	
<input type="button" value="BUY NOW"/>	

5. Choose “NO” for a sponsor to this plan. If for some reason your transaction fails please contact ALRS. ALRS can purchase GMS Insurance for you and you would be responsible to reimburse the school.

 NO

6. Continue to fill in the remaining Information and Purchase through a credit card. (VISA preferred)

TuGo INSURANCE

You can find TuGo Insurance at the following Internet Address.

<https://www.tugo.com/>

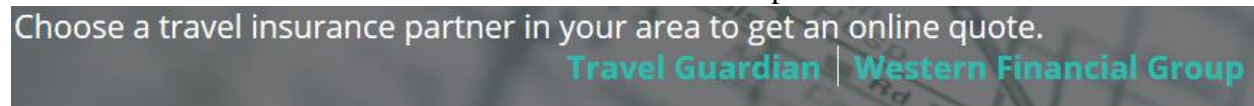
STEPS:

1. On the homepage select “Saskatchewan”.



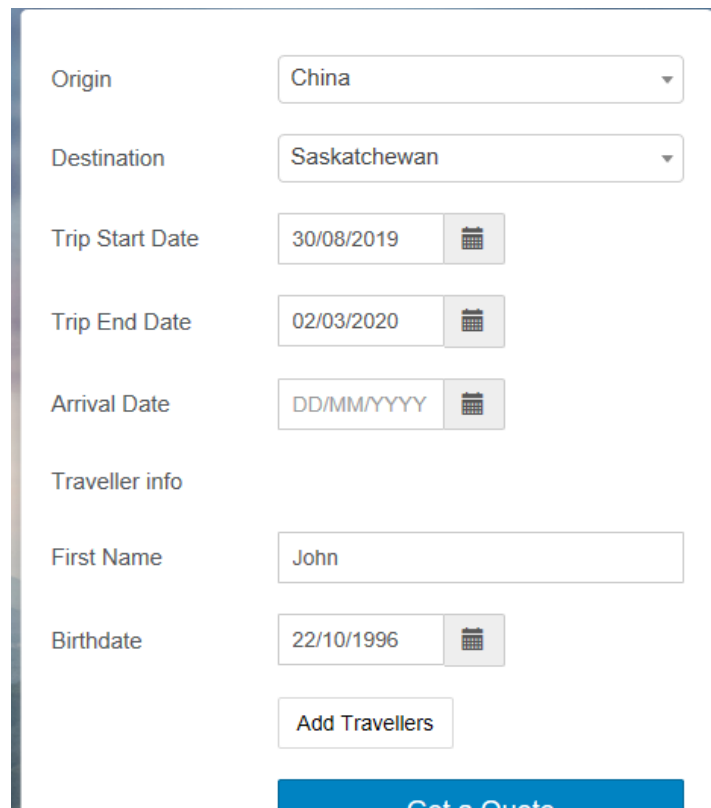
Choose your province to find your local insurance professional. Saskatchewan GO

2. Choose Travel Guardian or Western Financial Group.



Choose a travel insurance partner in your area to get an online quote.
Travel Guardian | Western Financial Group

3. Fill in your personal information and travel dates. Be sure to choose Saskatchewan.



Origin: China

Destination: Saskatchewan

Trip Start Date: 30/08/2019

Trip End Date: 02/03/2020

Arrival Date: DD/MM/YYYY

Traveller info

First Name: John

Birthdate: 22/10/1996

Add Travellers

Get a Quote

4. Choose “Get a Quote”

INSURANCE ASSISTANCE

A & L Royal School is always ready to assist students. If you have problems or need assistance with the online insurance application and payment please contact the school and we can do our best to assist you.

