

# Regina Catholic Schools



## The 2022-2023 school year theme:

*Know, Love, Serve*

**Welcome! Bienvenue! Tansi! Taanshi!**

**Біраємо! Mabuhay! Bienvenido!**

We welcome all students, parents, and guardians to our family of Regina Catholic Schools. Our school division is dedicated to working with the community and the local church to provide a quality Catholic education that fosters academic excellence and the development of informed, responsible citizens.



## *This agenda belongs to:*

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/TOWN \_\_\_\_\_

POSTAL CODE \_\_\_\_\_ PHONE \_\_\_\_\_

STUDENT NO. \_\_\_\_\_ HOMEROOM \_\_\_\_\_



**PLEASE NOTE:** The front cover is sensitive to extreme heat. Do not leave in direct sunlight!

Printed on recyclable paper 

## **WELCOME TO REGINA CATHOLIC SCHOOLS**

This student handbook is designed to guide you and your child in your day-to-day involvement with your school. If a situation occurs and the information in this handbook does not address your specific question or concern, please contact your child's teacher or the school administration. You can also refer to the division or school website to obtain further information at [www.rcsd.ca](http://www.rcsd.ca). School, division, and community events are updated regularly on this site.

### **CATHOLIC EDUCATION**

In Regina Catholic Schools, we believe that each child is one of a kind, created by a loving God. Each is on a life-long journey back to Him. We want to ensure that all children have a balanced education that teaches them the richness of the Catholic faith while inspiring high moral and spiritual values, encourages them to reach their full intellectual potential, helps them enjoy the best possible physical health and emotional well-being and sends them into the world with a keen sense of social responsibility.

### **OUR COMMITMENT TO TRUTH AND RECONCILIATION AND DIVERSITY, EQUITY, AND INCLUSION**

We respectfully acknowledge that we live and learn on Treaty 4 territory, traditional lands of the Nêhiyawak, Nahkawé, Nakota, and homeland of the Métis, Lakota, and Dakota. The Regina Catholic School Division upholds the Truth and Reconciliation Commission Calls to Action and walking in partnership with all Indigenous peoples. We recognize that education is the way to greater understanding and healing. As a Catholic school division, we are committed to sharing the truth and leading in reconciliation.

Regina Catholic Schools supports a diverse, equitable, and inclusive environment to work and learn. As a faith community, we are committed to fostering a safe, caring, and welcoming atmosphere in our schools. We strive to build an inclusive culture that encourages, supports, and celebrates the diverse voices of our students.

### **SCHOOL PROPERTY TAX DESIGNATION**

Each registered property owner must complete and sign an individual "Notification of Change and School Tax Declaration" form in order to direct the education portion of your property taxes to the public or separate school division. Property owners who have also purchased additional property should complete a "Notification of Change and School Tax Declaration" form. If school support is not indicated on such a form, it will automatically be designated to the public system. The "Notification of Change and School Tax Declaration" form is available from your school principal, the Assessment Officer at the Regina Catholic School Division office or from the City Assessor's Office, City of Regina ([https://www.regina.ca/export/sites/Regina.ca/home-property/residential-property-tax/\\_galleries/pdfs/School-Tax-Declaration-Individual.pdf](https://www.regina.ca/export/sites/Regina.ca/home-property/residential-property-tax/_galleries/pdfs/School-Tax-Declaration-Individual.pdf)).

### **REGINA CATHOLIC SCHOOLS' PROGRAMS**

We teach Ministry of Education curriculum. We enrich students' education by providing a faith-based Catholic education program, high quality academics and distinctive programming. This distinctive programming can include Pre-Kindergarten, Speech and Language, Learning Resource, Ukrainian, Band, School Counsellors, Family Support, English as an Additional Language (EAL), and special programs such as the Elementary Functionally Academic Program (EFAP).

## **SCHOOL BOUNDARIES & BUS ROUTES**

The Regina Catholic School Division has established walking and transportation boundaries within the school attendance areas for both English and French Immersion schools. Information will be sent home to all families who receive bus service. Students on the bus are subject to the same policies and regulations they must meet at schools. Bus privileges can be suspended should any offences be of a serious or continuous nature. For further information, please visit the school division website at [www.rcsd.ca](http://www.rcsd.ca). You may view the Division's bus planner for eligibility at <https://bus.rcsd.ca>.

Please use the FirstView GPS Tracking App to access information related to your child's bus route.

## **SAFETY & EMERGENCY MEASURES: CANCELLATION OF STUDENT TRANSPORTATION**

Regina Catholic Schools expect school buses to operate as scheduled under most weather and urban travel conditions experienced in Saskatchewan. There should be very few occasions when severe weather and adverse operating conditions affect school bus service. However, when these conditions arise, school bus service may be delayed, altered, or cancelled. Parents/guardians are responsible for having alternate arrangements in place for their children to be transported to or from school in the event of transportation being cancelled. Students should be aware of these arrangements. Please ensure your child is familiar with your alternate plan.

Paratransit buses are automatically cancelled for the entire day when Environment Canada reports the temperature with wind-chill at 6:00 a.m. is -40 degrees Celsius or colder. Transportation (buses and cabs) is automatically cancelled for the entire day when Environment Canada reports the temperature with wind-chill at 6:00 a.m. is -45 degrees Celsius or colder.

During the coldest winter months, please listen to the local radio stations in the morning, as information will be relayed about school bus cancellations by 7:00 a.m. Information will also be available through the RCS Twitter account @RCSD\_No81, on the school division's website at [www.rcsd.ca](http://www.rcsd.ca) and through the FirstView GPS Tracking App.

Other conditions may arise and result in school bus service being delayed, altered, or cancelled including, but not limited to high winds, poor visibility, extremely cold temperatures, high wind-chill factors, blizzards, snowdrifts, deeply rutted or snowbound roads, torrential rain, flooding, and mud.

## **INCLEMENT WEATHER**

Students will be kept inside when the wind-chill factor is -27 degrees Celsius or colder. Staff supervisors may also call for an indoor recess during inclement weather conditions such as extreme rain, heat, or severe wind.

## **SAFETY MEASURES, CLEANING, HAND HYGIENE, AND PRECAUTIONS**

The Regina Catholic School Division works closely with The Saskatchewan Health Authority (SHA) to align our cleaning and disinfecting procedures. We employ mitigation efforts to reduce the risk of transmission of viruses and any other health risks of which we are made aware. Proper hand hygiene and cleanliness is always a good idea and supported at schools.

## **STUDENT ASSESSMENT, GRADING AND REPORTING**

Assessing student learning is an on-going cycle of gathering, interpreting, and responding to student work. As a result, student progress is communicated with parents on an on-going basis, through regular communication during the school year. This multi-faceted reporting and informing process includes formal communication such as student work samples, progress reports and student-involved conferencing; as well as informal communication tools such as agenda books, phone calls, emails, and the use of web-based platforms. The intention is to work towards effective communication between the school and home to better enable teachers and parents/guardians to share information that will be of benefit to the student's progress and overall learning.

Progress reports are sent home twice during the school year; however, it is important to note that a progress report only provides a snapshot of a student's progress at a particular point in time. Therefore, supplementary information is required to provide a more comprehensive understanding of student learning which may be assessed by way of conversations, products, and observations. Parents also have the opportunity to view their child's progress through the Edsby Parent Portal.

In addition, the practice of Student-Involved Conferences and Celebrations of Learning provide students with an opportunity to share their goals and work samples, as well as articulate what they have learned and what they still need to improve upon. This format provides an opportunity for engaging students in meaningful conversations about their learning. Research indicates the practice of these conferences have a positive impact on student success by providing students with their own voice. Student-Involved Conferences and Celebrations of Learning also enable students to become more engaged in their learning.

More information regarding assessment, grading and reporting practices within the Regina Catholic School Division is posted on our division website ([https://www.rcsd.ca/Parents/Assessment/Pages/default.aspx#/=](https://www.rcsd.ca/Parents/Assessment/Pages/default.aspx#/)).

## **ADMINISTRATION OF MEDICATION**

If your child needs to take prescribed or non-prescribed medication during the school day with the assistance of staff, please contact the school office. Parents/guardians must complete an Administration of Medication Form to ensure that any medication is stored safely and administered in the prescribed manner. In accordance with provincial legislation and school board applications, staff members are not to assist students with any medication without this provision.

## **ALLERGIES**

Parents/guardians are asked to inform the school of all allergies and procedures for dealing with allergies. In the case of LIFE-THREATENING ALLERGIES, such as anaphylactic reaction to peanuts, nut products, peanut butter or other products, parents of children who have life-threatening allergies must take full responsibility for providing the school with medical information, protocol for treatment, and an adequate supply of auto-injections or other medication. An emergency response protocol is developed for each student identified with life-threatening allergies.

All parents/guardians are requested to refrain from sending peanut butter, peanuts, and nut products for lunches or snacks. We also ask that parents and students not bring any pets into the school, as we have staff and students with allergies related to animals. If a student wants to bring a pet for "show and tell", we ask that the parent/guardian arrange with the teacher ahead of time for an outdoor visit and viewing.

Many students and staff are also allergic to strong scents/perfumes. Students and visitors are asked to refrain from wearing scented products.

Throughout the school year, the Facilities Department may need to paint or renovate in the school. If your child has any health-related concerns, please contact the school at the beginning of the school year so these renovations can be scheduled at the appropriate times during the school year.

## **EMERGENCY PLANNING**

If an emergency situation arises during the school day, administrators will activate the school's Emergency Response Plan. In the Regina Catholic School Division, each school is responsible to develop and implement an Emergency Response Plan designed to teach your children how to respond during various emergency situations. The Emergency Response Plan includes specific planning for securing the building, activating a lockdown, and evacuating the school. Part of the emergency planning is the dispersal of students to parents and guardians following an event. In many cases, students will be held at the school until conditions indicate that it is safe for students to leave and make their way home.

In the event of an emergency, we ask that parents follow the guidelines listed below:

- Make decisions that maintain the safety and security of parents, school staff, and students. Do not do anything that might endanger yourself or others.
- Follow SchoolMessenger messages and local media organizations for situation updates.
- DO NOT PHONE THE SCHOOL. Phone lines are required by the emergency responders.
- When it is safe to do so, go to the school or designated evacuation site to retrieve your child.

Should an emergency occur, we request the cooperation and patience of parents/guardians throughout the entire situation.

## **THREAT ASSESSMENT PROTOCOL**

It is the belief of Regina Catholic Schools that students and staff should feel safe at school. We recognize that students and staff cannot feel safe if they are being threatened. A threat is an expression of intent to do harm or act out violently against someone or something. When a threat is reported, the principal will lead a multi-disciplinary team to make an informed judgement as to the level of the threat. In all cases, the parents/guardians of the students involved will be notified.

## **STUDENT ATTENDANCE**

Regular attendance at school is an essential part of student success. Parents/guardians are encouraged to work collaboratively with school personnel to ensure that students recognize the importance of school attendance. Should a student be absent from school, parents/guardians are requested to phone or email the school before classes begin to indicate why the student will be absent. Attendance is checked daily. Parents/guardians will be notified if their child is absent from school. If a student must leave the school during the day, the student must have the permission of the parent/guardian. As per the Regina Catholic School Division Attendance Practice, school personnel may work closely with students and families in instances of concern. Families are encouraged to consider the holidays provided within our school calendar when planning vacations.

## **STUDENT RESPONSIBILITY PLAN**

At the beginning of the school year, each class will establish classroom procedures and behaviour guidelines for the students. These will be taught and reviewed periodically throughout the year.

## **CODE OF CONDUCT**

The Regina Catholic School Division strives to ensure our schools provide a positive and caring learning environment where our students feel emotionally and physically safe and have the opportunity to grow and develop into responsible citizens. Our Catholic faith, values and beliefs are the underlying premise of our Code of Conduct. We believe that helping students learn proper conduct is part of the teaching and learning process. Students require guidelines to establish appropriate behaviours both personally and socially. Students are taught to accept responsibility for their own actions and are educated in proactive measures that encourage Christ-like behaviour.

## **DRESS & APPEARANCE**

Members of the school community are expected to dress appropriately for the business of education in accordance with Administrative Application 9210. Dressing for success means dress that maintains Catholic values and appropriate personal hygiene. Students shall conform to reasonable standards of taste in dress and grooming. Student dress that would be considered in violation of the standard of the business of education include:

- Generally immodest or inappropriate dress.
- Dress with wording or graphics that is racist, sexist, profane, or demeaning to another person or group.
- Dress with wording or graphics that advocates violence.
- Dress with wording or graphics that advocates the consumption of alcohol or illicit drugs.

In addition to the above-mentioned restrictions, the following guidelines further define the standard of appropriate dress for the business of education:

- Health regulations require that students must wear shoes in the building at all times.
- Outdoor clothing must not be worn in class and should be placed in lockers upon arrival at school.
- Caps, hats, hoods, and bandanas defined as any tie up or scarf, are to be taken off upon entry into the school and remain off until you leave the school, unless approved by administration.
- Pajamas, bedtime clothing and slippers should not be worn in the school, unless approved by administration.

## **VALUABLES, PERSONAL BELONGINGS & REGINA CATHOLIC SCHOOL DIVISION (RCSD) PROPERTY**

Our staff members make a reasonable effort to protect personal properties but will not assume responsibility for damage or theft. Computers and electronic devices supplied to students by the division, as well as any other school property such as lockers, desks, shelving, and cupboards, remain the sole property of the school division. The use of lockers is a privilege we extend to our students and is subject to each student complying with conditions set by RCSD including our ability to search any locker at any time. The student's privilege to use a locker can be withdrawn at any time. Regina Catholic Schools has the right, at any time, to demand access to and search any of its property. Any demand for access or search will comply with the law.

## **LUNCH EXPECTATIONS AND NUTRITION**

Students remaining for lunch are the school's responsibility for the entire lunch break and are accountable to the school for their whereabouts at all times. Students shall remain on the school grounds unless the student has provided the lunchroom supervisor with a dated, parent-signed note on the day he/she will not be in the lunchroom. Students are expected to follow the lunchroom expectations by displaying positive behaviour and manners. Students who abuse lunchroom privileges will be asked to make alternate arrangements for lunch. All bus students are expected to stay for lunch unless written permission is given by the parent/guardian. Nutritious lunches which include fruits or vegetables, protein, carbohydrates, and non-carbonated drinks are encouraged.

## **BICYCLES, SKATEBOARDS AND/OR LONGBOARDS**

Students who ride bicycles, skateboards or longboards to school are responsible for them. The school will not be held responsible for any lost or damaged equipment while it is at school. For the safety of all individuals, students are not allowed to ride these items on school property. Students who ride bicycles to school shall place their bicycles in the authorized area and should lock them.

## **PARENT PARKING/PICK-UP AND DROP-OFF**

Student safety is always our top priority. When dropping off/picking up children, we ask that parents use the designated parking available. Please refrain from stopping in designated bus lanes, as well as school crosswalks and staff parking lots as this is a safety concern. Please do not park, drop off/pick up children in any of the staff parking lots, space is limited and designated for staff only.

## **TECHNOLOGY AND INTERNET GUIDELINES**

The Regina Catholic School Division Digital Citizenship Guidelines provide the general expectations for student conduct regarding technology. Students access division computers and the RCS wireless network using designated passwords. Personal account passwords must not be shared. Only teacher-approved activities will be performed on computers and personal devices. Composing, browsing, or forwarding inappropriate material will result in consequences, as will unauthorized usage of personal devices. Students and parents are required to complete the Personal Electronic Technology “Accept” Agreement to use RCS computers and to access the RCS wireless network via personal devices.

## **CATHOLIC SCHOOL COMMUNITY COUNCIL (CSCC)**

The Regina Catholic School Division seeks to enhance the role of parents and the parish in each local Catholic School Community Council (CSCC). In addition, the school division seeks to enhance the expression of the parent perspective at the school division level. Educational research indicates that family involvement is critical to student achievement. Regina Catholic Schools are extensions of the families they serve and seek a high-quality partnership with families, parishes, and the community to increase student achievement and well-being. Each school in our division has a CSCC. The work of the CSCC will be to support the many plans of the current and past CSCCs. Parents, students, parish members, electors, teachers, staff members and the principal each have an important role to play on the CSCC. (<https://www.rcsd.ca/schools/csccl/>)

## **PARENT, GUARDIAN, AND VOLUNTEER INVOLVEMENT**

We encourage parents to take an active part in the life of their children’s school. When visiting the school, parents are to use the front doors, report to the office, and conduct themselves in an appropriate and respectful manner conducive to the school environment, while respecting the privacy of others. Parents and guardians are welcome to attend specific activities that are held at school or at the church. Should a parent/guardian need to meet with a teacher, an appointment should be made.

Volunteers are an important part of the educational process. Volunteers assist the professional staff in numerous ways. This assistance can include serving as guest speakers, giving presentations, helping in the resource centre, and providing additional supervision on excursions. Student safety is highly valued; therefore, criminal record checks are required for volunteer activities. School administration will communicate and direct this process.

## REGINA CATHOLIC SCHOOLS CHRIST-LIKE BEHAVIOUR STUDENT REFERENCE

This reference page is designed to be a periodical self-reflection tool that challenges students to exhibit Christ-like behaviour in their daily lives, and it aligns with our division goal that “*students demonstrate commitment to the Catholic faith.*”

### Am I Showing Christ-Like Behaviour?

#### Love

- Do I show others I care by choosing kind words and tones?
- Are my actions kind and loving?
- Do I listen to others when they are sharing something important with me?
- Do I share what I have with those around me without being asked?

#### Compassion

- When someone is sad, do I try to cheer them up?
- When someone is being made fun of, do I tell others to stop?
- When someone is being excluded, do I ask them to join me?

#### Service

- When someone needs help, do I offer without being asked?
- When someone asks for help, do I offer immediately?
- When someone drops something, do I automatically help them pick it up?

#### Prayer

- Do I make time to talk to God every day?
- Do I attend Mass regularly?
- Am I respectful of others' need for prayer and silence?

#### Charity

- Do I give to those less fortunate than I (toys, money, etc.)?
- Do I volunteer in the community (for organizations that serve others), even when there is no reward or recognition?

***One example of how I have shown Christ-like behaviour this past month is:***