

Regina Catholic Schools



The 2018-19 school year theme: *Let Your Light Shine*

Welcome! Bienvenue! Tansi! Taanshi!
Biraemo! 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 

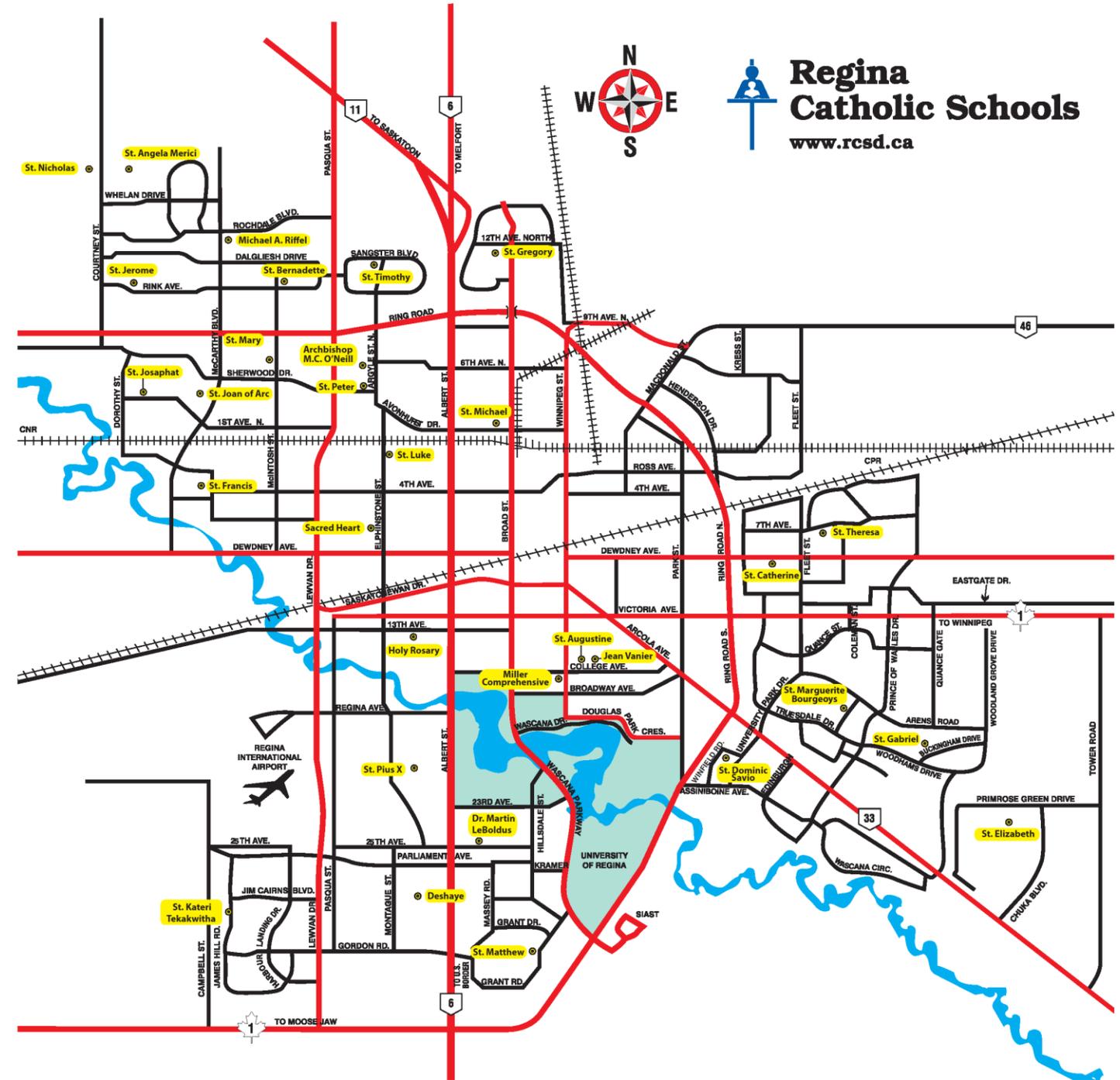
Regina Catholic Schools Directory

Links to individual school websites can be found on our main website at www.rcsd.ca

Regina Catholic School Division Office	2160 Cameron Street Regina, SK S4T 2V6	Phone: (306) 791-7200 Fax: (306) 347-7699
<i>Elementary Schools:</i>		*(306)
Deshaye Catholic	37 Cameron Crescent	Phone: 791-7270
Holy Rosary	3118-14 th Avenue	Phone: 791-7280
Jean Vanier ***	425-15 th Avenue	Phone: 791-7285
Sacred Heart	1325 Argyle Street	Phone: 791-7290
Mother Teresa	1975 2 nd Ave N.	Phone: 569-6867
École St. Angela Merici *	6823 Gilmore Drive	Phone: 791-7305
St. Augustine	2343 Edgar Street	Phone: 791-7310
St. Bernadette	727 N. McIntosh Street	Phone: 791-7320
St. Catherine	150 Brotherton Avenue	Phone: 791-7325
St. Dominic Savio	195 Windfield Road	Phone: 791-7330
École St. Elizabeth *	5149 E. Green Brooks Way	Phone: 791-7300
St. Francis	45 Mikkelson Drive	Phone: 791-7335
St. Gabriel	3150 Windsor Park Road	Phone: 791-1717
St. Gregory	302 Upland Drive	Phone: 791-7340
St. Jerome	770 Rink Avenue	Phone: 791-7345
St. Joan of Arc	10 Dempsey Avenue	Phone: 791-7350
St. Josaphat	140 Greenwood Crescent	Phone: 791-7355
St. Kateri Tekakwitha **	4415 James Hill Road	Phone: 791-1785
St. Luke ***	625 Elphinstone Street	Phone: 791-7248
St. Marguerite Bourgeoys	2910 E. Shooter Drive	Phone: 791-7360
École St. Mary *	140 N. McIntosh Street	Phone: 791-7365
St. Matthew	4710 Castle Road	Phone: 791-7370
St. Michael	431 Hamilton Street	Phone: 791-7375
St. Nicholas	7651 Mapleford Blvd	Phone: 791-1780
St. Peter	150 Argyle Street	Phone: 791-7380
École St. Pius X *	3301 Garnet St	Phone: 791-7385
St. Theresa	2707-7 th Avenue East	Phone: 791-7390
St. Timothy	280 Sangster Blvd.	Phone: 791-7395
*French Immersion	** English & French Immersion	*** Alternate Programming

<i>High Schools:</i>		
Dr. Martin LeBoldus Catholic **	2330-25 th Avenue	Phone: 791-7250
Miller Comprehensive Catholic **	1027 College Avenue	Phone: 791-7230
Archbishop ** M.C. O'Neill Catholic	134 Argyle Street	Phone: 791-7240
Michael A. Riffel Catholic	5757 Rochdale Blvd.	Phone: 791-7260
	** English & French Immersion	

School Locations:



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 schedule a time to meet with 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. School, division and community events are regularly updated 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 chance to enjoy the best education we can give them 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 for others.

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.

REGINA CATHOLIC SCHOOLS PROGRAMS

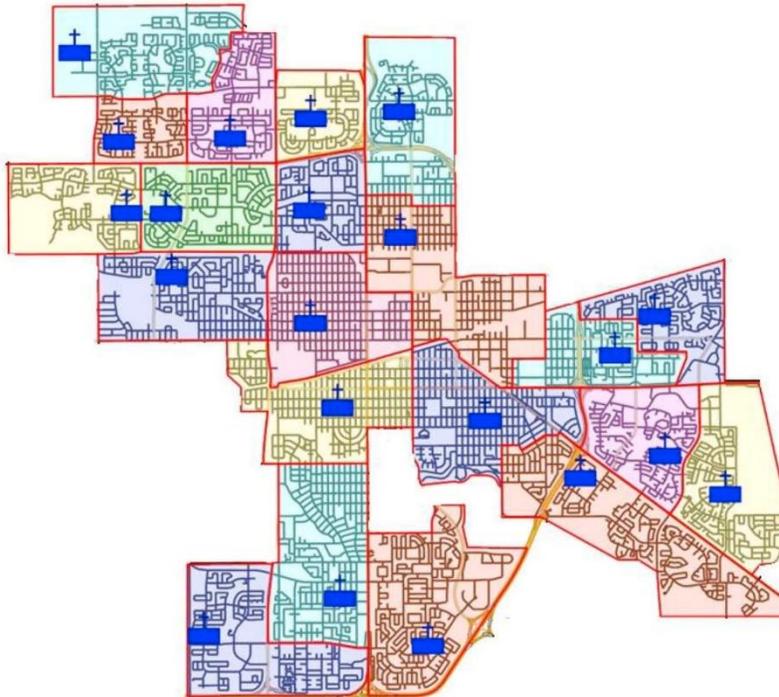
We teach Ministry of Education curriculum. We enrich the students' education by providing: a faith-based Catholic education program, high quality academics and distinctive programming. This distinctive programming can include Pre-Kindergarten, Speech and Language, Learning Resource, Ukrainian, Band, 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

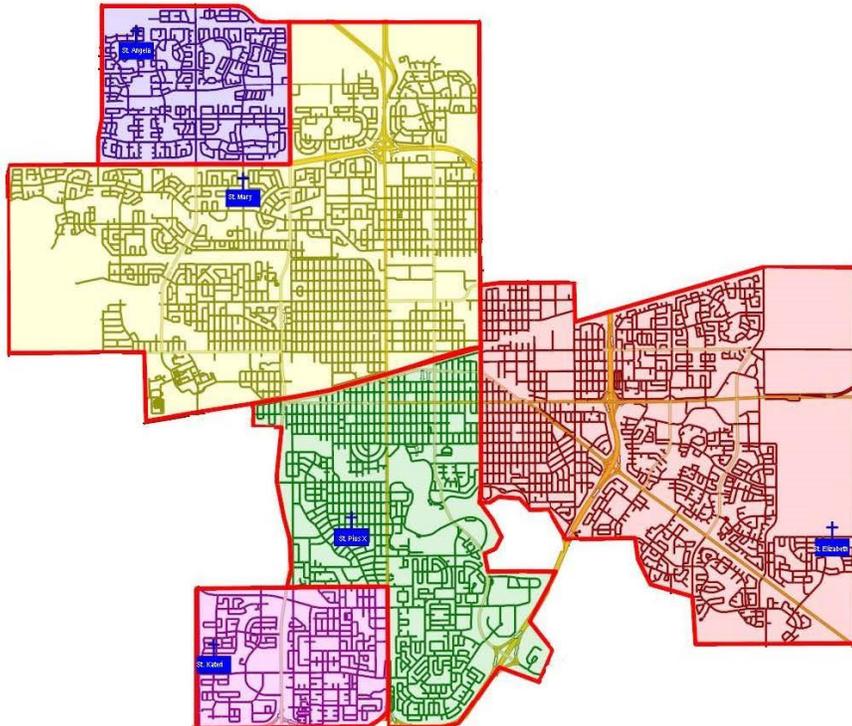
The Regina Catholic School Division has established walking and transportation boundaries within the school attendance areas for both English and French Immersion schools. A complete list of guidelines will be sent home to all families who receive bus service. Students on the bus are subject to the same policies and regulations they must meet at schools. Bus privileges can and will be taken away should any offences be of a serious or continuous nature. For further information, please visit our school division website at www.rcsd.ca; bus planner for eligibility at <https://bus.rcsd.ca>; or contact our transportation officer at: transportation@rcsd.ca or 306-791-7214.

Inquires related to buses running behind schedule or children missing their bus can be directed to our transportation officer at 306-791-7214.

**ENGLISH ELEMENTARY
SCHOOL BOUNDARIES**



**FRENCH IMMERSION ELEMENTARY
SCHOOL BOUNDARIES**



SAFETY & EMERGENCY MEASURES: CANCELLATION OF STUDENT TRANSPORTATION

Regina Catholic Schools expect school buses to operate as scheduled under most weather and urban travel conditions usually 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.

Para Transit buses are automatically cancelled for the entire day when Environment Canada reports the temperature with wind-chill at 6:00 a.m. is minus 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 minus 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 and the bus planner <https://bus.rcsd.ca/>.

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.

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 throughout the school year. This multi-faceted reporting and informing process includes formal communication such as student work samples, report cards and student-involved conferencing; as well as, informal communication tools such as agenda books, phone calls, e-mails and newsletters. 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.

Report cards are sent home at least three times during the school year; however, it is important to note that a report card only provides a snapshot of a student's progress at a particular point in time. This is why supplementary information is required in order to provide a more comprehensive understanding of a student's learning which may be assessed by way of conversations, products and observations.

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

More information regarding assessment, grading and reporting practices within the Regina Catholic School Division can be found on our division web site.

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 unless this provision has been made.

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 should be developed for each student suffering from life-threatening allergies.

All parents/guardians are requested to refrain from sending peanut butter, peanuts and nut products and fish/fish 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 within the school. If your child has any health-related concerns, please contact the school at the beginning of the school year so these 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 will be required by the emergency responders.
- When it is safe to do so, go to the school or designated evacuation site to collect 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 e-mail the school before classes begin to indicate why the student will be absent. A daily attendance check is made on all students. 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

Regina Catholic School Division strives to ensure our schools provide a positive, caring, learning environment where our students feel emotionally and physically safe and are provided with 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 educated in proactive measures that encourage Christ-like behaviour.

DRESS & APPEARANCE

As a Catholic school, we want to help our students understand modesty is an essential part of who we are and what we represent. Students are expected to dress in appropriate clothing that is suitable for the weather and represents the values we express in our Catholic faith. Clothing such as muscle shirts, open backs, spaghetti straps, bare midriffs, short skirts/shorts, and bandannas are not allowed. In general, students will be expected to have a clean appearance that is reasonable, modest, decent and respectable.

VALUABLES, PERSONAL BELONGINGS & 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 RCSD as well as any other school property such as lockers, desks, shelving, and cupboards remain at all times the sole property of RCSD. The use of lockers is a privilege RCSD extends to its students but is subject to each student complying with conditions set by RCSD, including RCSD's ability to search any locker at any time. The student's privilege to use a locker can be withdrawn by RCSD at any time. RCSD has the right, at any time, to demand access to and to search any of its property. Any demand for access or search by RCSD will be in compliance 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 fruit or vegetables, protein, carbohydrates and non-carbonated drinks are encouraged.

BIKES AND SKATEBOARDS

Students who ride bicycles, skateboards, or similar items 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 their bicycles to schools 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 cross walks as this can be hazardous to our children. In addition, please do not park or drop off/pick up in any of the staff parking lots, as 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 Student Acceptable User Agreement to use RCS computers and the Personal Electronic Accept Agreement to access the RCS wireless network via personal devices. Students and parents are encouraged to consult detailed information in the school's Bring Your Own Technology Guidelines and at www.rcsd.ca.

CATHOLIC SCHOOLS COMMUNITY COUNCILS (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 CSCC's. Parents, students, parish members, electors, teachers, staff members and the principal each have an important role to play on the CSCC.

PARENT, GUARDIAN AND VOLUNTEER INVOLVEMENT

We encourage parents to take an active part in the life of their children's schools. 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 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. In keeping with our Division's Safe & Orderly Environment priority, criminal record checks are a requirement for a number of volunteer activities. School administration will communicate and direct that process.

REGINA CATHOLIC SCHOOLS CHRIST-LIKE BEHAVIOUR STUDENT REFERENCE

This checklist is aligned to our Division priority that challenges our students to exhibit Christ-like behaviour in their daily lives. It is designed to be a periodical self-reflection tool.

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've shown Christ-like behaviour this past month is:

