



# Michael A. Riffel Catholic High School



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Regina Catholic Schools Website

[www.rcsd.ca](http://www.rcsd.ca)

Riffel School Website

[www.rcsd.ca/riffel](http://www.rcsd.ca/riffel)

Office Hours:

8:00 a.m. - 4:00 p.m.

## Student Handbook

### *Regina Catholic Schools Vision, Mission, Values, and Commitments*

**THE VISION** is to provide a quality Catholic education that is faith based, student-centered, and results-oriented.

**THE MISSION** is to work with the community and the local church to provide a quality Catholic education that fosters academic excellence and the development of informed, responsible citizens.

**THE VALUES** Accountability, Collaboration, Honesty, Integrity, Respect, Wellness.

**Catholic Communities of Faith:** The school community understands, nurtures and supports the value of Catholic Education.

**Literacy/Numeracy:** Students meet or exceed grade level expectations in reading, writing and mathematics.

**Equitable Opportunities & Transitions:** Student diversity, well being and overall development is supported.

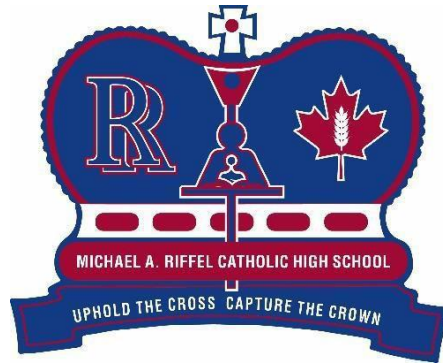
**Essential Skills & Practices in 21<sup>st</sup> Century Education:** Students develop and share their skills, gifts and knowledge.



**School Motto:**  
**“Uphold the Cross – Capture the Crown”**

**Mission Statement**

Michael A. Riffel Catholic High School is a Catholic, Student-centered school which focuses on developing respectful, responsible and knowledgeable citizen firmly grounded in the values of our Christian Faith.



All partners and governing bodies in the educational process are represented within the Crown:

The cross, atop the crown, and the chalice below, represent the church;

The stylized adult and child, within the base of the chalice, are part of the logo of the Regina Roman Catholic Separate School Division (RCSD);

The double R's, (Riffel Royals), represent the name of all of our extra-curricular teams and our expectation that all students carry themselves with Respect and Responsibility.

The maple leaf, with the Saskatchewan Coat of Arms inset, represents the federal and provincial governing bodies.

Table of Contents .....	3
CATHOLIC SCHOOL COMMUNITY COUNCIL .....	5
STUDENT CONDUCT EXPECTATIONS .....	6
1. ATTENDANCE.....	6
2. ABSENCES.....	6
3. LATES .....	6
4. DIVISION COMMON ATTENDANCE PRACTICES.....	6
5. GOALS OF ATTENDANCE PRACTICES .....	7
6. EARLY LEAVES .....	7
7. WITHDRAWING FROM A CLASS .....	7
8. BEHAVIOUR .....	7
9. STUDENT DRESS CODE .....	7
10. PERSONAL ELECTRONIC DEVICES.....	8
11. TEXTBOOKS AND LIBRARY BOOKS.....	8
12. EXPECTATIONS FOR LITURGICAL/FAITH ACTIVITIES.....	8
13. SCHOOL PROPERTY .....	9
14. SMOKING/TOBACCO BAN ON SCHOOL PREMISES .....	9
15. ALCOHOL AND DRUGS.....	9
16. ANTI-BULLYING .....	9
17. HARASSMENT .....	9
18. VIOLENCE .....	10
19. WEAPONS.....	10
20. EMERGENCY RESPONSE COMMUNICATION .....	10
21. LOCKERS AND LOCKS .....	10
22. ACADEMIC INTEGRITY .....	10
23. POSTERS AND BULLETIN BOARDS .....	10
24. CLUBS AND TEAMS .....	10
COMPUTER AND INTERNET/WIFI ACCEPTABLE USE POLICY.....	11
STAFF AND STUDENT SAFETY & WELL-BEING .....	13
CANTEEN AND LUNCH .....	14
FAITH LIFE OF THE SCHOOL.....	14
STUDENT SUPPORTS .....	14
TIMETABLE & PROGRAM OF STUDIES GUIDELINES .....	16
STUDENT INFORMATION SYSTEM .....	16
RCSD STUDENT ASSESSMENT GUIDELINES .....	17
ACADEMIC AWARDS .....	18
GRADUATION ELIGIBILITY .....	19
GRADUATION REQUIREMENTS .....	19
EXTRACURRICULAR ACTIVITIES.....	20
EXTRACURRICULAR AWARDS.....	20
EXTRACURRICULAR POINTS SYSTEM.....	20

## CATHOLIC SCHOOL COMMUNITY COUNCIL

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The Michael A. Riffel CSCC provides a strong liaison between Michael A. Riffel Catholic High School and the home and between the school and its community to strengthen the educational process. This is accomplished in part by doing the following to enhance the intellectual, spiritual, emotional, and social and physical education of the students:

- Identifying common goals with the school staff, and facilitating the achievements of those goals,
- Developing a stronger sense of community by providing social functions involving families and staff within the school,
- Aiding in the professional development and educational awareness of the school, the Michael A. Riffel CSCC, parents and teachers,
- Developing and amending the "Mission" as required to better reflect the mission of the Michael A. Riffel CSCC.

The Michael A. Riffel CSCC meets five times a year and all members of the Riffel community are welcome to attend. Notices of these meetings are shared with the homes of our students regularly. If you have any questions concerning the M. A. Riffel CSCC please feel free to contact the Riffel office at your convenience.

## **STUDENT CONDUCT EXPECTATIONS**

~~Students who choose to register with and attend Regina Catholic Schools are required to observe the~~  
rules, expectations, and regulations of their respective schools and of the School Division. It is expected that all students of the school community behave in a manner that reflects the Gospel values appropriate to a Catholic community.

### **1. ATTENDANCE**

Attendance Matters. Every pupil shall attend school regularly and punctually. The Regina Catholic Schools Division attendance requirements will be adhered to at Riffel. Separate information will be presented on these requirements.

### **2. ABSENCES**

- Parents/guardians are required to contact the school to excuse a student's absence (preferably the same day as the absence). Using the Edsby App is the preferred way to excuse absences. Absences may also be excused by phone or email.
- Student absences from scheduled assessments must have a parent/guardian excuse registered at the Main Office before the assessment grade will be entered into our student information system.

### **3. LATES**

Students who arrive late for class will report directly to class. If no school contact is provided that day, the late will be recorded as unexcused.

### **4. DIVISION COMMON ATTENDANCE PRACTICES**

Attendance practices protect the integrity of course curricula while adhering to the expectations of regular attendance. The RCSD Attendance Practice is designed to work with students and their families to support engagement.

### **5. Goals of the Attendance Practice:**

- The purpose of the attendance practice is to create a climate of high expectations for success, provide every opportunity to learn and maintain time on task, and develop quality relations between, students, teachers, parents and guardians.
- Integral to these practices is the desire to involve students and the parent(s) or guardian(s) in the academic, social, and emotional development of the students, provide quality feedback to students, parent(s) or guardian(s) regarding the attendance of the student, and create a fair and open process of intervention and consequences to deal with truancy and tardiness.

Positive attendance involves a shared responsibility of all educational stakeholders. It is our responsibility to work with each student and their family to ensure that the student received the best education possible, and we understand that positive attendance habits allow us to ensure success of the student. Where consideration has been given to all circumstances, the school administration may remove a student that has been absent or late for more than 15% of their classes – excused or unexcused, suspensions included.

Extenuating Circumstances:

There may be extenuating circumstances that require a student to be away for a period either with prior knowledge or because of an emergent situation. If this is the case, there will be an

opportunity to apply for an exemption to the school's attendance committee. Exemptions forms can be found on our website.

- Prior Knowledge: When there is advance knowledge of a student's absence. This should be applied for at least two weeks prior to the time the student will be away.
- Emergent Issue/Extenuating Circumstances: When there is an unforeseen situation which has required the student to be absent. Medical documentation may be requested.

## 6. **EARLY LEAVES**

Students who wish to be excused from the school during the day must have a parent/guardian inform the office. A student who is ill must report to the office so that a parent/guardian can be contacted before a student goes home.

## 7. **WITHDRAWING FROM A CLASS**

A student desiring to withdraw/drop a class must complete a withdrawal class form which contains all necessary parent/guardian, counselor, and administration signatures. This form can be obtained from Student Services.

## 8. **BEHAVIOUR**

Students will treat (with actions/words) staff and fellow students with respect, courtesy, and honesty. Students are accountable to staff for their conduct on school premises during school hours and during any school function or activity sponsored or approved by the school and/or school board. Such respectful conduct includes the following:

## 9. **STUDENT DRESS CODE – [RCSD Administrative Application 9120](#)**

Dress for Success! Dressing for the Business of Education and Faith-based Learning.

In Regina Catholic Schools, all staff and students are expected to wear clothing that is appropriate for the learning environment and respectful of our faith values. Please refer to RCSD Admin App 9210 which outlines the division guidelines regarding dress code.

Dressing for success and the business of education means wearing school appropriate attire. Clothes that have logos or images that promote racism or discrimination, promote violence, drug, or alcohol use, or organizations/values not aligned with our faith are not permitted. Clothing should be respectful to all, fostering an inclusive and safe school environment.

Clothing should allow students to move freely and fully participate in all classes without risk of exposure or embarrassment. In addition to the above-mentioned restrictions, the following guidelines further defines the standard of appropriate dress within the business of education.

- outdoor clothing must not be worn in class,
- 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.
- Health regulations require that students must wear shoes in the building at all times.

In the event that a student is in violation of the dress code, students may be asked to change clothes to help them meet the dress code standards.

## **10. PERSONAL ELECTRONIC DEVICES**

Regina Catholic Schools is committed to the learning and well-being of our students. Regina Catholic Schools recognizes the value of educational technology towards improving student learning. In this context, smartphones/personal technology have the potential to be a powerful complement to the learning environment when aligned with responsible use and digital citizenship. However, a growing body of research points to problematic side effects related to distraction, focus and potential addiction to smartphones. Reflecting on Regina Catholic Schools' strategic plan goals of well-being and engagement, this procedure contends that the visible presence of smartphones in classrooms during instruction will only be permitted when supported by a classroom management plan.

Regina Catholic Schools expects staff and students to model and reinforce socially responsible and respectful behaviours when using personal electronic devices so that teaching and learning can take place in a safe and effective learning environment. Students will be expected to park their device in the designated location as directed by the teacher upon entry into the classroom. For further information on the division policy regarding personal electronic devices, refer to Administrative Application 8800.

Students shall not make a recording of any person or any activity in the classrooms or in the school, on school property or at school-related events unless provided for in [Administrative Application 10900](#)

## **11. TEXTBOOK AND LIBRARY BOOKS**

All Michael A. Riffel Catholic High School books (library books and textbooks) utilized by students will be signed out through our library, utilizing a student's school identification card-issued at the beginning of the year with a unique barcode for each student-and available to be added to a student's personal electronic device using various applications. In this way, all school books will be tracked through our resource centre data base and the condition of books will be noted upon sign-out and upon return to the library.

Students will be responsible for the care and use of all school books, and they will be responsible for all charges associated with lost or damaged items. All issued library books, textbooks or classroom materials must be returned prior to or at the time of course finalization assessments each semester. It is the responsibility of the student to report any textbook concerns to the library staff at the time the textbook is issued. If students are concerned about structural damage, loose pages, or other issues, they should bring these to the attention of the library staff immediately. If possible, a book in better condition will be issued. If not possible, the library staff will make a note of the student's concern in the school database and this will be reviewed upon return of the textbook. Students will be charged for the full replacement cost of a textbook/library book that is lost or water damaged in any capacity (as this leads to book mold).

## **12. EXPECTATIONS FOR LITURGICAL/FAITH ACTIVITIES**

All students must attend liturgical events regardless of religious affiliation or lack thereof. Students are expected to adhere to the same behavioural expectations as they would in the classroom. All students are expected to participate to the best of their ability in all liturgical events, class retreats, and grade masses. All faith events are mandatory for Michael A. Riffel High School students.

### **13. SCHOOL PROPERTY**

Students shall treat school property and the possessions of all individuals with respect, care, and consideration. Damage to school property or the private property of members of the school community-either through neglect or willful damage-will not be tolerated.

### **14. SMOKING/TOBACCO BAN ON SCHOOL PREMISES**

The use of tobacco or tobacco, e-cigarettes, vaporizers and related nicotine products in the Regina Catholic School Division is subject to applicable laws, by-laws, and regulations pursuant to [Administrative Application 11240](#). All Board property and facilities are free of tobacco, tobacco products, smokeless tobacco, environmental smoke, and e-cigarettes, and vaporizers or other alternatives. The following outlines consequences to use:

- a. suspension if vaping or smoking in the building or school property.
- b. education and restorative justice program.
- c. loss of other school privileges.
- d. confiscating product that is visible in their possession in the building and may confiscate if visible on the property,
- e. seizure of product as a result of a locker search will be confiscated,
- f. confiscated items may only be returned to parents at the end of the semester.

### **15. ALCOHOL AND DRUGS**

Students are expected to attend school and school-related functions free from the influence of alcohol or drugs. Possession and/or sale of such substances is prohibited. Students involved in any form of alcohol or drug use will be dealt with according to Regina Catholic Schools' Board Policy. In addition to any other penalties, the privileges to attend school-sanctioned functions may be suspended for one year from that date. Furthermore, any student who has been caught using drugs/alcohol, being under the influence of drugs/alcohol, or in possession of drugs/alcohol may have to attend a drug education program offered by the school division. If this program is offered, it will be in lieu of a suspension. If for some reason, the program is unavailable, the offending student will receive a suspension.

### **16. ANTI-BULLYING**

The administration and staff of Michael A. Riffel Catholic High School believe that students have the right to live and to learn in environments with a non-bullying ethos. Any form of bullying is unacceptable and will be addressed as a matter of urgency to improve outcomes for young people. The City of Regina has passed a bylaw addressing bullying and public fighting ([Bylaw No. 2006-38](#)). All offenders of this law will be dealt with in accordance with the City of Regina bylaw. The Regina Catholic School Division believes that all pupils have the right to learn and interact in a safe, affirming environment. Bullying behaviour shall not be tolerated and shall be dealt with in a serious and timely manner ([Administrative Application 9240](#)).

### **17. HARASSMENT**

Harassment on the basis of any personal attribute such as race, culture, gender, disability, physical size or weight, or sexual orientation will not be tolerated. Harassing behaviours or actions that

abuse or humiliate individuals, interfere with their performance or create an intimidating or hostile environment are prohibited. Unwanted verbal comments and/or electronic text/written abuse, unwelcome gestures, actions that invade privacy or personal property, spreading unfounded rumours or deliberately spreading misinformation will not be tolerated. Students have a responsibility to ensure that the school environment is free from harassment. If harassed, a student should contact an adult in the school with whom the student feels comfortable. Proper protocol, as outlined in the school division's Violence Prevention-Student Harassment ([Administrative Application 11150](#)), will be followed to address the situation as it applies to the school environment. Matters falling outside the school environment may be directed to the Regina Police Service.

#### **18. VIOLENCE**

Disagreements are to be settled in a fair, non-violent manner and without the use of threats. Students may be required to participate in alternative conflict resolution processes. Behaviour that results in a serious physical assault of a member of the school community will, in accordance with division policy, may result in any or all of the following consequences:

- a) suspension from attendance at school-approved functions for a period of up to one year.
- b) suspension from school attendance for a period of up to one year.
- c) transfer to another school; or,
- d) expulsion for a period greater than one year.

#### **19. WEAPONS**

Students can expect a safe environment free from any weapon or dangerous object. The possession, and /or use of a weapon, or uttering threats involving weapon are prohibited and, in accordance with division policy will result in serious consequences. A weapon is anything used, or intended for use, as an instrument for inflicting bodily harm, threatening personal safety or anything used.

#### **20. EMERGENCY RESPONSE COMMUNICATION**

Communication to parents, guardians, and school community will be supported throughout an emergency situation by the school division Communication and Media Coordinator. School Messenger and/or EDSBY will correspond the current situation, any updates, and the final message at the conclusion of the situation will be sent from the Catholic Education Centre.

#### **21. LOCKERS AND LOCKS**

Students are expected to use the locker assigned to them for personal use. **Backpacks and jackets** are allowed in the classroom when a student does not have a locker (this applies only to Grade 12's). Students must use school-supplied locks and must not give out their combinations to other students. School lockers are the property of the school and may be subject to inspection by the administration.

#### **22. ACADEMIC INTEGRITY**

The Ministry of Education "promotes and encourages a consistent approach to academic integrity and student responsibility" and supports the establishment of effective communication expectations, "including timely submission of schoolwork and avoiding plagiarism" (Ministry of Education, 2011). As outlined by the Ministry of Education, student plagiarism is the "unacknowledged use of someone

else's words, ideas or creations as one's own whether deliberate or accidental. It is the process of taking another person's work, ideas or words, and using them as if they were your own. Plagiarism includes copyright infringement, as well as the use of non-copyright materials, such as copying a paper written by a family member or friend and using it as if were your own"; conversely, academic integrity is the "evidence of one's own learning through demonstration of responsibility, honesty, trust, and respect (Academic Integrity and Student Responsibility: Guidelines, 2011).

Academic integrity is a shared educational value in education. The International Centre for Academic Integrity defines academic integrity as a commitment [to six fundamental values](#): honesty, trust, fairness, respect, responsibility and courage. RCSD staff are expected to align assessments with these six values while students are expected to demonstrate academic integrity in their work. Both staff and students have a shared responsibility when it comes to creating a culture of academic integrity.

Actions such as cheating, plagiarism, submitting the work of a friend, parent, or a purchased paper (internet) will be addressed in proactive ways. Students are provided education within their courses from their teachers and the teacher-librarian regarding the appropriate referencing of materials (MLA for language courses and APA for social science courses). Referencing tools that support student learning include, but are not limited to Ref Works, Noodle Tools, OWL by Purdue, Citation Machine, and Turnitin.

Consequences for this act will be determined by the specific circumstances, exercising progressive discipline; however, a student can expect to receive a verbal or written warning, partial marks for original work with no marks for plagiarized portions, incomplete grade code flags, and/or the expectation to re-do.

Artificial Intelligence (AI) tools have presented both opportunities and challenges for educators. AI tools, via programs and algorithms, generate and revise many kinds of products. It is a teacher's responsibility to communicate assessment expectations, and this includes when and if AI tools can be used. Using an AI tool, when not advised, may lead to consequences outlined above.

## **23. POSTERS AND BULLETIN BOARDS**

Anyone wishing to display posters, leaflets or other similar materials on bulletin boards or in hallways must have permission of school administration. Posters, signs, or leaflets posted without permission will be removed.

## **24. CLUBS AND TEAMS**

Michael A. Riffel Catholic High School offers a number of extracurricular opportunities for the student body to join as participants. If students desire to start a club or team that the school does not currently support, then the students must speak to school administration and receive administrative approval. Depending on the activity, the school and school division may or may not be able to provide sanctioning.

# COMPUTER AND INTERNET/WIFI ACCEPTABLE USE POLICY

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It is expected that Michael A. Riffel Catholic High School's technology will be used in a reasonable, efficient, ethical, moral, and legal manner in accordance with the mission statements, values, understandings and beliefs of Regina Catholic Schools and Michael A. Riffel Catholic High School. Regina Catholic Schools supports and promotes the use of technology including computers and the internet in our schools for instructional and learning purposes. As a result, there are expectations for appropriate digital citizenship by our staff and students when using the computers. Computers are to be used for academic purposes, to conduct research, and for curriculum assignments. Software programs used by the school division to support student learning have been reviewed and evaluated by school division staff for appropriateness. Student access to computers, mobile devices, and the internet is permitted but it is the students' responsibility to ensure that they abide by all legal, ethical, and school expectations pertaining to the use of technology in the school. As well, Regina Catholic Schools assumes no responsibility for loss or damage to personal devices. Security on the school division computer network is a high priority. Users should expect that files may be reviewed, and internet activity will be monitored. Should you have any questions please contact your school administrator.

Each student is ultimately responsible for his/her actions in accessing services. The use of school technology is a privilege and not a right. Inappropriate use may result in a suspension of those privileges for a period of time. All use of division technology resources must be in support of education and research and be consistent with the mission statements of Regina Catholic Schools and Michael A. Riffel Catholic High School. The following list is a general guideline for student use of technology resources:

- Students will use school accounts only under supervision and for an authorized purpose.
- Students will not use our network to access or process inappropriate materials, text Files, or files dangerous to the integrity of the network. Non-educational games are not allowed.
- Students are not allowed to download programs or files of any nature, including but not restricted to music, inappropriate pictures and/or video clips, chat/messaging/social media programs, and various other items without the permission of a teacher. Students will report all incidents of accessing inappropriate material to the teacher supervisor.
- Students will respect the laws of copyright as they pertain to the Internet and computer usage. Copyrighted material may not be copied or downloaded.
- Students must use only their own account number and password. Passwords are to be kept confidential. Logging on under another student's ID and password is not permitted.
- Students are not allowed to access or attempt to access locked or restricted sites.
- Students will not access sites that would violate our division's values, morals, and principles.

When utilizing personal electronic devices at school, students can access the division's student Wi-Fi network after accepting the Regina Catholic Schools Personal Technology Agreement that reads as follows:

*Regina Catholic School Division has established a student wireless network to enable students to bring their own personal electronic technologies to school. Regina Catholic School Division provides the following condition with the use of personal electronic technologies:*

- *Students must adhere to all Board Policies and the Student Code of Conduct when accessing mobile services.*
- *Students are fully responsible for the set-up and maintenance of their device. Technical support will not be provided.*
- *The school/division does not provide personal property insurance for any personal technology devices which includes but is not limited to physical damage, loss or theft of the device.*
- *Student devices are to be used in class only with the teacher's permission. Devices should be in silent mode when on school property.*
- *Students may only use audio, video and/or cameras at school with permission from a classroom teacher or administrator and the individuals being recorded.*
- *Students must demonstrate positive digital citizenship which includes respecting yourself and others, protecting yourself and others, as well as respecting intellectual property.*

*Technology resources are to be used for educational purposes that serve the school and division mission statements. Adherence to the above policy ensures continued access to the division technological resources. I understand and will abide by the above policy and guidelines. I further understand that any violation may result in the loss of privileges and/or other disciplinary action.*

## **STAFF AND STUDENT SAFETY & WELL-BEING**

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The first and foremost concern for all members of the Michael A. Riffel Catholic High School community is their safety and well-being. In order to ensure that such an environment is in place, it is essential that all members of the school community participate in fire drills, lockdown rehearsals, and emergency evacuation procedures. Please also keep in mind the following:

### **Accidents**

All accidents that occur at our school and/or Board-approved activities shall be reported and recorded on the appropriate School Division Accident Report Form.

### **Security Cameras**

Security cameras have been installed for added protection and safety of staff and students.

### **Parking**

Student parking will be made available to students with a parking permit. Priority will be given to grade twelve students that are enrolled in 10 or more in-person classes for the prospective school year and who have no outstanding school fees from previous years. If there are more qualified applicants with 10 or more in-person classes than there are parking spaces, parking passes will be awarded through a lottery. Students who withdraw or drop classes to reduce a timetable will be subject to having their parking pass revoked. Vehicles parked improperly or without parking permits will be ticketed and/or towed. Parking is a privilege and students who do not follow appropriate school conduct may have their parking privilege suspended or revoked. School administration has the right to limit parking in all school parking lots. Further information can be located in the parking agreement that found on the school's website.

### **Visitors**

School buildings and property are not open to the public except for specific events. Parents, guardians, Archdiocesan staff, and other guests are welcome to visit our school. All visitors are required to identify themselves at our main office and sign in using visitor registration binder at the front desk.

### **Gymnasium**

Students participating in physical education activities must wear appropriate gym attire including gym shorts or sweats, non-marking shoes reserved for the gym, and a t-shirt. Towel services is not provided.

### **Hallways & Commons Area**

Hallways are to be free of students while classes are in session. Students who have unassigned time are to be considered on study hour and may spend this time working in the Resource Centre or they may leave campus. Storage of binders, back-packs, and any other personal items is not allowed in any school area. A locker is provided to all students for such items.

## **CANTEEN AND LUNCH**

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The canteen is open in the morning, break, and at lunch. Hot items, sandwiches, desserts, milk, juice, water, and other items are sold. Microwave ovens are available to warm food. If students choose to eat lunch at school, the Commons Area is the designated location. Please use the facility in such a manner to show respect for those who will use it after you by ensuring that any garbage or recycling has been placed in the appropriate receptacles.

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## **FAITH LIFE OF THE SCHOOL**

### **CHAPLAINCY**

The Chaplain serves as a resource person for the faith life of the school and is available to give personal guidance and direction in matters concerning faith and morality. This includes working personally with students as well as coordinating morning prayers, after lunch prayers, Eucharistic celebrations, liturgies and student retreats. The Chaplain's office is room 209.5.

### **LITURGICAL EVENTS**

Liturgical events play an integral part in the mission of Catholic schools, which is to assist students in "the integration of faith and life on a personal and social level", as such they are mandatory. The purpose of liturgical events is as follows:

- To allow students and staff to “step back” and reflect on the spiritual dimension of their lives.
- To help students integrate what they have learned in their courses into daily life.
- To provide students and staff with a unique opportunity for spiritual growth and nourishment.

### **RETREATS**

Retreats are part of Catholic Studies courses, and all students are expected to participate in these retreats.

### **CATHOLIC ACTION PLAN**

With the CAP project, it is not necessarily about completing a certain number of set hours. Rather, it is about challenging oneself to apply learning from the course and to contribute to the mission of the Church. It is meant to challenge application of learning, to deepen your understanding of course outcomes, and to encourage you to contribute to the mission of the church.

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## **STUDENT SUPPORTS**

## **GUIDANCE AND COUNSELLING SERVICES**

The Guidance Office is open to all students. Students can make an appointment with our counsellors and, when possible, request teacher permission to be out of class. Counsellor services include:

- Individual counselling for personal matters and connection to school social worker,
- Information about scholarships and post-secondary requirements, tours of universities and institutes and various places of employment,
- Assistance with career research and career preparation,
- Academic counselling, tutoring supports, and records of credits and grades, and
- Career sessions (in and out of school)

## **RESOURCE CENTRE**

The Library is open daily from 8:00 am to 4:00 pm. Library materials have a loan period of two weeks and may be renewed. Reference materials may be signed out overnight and the borrower must present their photo identification student card or an application on a cellular device in order to sign out materials. Computers are available in the library for academic student use. Access to both printers and photocopying is available in the library at a cost.

## **SCHOOL RESOURCE OFFICER**

Our School Resource Officer (SRO) is available to assist staff and students with police matters. The SRO has an office located in Room 120.3 in the commons area or can be reached at 306.791.7352.

## **ENGLISH AS AN ADDITIONAL LANGUAGE (EAL)**

Our school supports students that need additional time to improve their language skills. We offer support to these students through pull-out support where they can stay connected to their present courses and work on improving their language acquisition. To learn more about our EAL programming, visit this [link](#).

## **LEARNING RESOURCE (LR) AND TUTORIALS**

Learning Resource services are provided on a case-by-case basis, at times of need, but is also available on an ongoing basis. The program has a teacher that coordinates supports within the school and works with our Student Support Team (SST). When required, a Record of Adaptations (ROA) supports students who require adaptations. Tutorial is a daily, non-credit class period with smaller class size and a teacher able to support student's organization, assignments, and study habits. Students are placed in Tutorial via administration and SST recommendation. We also offer Grade 9 LR English Language Arts and LR Mathematics where teachers present the regular curriculum with additional supports to help students transition successfully into high school. These services assist our students in completing regular curricular outcomes.

## TIMETABLE AND PROGRAM OF STUDIES GUIDELINES

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Within an academic schedule, a student has the potential to register for up to ten credit hours of classes in any given school year during the regular day schedule. In addition, band, choral, and vocal jazz credits can be added during early bird and lunch schedule options. Please keep in mind the following in regards to student timetables:

- Students and parents should discuss course selection carefully.
- Information on our full Program of Studies can be found on our website.
- A course cannot be offered if there is not enough students to run it.
- Grade nine and ten students cannot have spares/study hours. They will have a full, ten credit timetable unless special arrangements have been made by school administration.
- Grade eleven students may have a maximum of one spare/study hour a semester.
- It is the responsibility of students and parents/guardians to check all prerequisites for classes are in place before registering for a course to take in any given semester/school year.
- Students entering Michael A. Riffel Catholic High School from public schools must take Catholic Studies courses at the current grade level. They are not required to take earlier Catholic Studies classes.
- Students may not take English Language Arts or Catholic Studies at grade levels above their own. Only grade twelve students may take Native Studies 30 or Social Studies 30.

## SCHOLARSHIPS

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Scholarships help to lessen the impact of rising tuition costs and give students more time to focus on their studies. They can also fill gaps that individuals may encounter to give access to higher education for students of all income levels. A scholarship or award may also provide an edge in the competitive arena of the professional school admission, and/or employment in their field. Scholarships are an excellent addition to a student's experience because they demonstrate achievement. All information on scholarships for our school can be at this [link](#). Please visit the link, EDSBY Riffel Guidance Group or student at Student Services to learn more.

## STUDENT INFORMATION SYSTEM

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All students have access to an app/web-based program called **Edsby**. This application can be downloaded or is accessible from any computer with an internet connection at <https://rcsd.edsby.com>. It allows an individual to track daily attendance, upcoming assignments and exams, current grades, and other pertinent information. Students access the program by using their standard username and password.

# RCSD STUDENT ASSESSMENT GUIDELINES

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Although school is not the workplace, school provides the foundations for students to be productive and successful citizens in the work force by reinforcing the values of self-discipline, responsibility and respect, and a commitment to complete assigned duties to the best of one's abilities. For students who are post-secondary bound, transition research compiled by RCSD in partnership with the University of Regina indicates that high school absolutely matters when it comes to first year work habits and time management, skills required for the challenges of post-secondary workloads. Therefore, student success is the goal for all students.

We believe that all our students will be able to achieve their full academic potential if they adhere to these four criteria for success:

1. Regular and punctual attendance. RCSD has a Common Attendance Practice that states that a student must attend a minimum of 85% of classes. This means a student has 15 days each semester to accommodate appointments, illness, vacations and/or pressing personal concerns. A parent/guardian must excuse all absences. If a student is going to be away for more than three consecutive days, please contact the office for a "Student Travel/Absence Support Form". Please refer to the RCSD Common Attendance Practice.
2. A positive and willing attitude every day when arriving to class, prepared to learn.
3. The completion of ***all*** assignments; this includes diagnostic, formative and summative assessments.
4. Preparation for all assessments – this involves not just reviewing the material but arriving to class with the appropriate materials and taking responsibility for all material missed due to absence.

## **Incomplete Assignments**

Teachers are committed to providing quality assessments utilizing a variety of assessment tools within a balanced assessment framework that provide ongoing and timely feedback to the student. It is expected that all students complete their assessment tasks by the teacher assigned due date. A student will have 5 school days after the task is flagged as OVERDUE, to submit it to the teacher. After this, it will be flagged as NOT DONE. Students are encouraged to complete all coursework.

Students are expected to complete and submit all assessments by the due date, but work submitted after the NOT DONE is noted will be filed by the teacher to be considered only if necessary to determine whether a student has met the curricular outcomes.

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## ACADEMIC AWARDS

**Academic Awards** - The Annual Academic Awards distributed in the fall recognize academic achievements of students from the preceding year. Awards are presented in subject areas at each grade level to students who have achieved the highest academic standing in various subjects. Graduates from the previous year are included in this as well. Honour Roll certificates are awarded to students who have completed their academic year with an average of 80% or more in Homeroom at the beginning of the year.

**Honour Roll Criteria:**

You must have an overall academic average of 80% to qualify for the Honour Roll. Honour Roll will be calculated by taking the average off all courses taken in that academic year. To qualify for Honour Roll, students must take a minimum of 7 classes in the academic year. Classes completed through Learning Online, except for summer courses, will be considered in the Honour Roll calculation.

## GRADUATION ELIGIBILITY

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In order to participate in graduation exercises, a student attending a Regina Catholic High School must be deemed graduation eligible. Graduation eligibility is defined as a student who has the potential to earn a minimum of 24 credit units, including Catholic Studies 30 and the compulsory requirements outlined by the Ministry of Education by June 30 of the current school year.

A determination of a student's eligibility will be made at the start of June and will be dependent upon a student having a passing grade in all required courses. Summer school will no longer be considered when determining graduation eligibility.

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## GRADUATION REQUIREMENTS

PLEASE SPEAK TO A GUIDANCE COUNSELLOR CONCERNING GRADUATION REQUIREMENTS OR ACCESS THE GRADUATION REQUIREMENT TABLE THROUGH **THE RIFFEL PROGRAM OF STUDIES** FOUND IN THE EDSBY GROUP- **RIFFEL GUIDANCE NEWS**.

## **EXTRACURRICULAR ACTIVITIES**

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We encourage our students to be involved at and we commend the efforts of our athletes, performers, artists, musicians, and club participants and their staff coaches and advisors. Belonging to any team, club, or extracurricular activity is a great honour and privilege. Extracurricular participation may mean that time at school will be missed because of travel for events and/or tournaments.

Before a team/club participant will be allowed to miss class time and travel with an extracurricular group, it is essential that the student has demonstrated the following in all of their classes:

- Regular attendance and punctuality,
- A positive attitude and work ethic,
- The ability to complete every assignment to the best of a student's ability and submit all work by due dates, and
- The willingness to study and prepare for all exams.

If the above four criteria are not being demonstrated by an extracurricular participant, teachers and coaches/advisors will consult to discuss next steps. Participants should know that they may not be allowed to be involved in any travel associated with the extra-curricular activity. As always, academics are our first concern.

## **EXTRACURRICULAR AWARDS**

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Throughout the school year, students participate in a variety of extra-curricular activities. Awards and other special awards will be presented for each extra-curricular activity at the end of the school year. Some awards presented will be based on an accumulation of extracurricular points as designated below.

## **EXTRACURRICULAR POINTS SYSTEM**

The following point system will be used to determine the recipients of awards. In each case the

points requested are the maximum that may be allotted by the advisor or coach.

<b>Activity</b>	<b>Max # of Points</b>
SRC Members	12
Basketball	10
Football	10
Canteen	10
Drama	8
Volleyball	8
Improv	8
Yearbook	8
Cross Country	5
Hockey	5
Soccer	5
Scorekeeping	5
Liturgical	4
Chamber Ensemble	4
Chamber Choir	4
Track	4
Badminton	4
Curling	4
Honour's Choir	4
That's Possible Theatre	4
One Act Plays	4
Peer Tutoring	4
Best Buddies	3
Golf	3
Royals In Action	3
Sport Director	6
Managers - subtract 20% from sport	N/A

