



**Harvest City**  
CHRISTIAN ACADEMY

# Elementary School **HANDBOOK**



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# Introduction

Welcome to Harvest City Christian Academy, an Associate School within Regina Public Schools providing a Christian alternative for education within the Regina Public system. This elementary handbook provides students and families with information about the operations of our school.

## Mission & Vision

Harvest City Christian Academy's mission is to assist parents by providing a quality, Bible-based education in a Christian environment. This is accomplished by nurturing each child to grow spiritually, academically, socially and physically, with an emphasis on Christian values and character development.

Our vision is to educate godly youth through biblical values, character building, and academic excellence.



Regina Public Schools Shared Values reflect what is expected of everyone in the school community. They serve as a guide for students, parents/caregivers and all school division personnel. The four statements of ***I Belong; I Want to Know; I am Responsible; and I Respect*** stress the value that the school division places on

creating safe and caring environments where learning is the goal for all students. Regina Public Schools is committed to the principles of equity, diversity and inclusion and to ensuring a safe, equitable and welcoming environment for all students and staff.

## Land Acknowledgement

We acknowledge that Harvest City Christian Academy is on Treaty 4 Territory, the lands of the Cree, Saulteaux, Dakota, Nakota, Lakota, as well as the homeland of the Métis Nation. We respect and honour the Treaties that were made on all territories; we acknowledge the harms and mistakes of the past; and we are committed to move forward in partnership with Indigenous Nations in the spirit of reconciliation and collaboration.

## Mental Health and Well-Being Vision Statement

HCCA is a safe and respectful community that cultivates the full potential of all individuals through an inclusive and supportive environment that fosters mental health and well-being.



# Student Information

All Harvest City Students are required to apply using the application forms found on our website or obtained at our school office. During the application process you will need to provide:



Completed Application Forms - Stage 1



The correct address for the student's parent/caregiver



Legal evidence of the student's name, citizenship/immigration status, and birthdate

## Required Legal Documentation

Legal documentation is required for a Parent Custody Agreement if there are any restrictions on access to your student.

## Legal Name Change

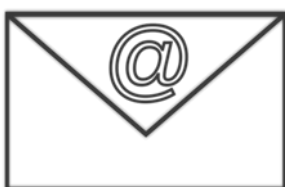
In Saskatchewan, the Change of Name Act, 1995 provides the framework for legally changing your name. You must provide the Legal Name Change Certificate to the school. The school will communicate with the Ministry of Education to facilitate this change.

## Change of Address/Phone Number

In case of an emergency, the school needs to know how to contact parents or caregivers. Please complete a **Contact Information Change Form** (see appendices) or call the school if there is a change to your home address, email address, phone number(s), or a change in family/caregiver status/responsibility.



When necessary, Regina Public School Division uses an automated communications system to make phone calls, send emails and text messages to all families.



# General Information

Our school uses a variety of communication tools. However, Edsby is the primary online platform that allows you to:

- View a student's classwork, assignments and grades
- Enter absences
- Stay informed of upcoming dates and school news
- Message teachers and school staff directly



**To activate your Edsby account please contact the school office.**

## Calendar

Our 1 page yearly calendar, as well as our monthly calendars, and the Kindergarten A/B calendar can be found on our school website: [www.harvestcitychristianacademy.com](http://www.harvestcitychristianacademy.com) under the "Publications" tab. Updated monthly detailed calendars are also emailed home at the beginning of each month.

## School Hours and Supervision

Playground supervision begins 15 minutes prior to the start of the school day. In addition, supervision is provided at recess breaks, during the noon hour, and during after school pick-up for all students. Please be aware that supervision is only provided during these times. All students in **Kindergarten through Grade 7** who are still at the school after 3:40 PM are required to go to the After-School Program, even if older siblings are still present at school. Our students must be supervised by a staff member for insurance purposes. The drop-in rate will be charged if your student is not already registered in the After-School Program (for the monthly rate).

### Our Elementary schedule is as follows:

8:30 - Outdoor Supervision Begins

8:40 - Warning Bell

8:45-10:50 - Classes

10:50-11:10 - Recess

11:10-12:15 - Classes

12:15-12:45 - Lunch

12:45-1:15 - Recess

1:15-3:25 - Classes

3:25 - Dismissal

3:40\* - Outdoor Supervision Ends

3:40-5:30 - After School Program (ASP)



The back student entrance doors remain open until **9:15 AM**. If arriving after 9:15 AM, please use the front doors of the school.

***Students are not permitted in the Church Foyer.***

\*3:25-3:40 PM is designated for pick-up time, it is *not* an additional recess. Students should go directly to vehicles after being dismissed for the day.

**Daily ASP Rates:** If picked up by 4:15PM = \$4/day If picked up after 4:15PM = \$8/day

**Monthly ASP Rates:** One child: \$110 per month; Second child: + \$100 per month; Third child: + \$80 per month

## Allergies

HCCA should be informed of any student allergies. Any updates to student allergies or first-aid treatment if exposed to allergens can be made at the school office.

We are a nut-free learning/working space. We have people in our building with severe allergies to nuts including peanuts and tree nuts (almonds, cashews, hazelnuts, macadamia nuts, pecans, pistachios, and walnuts). Please refrain from bringing any nut products into our school or any Regina Public School.



## Scent-Free Facilities

We are also a scent-free learning/working space. Please refrain from using or wearing scented products in our school as well as all other Regina Public School locations. We have people in our building with severe sensitivities and reactions to scents. This policy applies to ALL scents including, but not limited to:



- Perfumes
- Body sprays
- Scented body lotions
- Colognes
- Scented hairspray
- Strong deodorants

## Wind Chills and Severe Weather

When the wind chill is -27C or below, students will be kept indoors at recess and over the noon hour. At all other temperatures warmer than -27C, students will be required to go outside for recess, so please ensure that you send them with appropriate clothing for the weather each day (sometimes on cold mornings, it still warms up enough to go outside later in the day).

If severe weather approaches at dismissal time, the school will follow the Severe Weather Plan as outlined in the Emergency Preparedness & Response Plan.

## Opening Exercises

Our grades K-7 students meet for opening exercises on most Mondays in the Multipurpose Room. Our grade 8 students join with the High School Opening exercises that generally take place once a month, with a few exceptions.

During elementary opening exercises students sing O Canada, listen to a short devotional or motivational message from a staff member, and receive any weekly announcements. We also use this time to acknowledge and celebrate extracurricular teams and clubs as well as share any school updates that students need to be aware of.

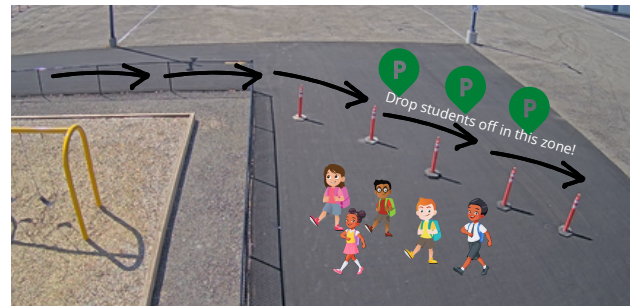
## Transportation

Harvest City Christian Academy does not provide transportation for students. Parents and Guardians are responsible for arranging timely drop-offs and pick-ups for their students.

## Parking, Drop-Off & Pick-Up

### STUDENT DROP-OFF

**Kindergarten – Gr. 7 Students:** Must be dropped off in the drop-off zone. **DO NOT** let students walk across the parking lot alone or through the drop-off lane as it is not safe. Use the paved drop-off lane (see image for reference). **\*Supervision starts at 8:30 AM.\***

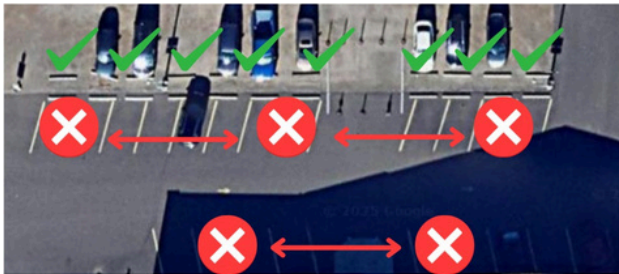


**Gr. 8 – 12 Students:** Must be dropped off along **8th Avenue North**. Please do not use the alleyway for drop-offs and do not use the **STAFF PARKING LOT** unless parents/guardians need to come into the building, then you may use one of the **VISITOR spots**.



The Parking LOT on 8th Ave. N. and all RESERVED spots around the building are for HCCA and HCC STAFF ONLY. Also, please do not park in any of the angled parking stalls in the North lot, these are designated for Pre-School Parents and Church visitors only.

### STUDENT PICK-UP



#### **Kindergarten – Gr. 7 Students:**

Must be picked up in the North parking lot. Please park according to the diagram above and use the light posts as guides to ensure no one gets double parked. Please **DO NOT** drive or park in the drop-off lane after school. Drivers, please pay careful attention as students are walking to vehicles and younger children should be accompanied by a parent/guardian/older sibling when walking to their vehicle to ensure their safety. **\*Supervision ends at 3:40 PM. All students are asked to be picked up by this time (any remaining K-7 students are required to go to the After School Program and will be charged).**

#### **Gr. 8 – 12 Students:**

Can be picked up on 8th Avenue N. or in the North parking lot (pictured above). If they have a younger sibling, please default to the North parking lot as **K-7 students are NOT permitted on 8th Avenue N.**, because there is no supervisor present.

**If someone else is dropping off or picking up your child(ren) from school (including any older siblings), please make sure they are aware of these guidelines. Thank you for following these guidelines to help keep everyone safe!**



## Visitors

It is important that we work to preserve an environment of student learning and to maintain privacy for all students. Visitors are always welcome at our school, and we value your input and participation; however, the safety and best interests of our students and staff require careful control of visitors to the school. **All visitors are required to use the 8th Avenue N. main entrance and must report to the school office upon arrival.** Visitors who are dropping off items for students or staff will be asked to leave the item at the office and the student or staff member will be called down at a break time to retrieve it. Parents/Caregivers wishing to speak with a staff member are encouraged to phone or email the school to schedule an appointment.

## Volunteer Opportunities

Many parents/caregivers assist in schools through a multitude of activities such as providing special expertise in classrooms, attending field trips, assisting with reading, extracurricular activities or in the library, etc. Please note that all school volunteers must have a Criminal Record Check completed from either the Regina Police Service or the Royal Canadian Mounted Police (if you live outside of Regina), including a vulnerable sector check dated within three months of placement. Please check with the school about Criminal Record Check guidelines.



*\*Criminal Record Checks from a third-party provider will not be accepted.\**

## Parent Teacher Association

At Harvest City Christian Academy, we have a Parent Teacher Association (PTA). All parents and guardians are members at large. There is also a PTA planning committee that meets regularly. The PTA committee oversees and supports fundraising efforts and events that benefit the student body. If you are interested in joining the PTA planning committee, please reach out to the Principal, Kathleen Christoffel.

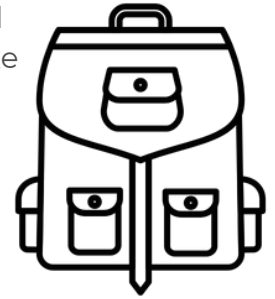
## Illness and Accidents

Saskatchewan Health Authority recommends if your child is experiencing any of the following symptoms: fever, rashes (not due to allergic reaction), vomiting/diarrhea, flu-like symptoms or redness and itchiness of the eyes, they should not attend school, and your health care provider (or 811) should be contacted.

Any injury suffered while at school should be reported to the classroom teacher or to the office by the student suffering the injury or other individuals aware of the incident. In the event of an emergency or illness, parents/caregivers will be notified immediately.

## Lockers and Personal Property

All lockers are the property of HCCA and are loaned to students for the duration of the school year. Students should maintain clean, neat lockers at all times and the lockers must not contain any inappropriate material. The school will not take responsibility or provide reimbursement for lost/stolen personal property. Our school recommends that you:



- Clearly label all personal items that belong to your child with their name.
  - *All students should have indoor footwear appropriate for the gym and around the school.*
- Store personal items in your backpack or locker
- Lock bikes in the racks located on the school grounds.

The “lost and found” is located in a large bin in the multipurpose room. A couple of times per year, all items will be set out on display. Communication will go home informing parents to look through items to retrieve anything belonging to your students.

*Any items that have not been claimed will be donated.*

## School Property

All students are expected to use school-provided materials, furniture, technology, etc. in the way they are intended. Abuse and vandalism may be subject to replacement costs.

## Immunizations and Dental Screenings

Harvest City Christian Academy may work in partnership with Saskatchewan Health Authority (SHA) to provide immunizations and/or dental screenings at the school. SHA will use our school as a location for immunizations and dental screenings. Parents/Caregivers will be consulted in accordance with section 190 of the Education Act before any medical or dental examination or treatment is provided to their child(ren). Consent must be obtained from a parent/caregiver before a student receives immunizations at school.

## Extracurricular Activities

Extracurricular activities are an important addition to the curricular component of HCCA's programs. All extracurricular activities require the voluntary commitment of an employee, or other adult, under the supervision of a school staff member. Extracurricular activities are a privilege that we encourage all students to explore.

Students participating in extracurricular activities are expected to demonstrate behaviour and attitudes that are consistent with the values of the school. If a student wishes to participate in an extra-curricular activity that requires a fee, it is expected that they will provide the fee in a timely manner in order to participate.

# Student Responsibilities

## Regular Attendance

School attendance is both a right and a responsibility. Regular attendance is one of the most important aspects of academic success and punctuality is also important. It is expected that students will be in class, be on time and work to the best of their ability. Our school staff partners with students and families in ensuring students meet or exceed the attendance requirements of the Saskatchewan Education Act, 1995.

However, if your child will be absent from school, please use the Edsby Parent Portal to record the absence or call the office. If your child needs an early dismissal for a medical appointment or any other reason, please also use the Edsby Parent Portal to indicate this or call the office.

### When Do Absences Impact Growth?



#### CHRONIC ABSENCE

18 or more days

#### WARNING SIGNS

10—17 days

#### GOOD ATTENDANCE

9 or fewer absences

*Note: These numbers assume a 180 day school year.*



**REGINA  
PUBLIC  
SCHOOLS**

- ✓ School **success** goes hand in hand with good attendance.
- ✓ Make a **commitment** to have your child attend every day and to be on time.
- ✓ Children who attend every day are building **positive** habits that last a lifetime.
- ✓ Students who attend school are more **engaged** in their learning and are more likely to **graduate**.
- ✓ Students who attend daily feel **connected** academically and socially.
- ✓ Students who attend daily impact the **achievement** of all students in their class and can help to build a positive **school culture**.

### Did you know?

- If your child misses half a day a week in one school year, they will miss the equivalent of one month of school and learning.
- If your child misses one day a week in one school year, they will miss two months of school and learning.

## Lates

Students being dropped off **after** 9:15 AM must use the front entrance (8th Avenue North) as the back elementary student entrance doors lock every morning at 9:15 AM. Any student who arrives late for school (after 8:45 AM) must check in at the main school office when they arrive.

## **Extended Absences**

At times, families choose to take holidays or visit home countries during the school year. Parents/Caregivers must inform the school prior to the absence. It is impossible to replicate missed in-class learning experiences. Missed outcomes will be reflected with an IE on the report card. Families can reach out to the administration to discuss extended absences.

## **Appointments and Early Sign-Out**

Families are encouraged to schedule appointments outside of school hours whenever possible. If a student will be leaving class during the day, please make arrangements before classes begin for that day (when possible). Parents/guardians need to inform the school office if a student will be leaving either by entering the planned absence in Edsby or calling the school office.

Parents/guardians must sign-out their student on the sign-out sheet located at the main school office before leaving. If the student is returning again before the end of the day, please sign the student back in at the office. It is imperative that the sign-out/sign-in sheet is accurate, as this list is used in the event of an emergency evacuation to ensure everyone in the building is safe and accounted for.

## **Monthly Scripture and Bible Club**

Each month, with the exception of June, all elementary students are responsible for the memorization of the monthly portion of scripture that is selected based on our school's theme for the year. Classes practice their scripture throughout the month and students recite their memory verse before the end of the month. If they are able to say their scripture by the Bible Club date, they will receive a treat! Parents/Guardians are encouraged to help their child learn their scripture each month. Homeroom teachers keep track throughout the year, and at the end of the year, students who complete all months will receive an official Scripture Certificate.

## **Library**

All elementary students at HCCA have designated class time to access and sign out materials from the school library. Materials must be renewed or returned within a 2-week period. Any items that are overdue and not returned will be subject to a replacement fee (an invoice will be sent home).

No food or drink is permitted in the library. The library is a shared space with the high school students, as well as church staff offices, so students are asked to be respectful of noise level and make sure to clean up before leaving the library.



## Standard of Conduct

*The following is taken from the Standard of Conduct form that is completed by parents and students when they enroll at HCCA. A signed copy of this is kept on file for each student. Then on an annual basis, students and parents/guardians will complete an online form indicating they have read and understand the Standard of Conduct. **Any changes will be updated in this handbook.***

Harvest City Christian Academy staff are committed to providing a quality Bible-based education in a Christian environment by nurturing each child to grow spiritually, academically, socially, and physically. It is our vision to educate Godly youth through biblical values, Christian character, and academic excellence.

Education is a cooperative venture between the student, parent(s)/Guardian(s), and the school. When registering to attend HCCA, you are agreeing to enter into this partnership and adhere to the following standard of conduct.

### **As a student, I commit to support HCCA's mission and purpose by...**

- Supporting the goals, vision, standards, and policies of the school.
- Respecting the Word of God, my parents/guardians, and staff as they train and educate me.
- Using my words in a positive way to bless others; I will not use obscenities, derogatory, racist or hate speech, sexual language, name-calling, or coarse language.
- Ensuring my attitudes, conversation and behaviour reflect Christian principles. I will not disrespect, bully, or intimidate others with my words or actions in person or online. I will respect others, even when we disagree. I will be courteous, kind, and not participate in spreading gossip or rumors.
- Following the dress code with a positive attitude during school hours and at school events.
- Arriving at school on time each day and arriving on time for classes.
- Doing my schoolwork to the best of my ability and completing homework and assignments on time; I will not plagiarize, cheat, or give my work to other students to copy.
- Handling conflict properly; When I am offended, angry or upset with someone (student or staff), I will deal with it in a constructive way.
- Doing my best to make HCCA a great school and trusting the Lord to help me honour this standard of conduct.

### **As Parents/Guardians, we commit to support and partner with HCCA's mission and purpose by...**

- Supporting the goals, vision, standards, and policies of the school.
- Committing to help this student abide by the standard of conduct.
- Committing to support and encourage this student to regularly attend school on time, complete their assignments, and provide a supportive study environment within the home.
- Maintaining regular communication between home and school.
- Attending parent-teacher conferences and requested meetings.
- Dealing with concerns and conflicts by going first to my child's teacher. I/we agree to respectfully seek a resolution. Should it require further attention, I understand that a cooperative effort will be made between the staff, Administrative Team (Principal/Vice Principal), and School Oversight Team (Superintendent and/or School Director). □ Respecting the decisions made by the Administrative/School Oversight Team.
- Honouring my financial obligations and commitments to HCCA.

## Dress Code

Harvest City Christian Academy desires to create an educational environment that honours God and enhances learning. Dressing modestly and following specific dress standards apply at all times during school hours and during extra-curricular activities.

### **PLEASE ADHERE TO ALL OF THE FOLLOWING FOR STANDARD OF DRESS:**

- No undergarments should be exposed in any way.
- Clothing must not reveal back, stomach or cleavage.
- Pants should be at the waistline and secured so that no undergarments are visible. No rips/tears in pants are permitted any higher than mid-thigh. Pajama pants are not to be worn with the exception of specific "pajama days".
- All shorts, skirts, and dresses should be no shorter than mid-thigh.
- Leggings and tight-fitting yoga pants may be worn with a top that fully covers midriff even when arms are raised.
- Tank tops should have straps that are at least an inch (two finger widths) wide. No spaghetti straps, halter tops, crop tops or strapless tops.
- Sleeveless tops must be closed around the arm and bras/sports bras should not be exposed.
- Any controversial or objectionable images will not be permitted on any clothing. (i.e. violence, drug references, hate-related etc.)
- Hats, hoods, and sunglasses are not permitted to be worn in class, with the exception of specific school spirit dress up days.
- Footwear must be worn at all times. All footwear worn in the building should be clean.

If a student or parent is not sure about any aspect of the dress code or any article of clothing, they are advised to talk to administration for clarification. The administration reserves the right to make decisions on all dress code issues and interpretations.

Dress code is subject to change as circumstances arise, and we will do our best to communicate those changes effectively, to both the parents and students.

# Technology Use

Harvest City Christian Academy strongly believes in preparing, engaging and inspiring our students to prosper in a rapidly changing and information-rich society. Effective use of technology contributes to high levels of achievement and provides equitable opportunities to all students.

When using Harvest City Christian Academy provided desktop computers, laptops, iPads etc., students are expected to:



- Take full responsibility for, and respectfully use, any technology available within HCCA
- Follow the expectations as written in the **Responsible Use of Technology/Digital Citizenship Agreement for Students and Parents** (see appendices);
- Follow the expectations as written in the *Online Communications and Interactions/Social Media Administrative Procedure (AP 118 - see appendices)*;
- Recognize that the use of technology at HCCA is a privilege, not a right, and inappropriate use may result in administrative staff denying, revoking, or suspending access to technology at any time; and
- Understand that inappropriate use of technology may result in disciplinary action/guidance appropriate to the student's age/developmental level.

## Personal Technology

The Ministry of Education has directed all school divisions to ban the use of personal electronic devices during instructional time in Kindergarten to grade 12. This procedure is intended to lessen the negative impacts of personal electronic devices in classrooms and support teachers and school staff in promoting safe, effective and welcoming learning environments. The use of personal electronic devices by students in schools has been demonstrated to:

- Increase incidents of distraction;
- Contribute to problematic social media use;
- Affect a student's ability to build connections with their peers;
- Be associated with acts of bullying, including cyberbullying; and
- Be associated with a range of behavioural and mental health issues affecting students.

Please review the *Student Use of Personal Electronic Devices Administrative Procedure (AP 224 - see appendices)*. Students who choose to bring their PED to school for non-instructional times are doing so at their own risk.

## Respect and Protect Others

### Fair Notice – Recording of School Events

#### Notice of Recording

Please note that **photography, audio and video recordings** may be captured at school events—especially those open to the public (such as assemblies, performances, sports games and graduations).

#### Purposes of Recording

Recordings may be used by the school or school division for **educational, promotional, archival or communication purposes**, including use on school websites, social media, newsletters and yearbooks.

**By attending**, you acknowledge and consent to being recorded. If you have concerns about inclusion in recordings—such as having a child you do not wish to appear—**please contact the school in advance** so that accommodations (like alternate seating or cropping in materials) can be arranged.

#### Recording by Private Individuals

We request that attendees **only take pictures or video of their own children and avoid posting any group images or recordings** without explicit consent. This ensures and respects the privacy rights of all students, families and staff.

# School Safety

## Student Discipline

All students have the right to learn and interact in a safe environment. When a student's actions affect the safety or learning of others, a progressive disciplinary measure may be applied. Any discipline will respect the dignity of all individuals.

## Assessment of Risk to Others (ARTO)

It is the commitment of Regina Public Schools to treat all students with dignity and respect. This includes intervening to protect students from injuring themselves, other students, staff or members of the public. Ensuring safety establishes a safe, caring, calm and productive learning environment. The Division follows a multiagency community protocol (ARTO), which was developed to assist with maintaining a safe environment for students, staff, parents, guardians, caregivers and community members. As an Associate School of Regina Public, Harvest City Christian Academy also follows this protocol. All high-risk behaviours will be taken very seriously, investigated following the ARTO protocol and include an appropriate response.

ARTO allows community partners to share information and use their expertise to provide support to students and their parents/caregivers. A *Fair Notice* letter will be shared with parents/caregivers at the start of each school year.

## Bullying

Bullying is targeted aggressive behaviour that is typically repeated over time and may take on the form of physical, verbal, psychological, social or cyber-bullying. Students must report any incidents of bullying to a staff member in a timely manner.

Harvest City Christian Academy seeks to provide a learning environment free from harassment and bullying of any kind. We are committed to providing a compassionate, receptive, and non-threatening atmosphere in which each and every one of our students can learn and flourish. We promote an attitude of respect and dignity towards others. We prohibit all forms of bullying.

## Incidents Outside of School Hours

For any behaviours of concern that take place outside of school hours, off school property or online, parents/caregivers are encouraged to contact Regina Police Service.

## Smoking and Vaping

Smoking and vaping are not permitted in our school building or on the school grounds.

## Role of School Resource Officer

School Resource Officers (SROs) work to build positive connections with staff and students to create a safe environment. SROs may provide education on the following topics: general safety, social media, alcohol and drug education, impaired driving, anti-bullying, inter-personal (domestic) violence, stranger awareness, pedestrian safety, life skills and the justice system. SROs also investigate reports to police involving schools.



## Emergency Response



We work closely with Regina Police Service and Regina Fire and Protective Services to help ensure that our school is a safe place to be. Throughout the school year, we will practice evacuation and lock-down drills.

- **Lockdown Drill** - All school occupants are secured in designated locked area inside the building and regular activities are stopped.
- **Evacuation Drill** - Students and staff will exit the building to a designated location. All students and staff will be accounted for once safely exited.
- **Secure the Building Procedure** - All exterior building doors are locked. No one can enter or exit the building. School activities continue inside the building.



# Student Supports

## Interventions

The school division has developed a tiered approach to respond to various student needs. A team of school-based and/or division-based professionals work together to provide academic and/or behavioural interventions. Harvest City Christian Academy follows Regina Public School guidelines and best practice when it comes to supporting students' needs and has access to the division-based professionals as a part of our Associate School Agreement.

## Working With Outside Groups

Regina Public Schools works to support students and parents/caregivers in the community. In association with Regina Public Schools, HCCA works alongside several outside agencies to support student and family success. Such agencies could include but are not limited to:

- Ministry of Social Services
- Regina Police Service
- The Regina Intersectoral Program (TRiP)
- Saskatchewan Health Authority (SHA)

If an Authorization for Exchange of Information is required for these agencies, parents/caregivers will be notified.



# Curriculum

Teachers plan learning experiences based on the curriculum that is prescribed by the Ministry of Education. Curricular learning outcomes for each grade level and subject area are available on the Government of Saskatchewan website. As outlined in Bill 137, parents/caregivers will be informed by the principal at least two weeks in advance of sexual health content being presented.

## Assessment



Report cards are issued twice a year (January and June) to parents/caregivers. Parents/Caregivers are also invited to participate in two three-way conferences during the school year. Reporting to parents/caregivers occurs regularly throughout the school year through the use of Edsby.

In Saskatchewan, each curricula is based on learning outcomes. An outcome clearly describes what your child is expected to know, understand and be able to do in each subject by the end of the year. The goals of an outcomes-based report card are to:

- ☒ provide parents/caregivers with a realistic description of their child's learning
- ☒ confirm the student's achievement relative to provincial expectations, without comparison to others
- ☒ provide talking points for parents/caregivers and students in conversations with teachers regarding the next steps in the learning process

The following graphic shows the four provincially agreed upon levels of achievement as well as three additional levels to describe a student's progress.

| Level of Achievement  | Performance Indicators |    | Description                                                                                                                                                                                                                 |
|-----------------------|------------------------|----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Exemplary             | 4                      | EX | Evidence indicates in-depth understanding, demonstration or application of the outcome                                                                                                                                      |
| Meeting               | 3                      | ME | Evidence indicates understanding, demonstration or application of the outcome                                                                                                                                               |
| Approaching           | 2                      | AP | Evidence indicates progression towards understanding, demonstration or application of the outcome                                                                                                                           |
| Beginning             | 1                      | BE | Evidence indicates initial understanding, demonstration or application of the outcome                                                                                                                                       |
| Insufficient Evidence |                        | IE | The student has not yet demonstrated enough evidence for reporting purposes.                                                                                                                                                |
| Not Applicable        |                        | NA | This topic, unit, or outcome was not taught or assessed this term                                                                                                                                                           |
| Individualized Goals  |                        | IG | The student demonstrates understanding of outcomes that are adjusted in number and complexity as discussed with parents/guardians prior to this report. IG will be used for Adjusted Grading and English Language Learners. |

Parents/Caregivers are encouraged to review their child's progress throughout the school year on Edsby. Teachers will provide updates to student progress every two weeks on Edsby. Parents/Caregivers are welcome to contact teachers about progress at any time.

# Appendices

Attached are the following helpful documents:

Automobile Driver Authorization Form *\*New form required every school year*

Administrative Procedure 403

*\*Signed annually and retained by the school if you are volunteering in any capacity\**

After School Program Registration Form

Child's Asthma Management Plan

Responsible use of Technology/Digital Citizenship Agreement for Students and Parents

Administrative Procedure 118 - *Online Communication and Interaction/Social Media*

Administrative Procedure 224 - *Student use of Personal Electronic Devices*

Contact Information Change Form

More information about school operations can be found in Regina Public Schools Administrative Procedures located on the Regina Public Schools website. You are also welcome to contact Harvest City Christian Academy school administration.



## AUTOMOBILE DRIVER AUTHORIZATION

For Current School Year Only

*Applications can be approved only when the driver possesses a valid driver's license and is able to respond "no" to questions concerning convictions, suspensions and accidents for which the applicant was found to be at fault.*

A. SCHOOL NAME: Harvest City Christian Academy SCHOOL YEAR 2010-2011

B. DRIVER'S NAME: \_\_\_\_\_

DRIVER'S ADDRESS \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

- In the past 12 months, have you been convicted of any of the *Traffic Safety Act* offenses listed on the bottom of this application, or for any motor vehicle related offense under the *Criminal Code*? Yes ☐ No ☐
- In the past 12 months, has your driver's license been suspended? Yes ☐ No ☐
- In the past 12 months, have you been involved in any accidents as a driver at which you were found to be at fault? Yes ☐ No ☐

VEHICLE: \_\_\_\_\_ Second Vehicle (if any): \_\_\_\_\_

\_\_\_\_\_  
Make / Model / Capacity

Plate #: \_\_\_\_\_ Plate Expiry: \_\_\_\_\_

Vehicle Owner's Name: \_\_\_\_\_

Vehicle Owner's Address: \_\_\_\_\_

\_\_\_\_\_  
Make / Model / Capacity

Plate #: \_\_\_\_\_ Plate Expiry: \_\_\_\_\_

Telephone: \_\_\_\_\_

Postal Code: \_\_\_\_\_

### C. COMMITMENTS:

I agree to abide by the requirements of *The Traffic Safety Act* and the applicable Traffic Bylaws while acting as a volunteer driver for school functions.

I agree to abide by the requirements of Regina Public Schools Administrative Procedure 580 while acting as a volunteer driver for school functions.

I undertake to report to the Principal all incidents and any suspension of my license or change in my insurance status which may occur after the date of this authorization while it remains in force (i.e. current school year).

I agree to operate the automobile referred to herein in a safe manner, to ensure the automobile is in roadworthy condition, to drive in accordance with *The Traffic Safety Act*, to limit the number of passengers to the number of seat belts which are usable and to comply with the directions of teachers or agents of the Board of Education.

I have a valid driver's class 5 driver's license (minimum novice 2 restriction) and the vehicle(s) listed is/are properly licensed.

I accept the foregoing undertakings and certify that the information contained in this application is accurate to the best of my knowledge:

Driver: \_\_\_\_\_ Vehicle Owner: \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian (if driver is under 18 years of age): \_\_\_\_\_

### NOTES: Insurance Reminders:

- In case of a claim, the vehicle owner's non-owned automobile third party liability insurance (plate coverage and package policy) applies before School Board insurance.
- Damage to the owner's vehicle or bodily injury to the driver is NOT insured by the school division.

### *The Traffic Safety Act* Offense List

| Section of the Act | Offense                                      | Section of the Act | Offense                                 |
|--------------------|----------------------------------------------|--------------------|-----------------------------------------|
| 199 (2)            | Speed greater than 50 km/h over posted speed | 209 (6) (b)        | Disobey stop signal at railway crossing |
| 209 (6) (c)        | Failure to stop for school patrol            | 209.1 (3)          | Disobey signal of peace officer to stop |
| 213                | Driving without due care and consideration   | 214                | Speed contests/stunting                 |
| 217                | Passing vehicle offenses                     | 238                | Fail to yield to emergency vehicle      |
| 245                | Overcrowding vehicle compartment             |                    |                                         |

**FOR OFFICE USE ONLY:** The above named driver is authorized to drive for the school during the current school year.

\_\_\_\_\_  
Signature of Principal (or Vice-Principal)

\_\_\_\_\_  
Date



## REGINA

# PUBLIC SCHOOLS

## REPORTING CRIMINAL CHARGES

1. Any person who:
  - 1.1. Is employed by the Regina Public School Division; or
  - 1.2. Provides services to students on a recurring scheduled basis; or
  - 1.3. Is present in a school on a recurring scheduled basis prior to 6:00 p.m. on a school day,  
  
and has been charged with an offence under the federal *Criminal Code*, *Food and Drugs Act*, or *Controlled Drugs and Substances Act* shall report the charge(s) in accordance with the procedures below.
2. No later than two working days after having been charged with an offence, any person referenced in the statement above shall inform verbally, and subsequently in writing, the Director or designate of all charges laid.
3. A submission outlining relevant circumstances may be attached to the written information.
4. Upon receipt of the information, the Director shall investigate the circumstances.
5. Failure to disclose charges, provide a written statement, or submission of an inaccurate, false, or misleading statement, constitutes grounds, in the case of an employee, for disciplinary action, up to and including termination of employment, in accordance with the provisions of the employee's contract of employment.
6. Failure to disclose charges, provide a written statement, or submission of an inaccurate, false, or misleading statement, constitutes grounds, in the case of a person who is not an employee, for the immediate discontinuance of the use of that person's services and/or the imposition of restrictions on the time of day that the person may be present at the school.
7. Subject to the provisions of *The Education Act, 1995* and the provisions of the relevant collective agreement or contract of employment, the Division may, in its discretion, transfer, reassign or terminate the employment of an employee who is in compliance with the provisions of this procedure.
8. In the case of a person who is not an employee and who is in compliance with the provisions of this procedure, the Division may, in its discretion, require the immediate discontinuance of the use of that person's services and/or place restrictions on the time of day that the person may be present at the school.
9. Any action taken by the Division with respect to an employee, shall be conveyed to the employee in writing with a copy placed in the employee's personnel file.



10. Any appeal of the decision shall be made in accordance with the provisions of the employee's collective agreement, or where no collective agreement applies, within 15 days of notification of the Division's decision.
11. In order to maintain confidentiality, inquiry documentation shall be maintained in a secure location separate from the employee's personnel file.
12. If, at the conclusion of all proceedings, a criminal record check confirms no conviction(s) resulting from the incident giving rise to the original charge(s), any documentation which has been placed on the employee's personnel file related to the charge(s) for which discipline has not been effected shall, at the request of the employee, be removed and destroyed.
13. Notwithstanding any of the above procedures, an employee may, at any time, seek legal advice or counsel from their employee group or from an independent source at the said employee's expense. Should the employee so wish, the employee may be accompanied by, or represented by, a representative of the appropriate employee group at any and all meetings that the employee attends regarding the process.

This will serve to confirm that I, \_\_\_\_\_, have read this procedure and understand its provisions.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Reference: Section 85, 87 *The Education Act, 1995*  
Section 45 *The School Division Administration Regulations*  
Government of Canada *Criminal Code*  
Government of Canada *Criminal Records Act*  
Government of Canada *Food and Drugs Act*  
Government of Canada *Controlled Drugs and Substances Act*

## **AFTER-SCHOOL PROGRAM**

HCCA runs an After-School Program for students in Kindergarten through Grade 7 that are still at school after 3:40 PM. Students who **required** to go to the After-School Program even if older siblings are still present at school. Students are required to be supervised by a staff member for insurance purposes. If your child(ren) will be taking part in this program regularly, please record the name(s) of your child(ren) in the space provided below and return this form to the school office.

### **Details of the program are as follows:**

The program runs from 3:40 to 5:30 Monday to Friday on school days. If your child is still outside at 3:40, the outdoor supervisor will take them to their designated After-School Program area (Primarily located in the Big Group Room, with the Multipurpose Room used if needed to maintain ratios. Students in attendance at 3:40 will be marked as "present" and you will be charged for their attendance. The cost for one full time child is **\$110 per month**. If you have a second child attending the program, the cost for that child is an extra \$100 per month, a third child would be an additional \$80 per month. If your child is not attending full time, the daily "drop in" rate is **\$8 per day per child**. If your child is present as a "drop in" for the after-school program on any given day but is picked up any time between 3:40 and 4:15 you will be charged \$4 per child. If your child is picked up after 4:15, then you will be charged the full \$8.

Invoices will be sent out at the end of each month for dates attended during that month. Payment is due upon receipt of the invoice. **The after-school program fees cannot be added to your HCCA school account.** Payment for the After-School Program can be made by cash, debit, credit card, e-transfer (hcceft@sasktel.net) or by cheques payable to Harvest City Church. These payments can be made at the Main Office. Monthly fees for full time attendees can also be paid for by pre-authorized withdrawal from your credit card or bank account. Forms are available at the Finance Office (and are required to be updated every year).

If you have any questions regarding the After-School Program, please contact Justine Glover at 306-569-1935.

### **NAME(S) OF CHILD(REN) ATTENDING THE AFTER-SCHOOL PROGRAM (even if only occasionally):**

|  |  |
|--|--|
|  |  |
|  |  |

**Name of Parent(s)/Guardian(s) (please print):** \_\_\_\_\_

Contact number(s) Please list all: \_\_\_\_\_

### **Alternate contact if both Parent(s)/Guardian(s) are unavailable:**

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

# Child Asthma Management Plan

(To be completed by parent/guardian. All sections must be completed.)

Place Student's  
Photo Here

Student Name: \_\_\_\_\_

Age: \_\_\_\_\_

## Emergency Contact

Name:

Relationship:

Phone:

Other Phone:

## Known Asthma Triggers

- ☐ Colds/Flu   ☐ Physical activity   ☐ Hot or cold weather   ☐ Strong smells   ☐ Pets   ☐ Pollen
- ☐ Allergies (specify): \_\_\_\_\_ ☐ Other (specify): \_\_\_\_\_
- ☐ Anaphylaxis (specify allergy): \_\_\_\_\_

## Medicines

### Reliever Inhaler (fast-acting; usually blue):

Use reliever inhaler \_\_\_\_\_ in the dose of \_\_\_\_\_ Spacer provided? ☐ Yes ☐ No  
(name of medicine) ( # of puffs)

Reliever inhaler is used to: ☐ Relieve symptoms being experienced (see "Managing Asthma Attacks" below)  
☐ Other (please explain): \_\_\_\_\_

Location of reliever: ☐ Child carries own inhaler   ☐ Other (specify location): \_\_\_\_\_

Child self-administers? ☐ Yes   ☐ No, needs assistance/supervision taking inhaler

## Mild Asthma Attack

If **any** of the following occur:

- Continuous coughing
- Trouble breathing
- Chest tightness
- Wheezing (whistling sound in chest)

Child may also be restless and/or irritable.

Step 1: **Immediately** use fast-acting reliever inhaler (usually a blue inhaler).

Step 2: Check symptoms. Only return to normal activity when all symptoms are gone.  
If symptoms get worse or do not improve within 10-15 minutes, this is an **emergency** – follow steps 1 and 2 below.

## Asthma Emergency

If **any** of the following occur:

- Breathing is difficult and fast
- Cannot speak in full sentences
- Lips or nail beds are blue or gray
- Skin on neck or chest sucked in with each breath

Child may also be anxious, restless and/or very tired.

Step 1: **Immediately** use fast-acting reliever inhaler (usually a blue inhaler).  
**Call 9-1-1** for an ambulance. If possible, stay with person.

Step 2: If symptoms continue, use reliever inhaler every 5-15 minutes until medical help arrives

### While waiting for medical help to arrive:

- ☒ Have child sit up with arms resting on a table (do not have child lie down unless it is a life-threatening allergic event)
- ☒ Stay calm, reassure the child and stay by his/her side   ☒ Notify parent/guardian or emergency contact

To be renewed every 12 months or when a change has been prescribed.

Parent/Guardian's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Physician's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Principal's Initials



## **Responsible Use of Technology/ Digital Citizenship Agreement for Students and Parents**

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Harvest City Christian Academy, as well as Regina Public Schools, believe in preparing, engaging, and inspiring its students to prosper in a rapidly changing and information rich society. We are committed to attaining high levels of achievement and equitable opportunities for all students through the strategic provision of and effective use of technology. To this end, students of Harvest City Christian Academy and Regina Public Schools have access to a variety of technology resources to enrich, enhance, and even transform their learning experiences inside and outside of instructional time.

We believe that the benefits to students gained by accessing electronic information, in the form of information resources and opportunities for collaboration, exceed any potential disadvantages. In the best interests of students, Harvest City Christian Academy will employ the use of a recognized system software program which will normally not permit access to inappropriate (offensive, obscene, illegal) external electronic sites. However, we have neither the resources nor the control to monitor every aspect of student technology use. The purpose of this responsible use/digital citizenship agreement is to foster the independent use of school-owned and student-owned technology, subject to compliance with procedures and guidelines for appropriate behaviours.

Students are responsible for demonstrating acceptable behaviour when using school electronic technology, just as they are responsible for their actions within a classroom or a school hallway. Our Student and Parent Code of Conduct also applies to all use of technology and digital citizenship. Access to technology must be recognized and accepted as a privilege—not a right.

### **Student Responsibilities for Respecting and Protecting Themselves:**

- I will honour the code of conduct and all school rules when accessing technology for school while in the building and also outside of the school facilities. Ex. accessing OneDrive at home
- I will take responsibility for my actions when posting or viewing online information and images.
- I will use technology to represent myself in a dignified way and to create a positive digital footprint, refraining from using obscene language.
- I will only use my personal account(s) and will keep all of my passwords private and will not trespass in another user's account for any reason.
- I will not reveal personal information about myself with any online service or person.
- I will not access inappropriate materials, offensive graphics or messages and I will report inappropriate material to a staff member.
- I will only use technology for school related purposes while at Harvest City Christian Academy and I will not participate in online chat sites during class time or on a school device. Ex. Discord

### **Student Responsibilities for Respecting and Protecting Others:**

- I will always seek to honour others while using any type of technology and will not degrade, defame, insult, or harass others.
- I will not reveal personal information about other individual(s) with any service or person.
- I will obtain permission of individual(s) before sharing photographs, video, or any information about them.
- I will obtain permission of individual(s) AND a staff member before sharing collaboratively created electronic data.
- I will not forward inappropriate materials or communications.

### **Student Responsibilities for Respecting and Protecting Intellectual Property:**

- I will learn and follow federal copyright laws and fair use guidelines.
- I will learn and use citation correctly.
- I will not plagiarize information from existing sources or use AI in any way that violates our school policies.

## **Student Responsibilities for Respecting and Protecting Property:**

- I will take full responsibility for, and respectfully use, any technology available to me within Harvest City Christian Academy, ensuring that I do not damage computers, computer systems, or computer networks.
- I will use network bandwidth reasonably and responsibly, not engaging in practices that may compromise the integrity of the network. Ex. Downloading files, without permission, that may introduce a virus to the system
- I will treat electronic storage and technology like any other school property and understand that system or school personnel may review files and communication within my school issued technology to maintain system integrity. No file stored on the school servers or OneDrive is private and may be monitored to ensure that school standards are complied with in the use of school computers and networks.
- I will not use Harvest City Christian Academy technology for commercial or personal financial gain.
- I will not intentionally waste limited resources, such as paper or ink.
- I will report security or network problems to an HCCA staff member.

## **Student Responsibilities for Personal Technology:**

- I will not attempt to connect any non-Harvest City Christian Academy devices to the network without prior authorization. Ex. cell phones, laptops, tablets, etc.
- I understand the security, care, connectivity and maintenance of any of my personal technology is my responsibility while at school and at home.
- I understand that Harvest City Christian Academy is not responsible for the loss, theft, or damage of my technology.
- I understand that using my personal technology such as a phone or a laptop in an inappropriate way during class-time may result in a staff member confiscating the technology, which will be returned at a later time.

## **Student Agreement**

- All students must follow the expectations of these guidelines and will conduct themselves as responsible digital citizens.
- The use of technology is a privilege, not a right, and inappropriate use may result in administrative staff denying, revoking, or suspending access to technology at any time.
- Inappropriate use of technology may result in disciplinary action/guidance appropriate to the student's age/developmental level.

## **Parent/Guardian Agreement**

- As the parent or guardian of the student signing above, I have read and support this contract and have discussed with my student their responsibilities.
- I understand that the use of technology at Harvest City Christian Academy is a privilege, not a right, and inappropriate use may result in administrative staff denying, revoking, or suspending access to technology at any time.
- I agree to report any unacceptable online behaviour to the school principal. This includes but is not exclusive to communication or postings that indicate or suggest pornography, unethical or illegal activities, racism, hatred, harassment or inappropriate language.
- I understand that Harvest City Christian Academy will not assume legal liability for inappropriate use, and that I will hold some responsibility for violations of this agreement by my student.
- I understand that I will be notified concerning any serious breach of this agreement that my student has participated in, especially where their account privileges are suspended or cancelled.

**Official agreement forms are signed during the student application and enrollment process for Harvest City Christian Academy and signed forms are retained on file.**

**These handbook pages are for informational and reference purposes only. Copies of the official form can be obtained from the school office.**

**While enrolled at Harvest City Christian Academy, all students must have a signed copy of this agreement on file. Parent consent is required for students under Grade 4. Both student and parent consent is required for students in Grade 4 and beyond when registering.**





## Administrative Procedure 118

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### ONLINE COMMUNICATION AND INTERACTION/SOCIAL MEDIA

1. Communication and interaction through text, online services and social media has become common and popular throughout the School Division's communities and within the schools themselves. Online communication, whatever form it may take, can serve as a powerful tool and an excellent complement and catalyst for traditional educational tools and resources. However, misused, online communication can be hurtful, unprofessional and even illegal.
2. The correct and appropriate use of online communication and social media shall conform to all School Division Policies and Procedures. All online interaction shall also reflect the Shared Values of I Respect, I Belong, I Am Responsible, and I Want to Know. Additionally, professional staff using online communication shall be mindful of their professional association's codes of ethics.
3. Online communication and social media may include, but is not limited to, texting; iMessage; BBM; Whatsapp; Kik; SnapChat; and posting on websites; blogs and other online media such as: Facebook; G+; Twitter; Instagram; YouTube; LinkedIn; Edmodo; GroupMe; etc.
4. Use of online communication and social media within Regina Public Schools is permitted according to the following parameters and with consideration of the Guidelines attached:
  - 4.1. Staff may create, post, respond and upload to sites and information relating to the business, instructional goals and parental communication needs of the School Division.
    - 4.1.1. All posted content and responses by School Division staff shall be strictly limited to information related to School Division business, educational goals and parental communication requirements.
    - 4.1.2. Staff shall not text, post, respond, or otherwise communicate personal opinions and comments when working or presenting themselves as School Division staff or representatives.
    - 4.1.3. All School Division employees shall be encouraged to be mindful of Division Procedures and The Shared Values in posting, replying or initiating any online interaction.
  - 4.2. Any online interaction conducted during work hours must be for educational and/or business purposes.
  - 4.3. Online activities that are determined to be hurtful, hateful or otherwise deleterious shall be dealt with in the same manner as face-to-face interactions and, accordingly may result in disciplinary consequences including termination.
  - 4.4. The use of any collected student, staff or parent information is considered personal and private information. This information shall be kept strictly

confidential and shall not be shared with others unless permission has been granted according to procedure.

- 4.5. Personal use of Division equipment must follow Procedure AP116.
- 4.6. Personal online interactions with students and parents, except those for instructional and or school related purposes, are not permitted.

School/Classroom use:

- 4.7. Classroom and school use by employees and students of School Division equipment and resources for online communication and social media is permitted, providing that any use of school division equipment or resources and social media or online interaction will be limited to communications relating to school business and instruction.
- 4.8. Schools, classes, staff and students may host and post online communication and social media content.
- 4.9. Students posting on behalf of, or for a school or class, must do so under the supervision of a school division staff member.
- 4.10. Any questions about the appropriateness of a particular social media site or type of interaction should be directed to the appropriate Superintendent of Student Achievement or designate.
- 4.11. Classroom teachers and school staff shall monitor and take responsibility for in-school student use of resources and online activity.
- 4.12. Teaching staff working with students shall ensure that all students using School Division computing/online resources are also adhering to Procedures.
- 4.13. School administration and Teaching staff may develop and administer rules for online interaction that are appropriate for their specific school community.
  - 4.13.1. Any conflict between a school community's online requirements and the division procedures shall be addressed with the Superintendent of Student Achievement or designate.
- 4.14. Staff and students may use personal wireless equipment in schools:
  - 4.14.1. All student use of personal wireless equipment is at the discretion of the school's administration.
  - 4.14.2. All online and messaging activity during schools hours shall be limited to parent communication, school/school division business and instructional use.

Reference: Section 85, 87, 109, 175, The Education Act, 1995  
Ap115 Computer Network and Internet  
Ap116 Use of Board-Owned Technology  
Ap120 Information Security  
Ap125 Communications

## Guidelines

Staff/Students shall ensure that appropriate privacy settings are in place prior to posting or commenting on any online site.

Staff/Students shall be mindful of applicable copyright rules as they apply to online use, especially when creating content.

Staff asked to provide personal opinions by news media or others on division issues shall proceed only after seeking advice from their supervisor and referencing Administrative Procedure 125 -- Communications.

Staff/Students shall be aware that their personal online presence and activity, if in any way connected to the division, or commenting about the Division, or its practices, may be scrutinized according to Procedure and/or codes of conduct.

Staff/Students are encouraged to maintain separate online accounts if they choose to maintain professional and personal online interactions.



## REGINA

## STUDENT USE OF PERSONAL ELECTRONIC DEVICES

# PUBLIC SCHOOLS

### 1. Background

- 1.1. Regina Public Schools expects staff and students to model and reinforce socially responsible and respectful behaviours when using Personal Electronic Devices (PEDs) so that teaching and learning can take place in a safe and effective learning environment.
- 1.2. The Ministry of Education has directed all school divisions to ban the student use of PEDs during instructional time in all schools.
- 1.3. the goal of reducing access to PEDs during instructional time is to:
  - 1.3.1. Decrease incidents of distraction;
  - 1.3.2. Decrease problematic social media use;
  - 1.3.3. Increase student abilities to make social connections with peers;
  - 1.3.4. Decrease acts of bullying and cyberbullying; and
  - 1.3.5. Increase student mental health and wellbeing.

### 2. Definitions

- 2.1. **Personal Electronic Device (PED)** includes, but is not limited to, any piece of lightweight electronically powered equipment capable of communications, data processing, and/or utility. Examples range from hand-held lightweight electronic devices such as tablets, e-readers and smart phones to small devices such as smart watches and electronic toys/gaming systems.
- 2.2. **Instructional time** is any time in which students are in attendance and under staff supervision for the purpose of receiving instruction in an educational program, including work-experience programs, examinations, and other learning activities.
- 2.3. **Digital citizenship** is appropriate and responsible online behaviour.

### 3. Roles and Responsibilities

- 3.1. **Principals shall:**
  - 3.1.1. Ensure students and parents/guardians are aware of this procedure and the expectations of staff, students, and parents/guardians regarding PED use is communicated annually.
  - 3.1.2. Administer appropriate disciplinary action aligned with this administrative procedure and any other procedure or school policy related to PED use.
  - 3.1.3. Review, approve, or deny PED use exemption applications.

3.1.4. Promote, support, and supervise safe and effective learning spaces in relation to PEDs throughout the school.

3.2. **Teachers shall:**

3.2.1. Be aware of the appropriate use expectations and communicate expectations with students.

3.2.2. Ensure students are aware if, when, and how PEDs are permitted for academic purposes for grades 9-12.

3.2.3. Consistently model and enforce the Division's and school's procedures regarding PED use.

3.2.4. Teach and model responsible digital citizenship.

3.2.5. Follow AP 118 Online Communication and Interaction/Social Media.

3.3. **Students shall:**

3.3.1. Be aware of the expectations associated with PED use.

3.3.2. Be aware of, and comply with, the restrictions placed on the use of PEDs during instructional time.

3.3.3. Be aware of the consequences of non-compliance related to PED use.

3.3.4. Report misuse of PEDs to the teacher and/or Principal.

3.3.5. Follow AP 118 Online Communication and Interaction/Social Media.

3.4. **Parents/Guardians shall:**

3.4.1. Be aware of the expectations set out regarding PED use of, and the consequences of, inappropriate PED use.

3.4.2. Understand that students will be unable to respond promptly to calls or texts. In case of emergency, parents/guardians will contact the school office.

3.4.3. Be encouraged to reinforce and discuss this procedure at home as appropriate, including the risks associated with the use of PEDs and the benefits of a PED-free environment.

## 4. Procedures

### 4.1. **PED Use**

4.1.1. Students in Kindergarten to Grade 12 shall not use PEDs during instructional time except as outlined below.

4.1.1.1. Exemptions may be approved when the PED is required for specific medical accommodations. Please refer to AP 109 Accommodation of Students.

4.1.1.2. Exemptions approved by the Principal may be made when the device is required for specific learning adaptations. Examples include language translation software or voice to text software on a PED.



4.1.1.3. Teachers of students in Grades 9 to 12 who identify a specific instructional purpose for students to use PEDs in their classroom may request and gain permission from the Principal by completing a Classroom Management Plan for Personal Electronic Devices form. The request must detail specific learning objectives that will be met, and how those objectives will be met if a student does not have access to a PED, the subject area, duration of use, and any other relevant information that will inform the decision.

4.1.2. PEDs owned by students must be turned off or put on silent mode and stored out of view during instructional time except when approved by administration as per above.

4.1.3. PEDs shall not be used in areas where there is an increased expectation of privacy (e.g., washrooms, changing rooms, etc.).

4.1.4. Prohibited use of PEDs by students on school property, at school events and during school activities includes, but is not limited to:

- Use that violates federal or provincial laws.
- Theft of resources, including electronic data theft.
- Creating, displaying, storing, or sending fraudulent, harassing, sexually explicit, profane, obscene, intimidating, defamatory or otherwise inappropriate or unlawful materials.
- Cyber-bullying or bullying by electronic means.
- Copying, downloading, transferring, renaming, adding, or deleting information protected under copyright law.
- Electronic transmission or posting of photographic images of a person or persons without permission of the person or persons being photographed.

4.1.5. The school is not responsible for students' personal electronic devices in the event of loss, damage, or theft.

4.1.6. School administration maintains the right to augment this procedure to include non-instructional time.

#### **4.2. Response to Inappropriate Usage**

4.2.1. Inappropriate use of PEDs will result in the administration of appropriate disciplinary action, up to and including confiscation, suspension, or expulsion.

4.2.2. Where information that could pertain to issues of safety and/or criminal activity is believed to exist on PEDs, the devices may be accessed, the information reviewed, and the devices may be confiscated for further investigation by the school and/or police authorities.

#### **4.3. Communication**

4.3.1. The expectations for students, parents/guardians, teachers and administrators, as well as consequences of inappropriate PED use, will be communicated annually.

4.3.2. This Administrative Procedure will be reviewed regularly to ensure compliance with Ministry directives, policy, legislation, and regulations.

Reference: Section 4, 85, 87, 175 ***The Education Act, 1995***  
Ministry of Education, Saskatchewan. (2024, August). Personal Electronic Devices – Responsible Use in Schools.



## CHANGE OF ADDRESS/CONTACT INFORMATION FORM

**Please be advised that my address has changed. Below are the details of my new address:**

Parent/Guardian Name(s): \_\_\_\_\_  
(Please print)

Student Name(s): \_\_\_\_\_  
(Please print)

Old Address

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

New Address

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

☐ Same as mailing address

If no please indicate mailing address:

Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

**Please be advised that my contact number has changed. Below are the details of my new contact number(s)**

Parent/Guardian Name: \_\_\_\_\_  
(Please print)

Student Name(s): \_\_\_\_\_  
(Please print)

Old Contact Number

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_

New Contact Number

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_