



Harvest City
CHRISTIAN ACADEMY

High School HANDBOOK



TABLE OF CONTENTS

04

Introduction

Mission & Vision
Land Acknowledgement
Mental Health & Well-Being

05

Student Information

Required Legal Documentation
Legal Name Change
Change of Address or Phone Number

06

General Information

Edsby
Calendar
School Hours and Supervision
Allergies
Scent Free Facilities
Opening Exercises
Transportation & Parking
Visitors
Volunteer Opportunities
Parent Teacher Association
Illness and Accidents
Lockers and Personal Property
School Property
Extracurricular Activities
Personal Electronic Devices

11

Attendance Protocols

Regular Attendance
Extended Absences
Lates & Absences
Appointments and Early Sign-Out

12

Student Responsibilities

Breaks
Goals Period/Spares
End of Day Procedures
Student Schedule Changes
Monthly Scripture
Library

13

Student Responsibilities (Continued).

Student Edsby Use
Student Entrances
Standard of Conduct
Gum & Sunflower Seeds
Chapel
Dress Code

16

Technology Use

Student Laptop Agreement
Respect and Protect Others

18

School Safety

Student Discipline
Assessment of Risk to Others (ARTO)
Bullying
Incidents Outside of School Hours
Smoking and Vaping
Role of School Resource Officer
Emergency Response
Technology and Privacy Expectations

20

Student Supports

Interventions
Working With Outside Groups

21

Academic Protocols

Evaluation & Assessment
Roles & Responsibilities
Late & Missing Assignments
Zeroes on Assignments
Requesting a Retest
Academic Incentive & Recommend Policy
Homework Crush Days/Weeks
Final Exam Policy
Graduation/Cap & Gown
Awards

27

Appendices

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 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

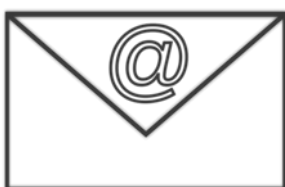
In Saskatchewan, the Change of Name Act, 1995 provides the framework for legally changing your name. You must provide the Legal Name Change Certificate to the school. The school will communicate with the Ministry of Education to facilitate this change.

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

Edsby

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 one-page yearly calendar, as well as our monthly calendars, can be found on our school website: 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

Our High School schedule is as follows:

8:35 - Warning Bell
8:40 - 9:40 - Period 1
9:40 - 9:45 - 5-Minute Break
9:45 - 10:45 - Period 2
10:45 - 10:50 - 5-Minute Break
10:50 - 11:10 - Homeroom (Period 3)
11:10 - 11:15 - 5-Minute Break
11:15 - 12:15 - Period 4
12:15 - 12:45 - Lunch
12:45 - 1:10 - Recess
1:10 - Warning Bell
1:15 - 2:15 - Period 5
2:15 - 2:20 - 5-Minute Break
2:20 - 3:20 - Period 6
3:20 - Dismissal



Students should be in their class ready to go for the day prior to the bell at 8:40. Any students that arrive after the bell at the beginning of any period will be marked late.

Lunchroom supervision by a staff member is provided from 12:15 - 12:45 PM. During this time, high school students may choose to be in their designated lunchroom or go to the mall for lunch.

From 12:45 - 1:10 PM supervision by a staff member is provided in the gymnasium, library or youth room (or students may choose to go to the mall.)

Students are not permitted to hang out or eat in the School Foyer during the lunch hour.

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

Opening Exercises

Our grades 8-12 students meet as a whole group in the library for opening exercises at various times throughout the year. We use this time to acknowledge and celebrate extracurricular teams and clubs, as well as share any school updates and announcements that students need to be aware of.

Transportation & Parking

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. Gr. 8-12 students can be dropped off and picked up on 8th Avenue North or in the back North parking lot. If they have a younger sibling, please note that **K-7 students are NOT permitted on 8th Ave N. for drop-off or pick-up.** Vehicles are NOT permitted to stop in the alleyway at any time, and drivers should not use the staff parking lot unless a parent/guardian needs to come into the school - then only one of the available visitor spots may be used.

If a student is able to drive themselves and wishes to park on school property they must adhere to the following guidelines:

- Let the school office know the make/model of their vehicle(s) and license plate number(s)
- Park only in the North parking lot beyond the first to rows of angled parking
- Do NOT park on 8th Avenue North or in any of the Staff or Church designated parking
- Keep maximum speed to 15 km/hour and obey all parking lines/traffic signs

****Students are NOT permitted to transport other students to or from any curricular or extra-curricular school events.***

Visitors

It is important that we work to preserve an environment of student learning and to maintain privacy for all students. Visitors are welcome at our school; however, the safety and best interests of our students and staff require careful control of visitors to the school. **All visitors (including visiting students from other schools and former student siblings) are required to use the 8th Avenue N. main entrance and must report to the school office upon arrival.** Visitors will be given a visitor badge to wear while in the building and should return it before leaving. Any 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 variety of activities such as extracurricular activities, field trips, or school events. 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. Students are responsible for all damage beyond normal use. Personal items should **NEVER** be left in any lockers in the gym locker rooms. and personal locks are not permitted in the locker rooms.

Locker searches by the school administration are permissible at any time when there is just cause. In this case, the Principal or VP is acting as an agent for the School Board and not as an agent of the police. Students may or may not be present when the locker is being opened.

The school will not take responsibility or provide reimbursement for any lost/stolen personal property. Our school recommends that personal items be clearly labelled clearly with the student's name and are kept secure in backpacks or lockers. Cellular devices, electronics, money, and other valuable articles should not be left in lockers. The school does not insure personal property.

Bicycles should be secured with a quality lock in one of the bike racks located on school grounds. Bike racks are monitored by cameras however, they are still left at the owner's own risk.

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. High School students are responsible to look through the lost and found on their own time. Any items that have not been claimed will be donated.

School Property

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

- The school and all school equipment should be treated with the same care, or even better than, your own valued possessions.
- Property of others should be treated with respect.
- Course textbooks, lab books, etc. **MUST** be signed out from your teacher and students are responsible for all items that have been signed out to them.
- All textbooks and other school resources must be returned at the end of the semester.
- Do NOT write in or highlight school resources. You will be charged for any missing or damaged books at the end of the semester.

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. 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.

Students participating in extracurricular activities are expected to demonstrate behaviour and attitudes that are consistent with the values of the school and in line with the Student Code of Conduct. Failure to do so may result in a meeting with school administration and if necessary, consequences which may include but are not limited to any of the following:

- a probation period
- suspended from participating for the season
- ineligibility to participate in extra-curricular activities
- suspension from the school

Personal Electronic Devices

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.

All Personal Electronic Devices (cell phones, smart watches, earphones/buds, iPads, etc.) can be left at home. If a student chooses to bring a PED to school, the device will be expected to be in the classroom cell phone holder or in a backpack during class time. While in the holder or backpacks, devices should be powered off or silenced to prevent any distractions. Incidents related to improper use of personal electronic devices will be addressed in the following way:

1st Infraction — Student hands the PED to the teacher who ensures it is in a secure place to return to the student at the end of the day. A Parent/Guardian will be notified by the Teacher.

2nd Infraction — Student hands the PED to the teacher who will give it to Admin. Admin will return it to the student at the end of the day. A Parent/Guardian will be notified by the Teacher.

3rd Infraction — Student hands the PED to the teacher who will give it to Admin. Admin will return it to a parent/guardian only. A Parent/Guardian will be notified.

4th Infraction — May result in loss of privilege, additional consequences or progressive suspension.

Attendance Protocols

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.

Lates & Absences

For any absences or excused lates, please ensure that a parent/guardian notifies the school with the reason in Edsby or by phoning the school office.

- Chronic absence according to Regina Public schools is 18 or more days. Warning signs for attendance is when a student has missed 10—17 days. Good attendance is considered to be 9 or fewer absences.
- If students are late arriving to class, they must proceed to the main office to fill out a late slip
- If a student is 30 or more minutes late arriving to class, they will be marked ABSENT from the class. (Arrival time to class will reflect when a student is in the classroom ready to engage in their learning *NOT* the time they arrive at the school building.)

It is important that parents/guardians work with the school to maintain accurate attendance records. Absences and lates are entered as unexcused unless we receive communication directly from a parent/guardian. Attendance should be reviewed on a weekly basis using parent portal and any corrections must be made within five school days.

- After 10 course absences, school administration will send communication home.
- After 20 course absences, a student **may be withdrawn from the course**. A letter of notification will be sent to the parent(s)/guardian(s). A meeting with the school team will be required to discuss next steps.

Extended Absences

At times, families may 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. Families must 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 (in Gr 10 & below) on the sign-out sheet located at the main school office before leaving. Students in Gr. 11 & 12 are permitted to sign the sheet themselves, however, they still need a parent/guardian to inform the school of the reason for the absence. If the student is returning again before the end of the day, please sign the student back in at the office. Students in Gr. 11 & 12 must also remember to sign themselves out and back in if they are leaving the school during a spare. 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.

Student Responsibilities

Breaks

- Students are to use their break times between classes to fill up their water bottle, use the washroom, and prepare for their next class
- Students are asked to be quiet when walking through the foyer and are not allowed to be hanging out in the foyer during school hours

Goals Period/Spares

When students do not have a scheduled class, they will be in an assigned room. Students are expected to be working during this time. If working in small groups, please ensure voice volume doesn't disturb others. Group work will not be allowed when others are writing tests in the room. Grade eleven and twelve students, with permission from a parent/guardian, may choose to leave the school during their spare (Students must sign out at the office when they leave.)

End of Day Procedures

At the end of the day, students need to ensure their student laptop is turned off and plugged in at their designated location. If requested by the teacher, chairs should be put up on tables. Students should also collect any required letters/announcements from their mailbox before leaving. Students are not permitted to hang out in the foyer after school. They should proceed to their vehicle or may go to the mall. If transportation is delayed, they may wait in the library provided they are quiet and following all library guidelines.

Student Schedule Changes

Any changes to student course schedules must happen within the first two weeks of a new semester to ensure students are able to earn the credit in a new course being added to their schedule. All changes have to be made through the Guidance Counsellor, Ms Cook and changes require prior approval from parents/guardians.

Monthly Scripture

Each month, during their Christian Ethics course, all high school students are responsible for the memorization of the monthly portion of scripture that is selected based on our school's theme for the year. Students may choose to recite or write their monthly scripture by the designated date. Scripture accounts for a portion of their final Christian Ethics mark.

Library

- New students will need to see the school librarian to get an account for signing out resources
- No food or drink is permitted in the library
- Please remember that we share the library with the elementary school, as well as church staff offices
- Please be respectful of noise level and cleaning up before you leave the library
- If you are moving tables or chairs, they must not block any office doors, as staff need to be able to enter and exit their offices easily

Student Edsby Use

Edsby is used for student grading, reporting, attendance, and communication. Students are expected to use Edsby regularly to access updates on their grades, upcoming or missing assignments, attendance, and any communication from their teachers. It is recommended to access Edsby using a web browser for the most complete experience. Edsby does have a free Apple or Android app for all smartphones and tablets. Edsby works great within your phone's web browser as well. For new students, an access request form will need to be completed by a parent/guardian. Student accounts are set up with Mrs. Glover and any login difficulties can be resolved with her, including changes to email addresses and passwords.

Student Entrances

- Please wipe your shoes on the mats when entering the school.
- Students may NOT use the west wing door (preschool area/administration) or the Link doors (church entrance on the North side). All other entrances are permitted for all Gr. 8-12 students
- Entrances are not a hang out area.
- Do not leave any personal belongings (i.e. backpacks, binders, clothing, etc.) or your school provided laptop in the entrances or foyer unattended.
- Any younger siblings in Kindergarten - Grade 7 are only allowed to use the North-East Student Entrance.

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.

Gum & Sunflower Seeds

Gum is allowed for high school students. Please be respectful of placing used gum and wrappers in the garbage. Sunflower seeds are not allowed in the building.

Chapel

Chapel takes place during the 11:15 - 12:15 period on Day 1 throughout the year, following a set schedule. Chapel is mandatory for all HCCA students, including those that may have a regularly scheduled spare during the 11:15 class time.

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.

Student Laptop Agreement

Students in Gr. 9-12 will be assigned a student laptop and prior to being able to use it, they will need to read and sign the Student Laptop Agreement form as well as have a parent/guardian read and sign the agreement.

- Laptops are to remain in the building at all times and need to be returned to their classroom cart and plugged in at the end of each day.
- Students are not permitted to modify their laptop hardware, software, or security settings in any way. Failure to comply could result in disciplinary action.
- If a student loses their assigned laptop, the replacement fee will be **\$250**.
- Damage to the laptop, including screen breakage, will be subject to a **\$100 replacement fee**.
- Damage to the keyboard, where the keyboard must be replaced or repaired will be subject to a **\$50 repair fee**.
- Students will not receive a new laptop until all fees for any damages have been paid. (Additionally, students are not permitted to bring their own personal device).
- The addition of personalized stickers, vinyl decals, and/or writing on the laptop with pen, pencil, marker or any form of writing/etching on the device is strictly prohibited and subject to a **\$20 fee**.
- All devices will be assessed for compliance to the above terms on a regular basis and at the end of the school year. Any additional damages discovered will be handled on an individual basis and if necessary additional fees may be charged.

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. Violators may be subject to a ticket and fine from Regina Police Services.

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. (For more information see Appendices)

- **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.

Technology and Privacy Expectations

The Regina Public School Division recognizes that technology, when used appropriately, may contribute positively in a number of ways to the school climate and student learning. Student sharing, distribution, broadcasting or posting of personal information to the Internet must comply with Canadian and Saskatchewan law including *The Criminal Code of Canada*, *The Privacy Act* and *The Local Authority Freedom of Information and Protection of Privacy Act*. Recordings or images made secretly and/or used maliciously by a student may result in school disciplinary action up to point of expulsion and may include police involvement.

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.



Academic Protocols

Teachers plan learning experiences based on the curriculum that is prescribed by the Ministry of Education. Curricular learning outcomes for high school courses 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.

Evaluation & Assessment

Report cards are issued at the end of each semester (January and June) and published in Edsby for students and 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.

Assessment and evaluation are integral components of the teaching-learning cycle. Effectively planned assessment and evaluation promote learning, builds confidence and develops students' understanding of themselves as learners. It also improves and guides future instruction and learning.

The assessment of student progress in relation to outcomes outlined in programs of study is important for the following reasons:

- Teachers will use this information to inform instruction, to plan learning activities that are appropriate for all students, and develop intervention plans
- Allows for reporting student progress clearly to students and parents
- Aids in decision making regarding student placement
- Program effectiveness can be evaluated and programs revised to improve student learning

Expectations for teacher reporting:

Effective summative assessment strategies are aligned with curricular outcomes, emphasize the most recent and consistent evidence of learning, are respectful of student diversity, and are used to make decisions about students based on a variety of evidence.

- Course outline and mark breakdown can be viewed through student and parent Edsby.
- Assessment is updated every two weeks or every 10 hours of course study.

Responsibilities:

A clear understanding and communication of the role of all stakeholders in a school is necessary. When all stakeholders work together from a common understanding the result is an effective educational environment.

Roles & Responsibilities

Role of the School:

- Introduce the concepts of personal responsibility, honesty and integrity in an age-appropriate manner in keeping with curriculum expectations
- Teach students proper conventions for referencing the ideas of others (and A.I.) in written work
- Explain expectations of students in relation to assignments, including how assignments will be evaluated, due dates and implications of submitting work after the due date
- Ensure that tasks evaluated are reflective of curricular outcomes
- Adapt assignments to suit learning environment, instruction, assessment, and resources
- Help students meet their due dates for each course
- Communicate in a timely fashion, with the student(s) and parent(s)/guardian(s) to discuss issues related to incomplete work
- Provide marks to students and families
- Assess, return, and review assignments - this includes submitting marks and indicating the status of assignments codes
- Offer credit completion to qualifying students
- Ensure the final week of each semester is free from cumulative assessment
- No final exam will exceed 20% of the overall mark

Role of the Parent/Guardian:

- Discuss examples of acceptable and unacceptable academic behaviour with their children
- Support their children to complete assignments by ensuring that schoolwork is a priority, making time and space for schoolwork, discussing due dates and expectations for assignments, and encouraging their child to develop a plan for completing work on time
- Model respect for school policy and teacher guidelines regarding assignments. Notice and praise positive behaviours, such as finishing work on time and taking responsibility for one's own work, and offer helpful and constructive feedback to their children to assist them in developing personal responsibility for their schoolwork
- Encourage their students to assume responsibility for their own learning, including getting to school and class on time, attending school regularly, submitting quality work on time, and doing their best to prepare for tests and exams
- Ensure their student(s) attend all final exams

Role of the Student:

- Assume responsibility for their own learning, including getting to school and class on time, attending school regularly, submitting quality work on time, and doing their best to prepare for tests and exams
- Take personal responsibility to be aware of the short and long-term consequences of submitting late assignments
- Document their sources of information properly by using footnotes or other references, and place a bibliography or list of references at the end of the assignment to indicate the sources used (including A.I.)
- Be aware of and respect due dates and access Edsby gradebook (student portal) to review their marks on a regular basis
- Prepare for, attend, and complete all final exams

Late/Missing Assignments

Teachers will publish clear and concise dates and times that they expect assignments to be submitted. All assignment due dates will be displayed in Edsby when the assignment is assigned. All students are expected to submit assignments on time to receive timely feedback to support student learning. While circumstances do exist that delay the submission of assignments, every effort must be made by students to communicate before any assignment is submitted late.

Zeroes on Assignments

Students will be provided assignment completion opportunities in the form of a classroom work period, lunch or afterschool homework room, etc. In some cases, students may be required to complete late assignments in the presence of a staff member. All extensions (which are to be requested prior to the due date) are limited to seven calendar days following the original assigned due date.

On the due date, missing assignments will be indicated as **LATE** and a mark of **ZERO** will be entered in Edsby which will impact incentive/recommend status. Zeroes act as placeholders in order to report an accurate standing at that particular time in the semester. Students will have up to seven calendar days following a missed due date, to submit their late assignment. Following the seven-calendar day window, a “NOT DONE” code will be applied and the mark of **ZERO will be permanent** which means the assignment will no longer be accepted for marks (with exceptions made for students who are below 50% in the class, in which case, late/missing work will only be accepted and credit given to bring the student up to a passing grade of 50%.)

Students should attend all mandatory assignment completion opportunities. All decisions are subject to review by the administration team of the school.

In order to ensure that teachers are able to provide timely, authentic, feedback, students who miss a scheduled in-class summative assessment, such as a unit test, quiz, or exam may (at the discretion of the teacher) be provided one opportunity to re-take the assessment, with the date and time within the seven days to be established by the teacher.

Requesting a Retest

Once per course, if a student has scored less than 50% on a test, they can request a retest. In order to do this, students must:

- Complete a Request to Retest form (the retest must be scheduled within 2 weeks of the original test date)
- Submit completed form to the course teacher (with parent/guardian signature)
- Complete retest preparation as listed on the form (minimum of 3 suggested activities to help with review)
- On the day of the retest, submit all retest preparation evidence/proof to the course teacher prior to taking the retest.

Academic Incentive & Recommend Policy

INCENTIVE

When a student exhibits diligence, positive attendance habits, and demonstrates their understanding of course content throughout the semester, they may qualify for Incentive in that subject. If a student receives Incentive in a course, when writing their final exam their final mark will not be negatively impacted, provided they score within 20% of their mark on the final exam.

TO QUALIFY FOR INCENTIVE IN A COURSE A STUDENT MUST:

- Have a mark of 70% or higher going into the final exam
- Have no unexcused absences in the class
- Have no more than three unexcused lates in the class
- Have no missing assignments
- Have no more than 3 late assignments
- Have no zeros on any assignments
- Have no more than 10 total absences in a course

RECOMMEND STATUS

In addition to Incentive, students may qualify for a Recommend in their Humanities (History, ELA, Psychology), Math, or Science courses when they have demonstrated a solid understanding of the course material (excludes Christian Ethics). If a Recommend is given in a course, students could be exempt from writing the final exam. If a student receives a Recommend in more than one or all of their courses, they can choose which ONE final exam they would like to be exempt from writing and inform their teachers.

TO QUALIFY FOR RECOMMEND IN A COURSE A STUDENT MUST:

- Have a mark of 90% or higher going into the final exam
- Have no unexcused absences in the class
- Have no more than three unexcused lates in the class
- Have no missing assignments
- Have no more than 3 late assignments
- Have no zeros on any assignments
- Have no more than 10 total absences in a course

Students who receive a Recommend but would still like to write the final exam in an attempt to improve their mark, may do so. When writing exams, Incentive still applies and final marks will not be negatively impacted provided they score within 20% of their mark on the final exam.

*Christian Ethics classes do not qualify for a Recommend, but Incentive can still be earned; final exams or final projects would still be required in Christian Ethics.

The preliminary cut-off to calculate if students have earned Incentive or a Recommend will occur at 3:30 PM ONE WEEK PRIOR to the first scheduled exam date. Students must maintain their eligibility until the end of the semester (no lates, no missing assignments etc.).

Students will lose their Incentive and/or Recommend status in **ALL** classes if they engage in academic dishonesty (plagiarism, copying, cheating, etc.) or receive a suspension for a code of conduct infraction.

Homework Crush Days/Weeks

Throughout the year, the school will run mandatory Homework Crush Days and mandatory Homework Crush Weeks. Any students who have accumulated missing assignments (and are sitting below 50%) will be required to attend these days/times to help them complete their missing assignments. Notices are sent out prior to a Homework Crush Day or Week and parents/guardians are asked to sign the form and return it to the school indicating that their child will be in attendance until their missing work is complete.

Homework Crush notices will be sent home prior to these dates during the 2025-2026 year:

Homework Crush Days

Friday, October 10
Monday, November 10
Friday, March 20
Friday, May 15

Homework Crush Weeks

December 8-12
June 1-5

Final Exams Policy

A final exam schedule will be shared each semester with students, parents/guardians, and teachers. In case of illness or extenuating circumstances, allowances will be made on an individual basis in consultation with the Principal and the teacher.

All final exams will be written at the school in a designated exam room. If alternate arrangements or adaptations are required, the Learning Resource Teacher (LRT), Pam Blenkin, will work with the student and teachers to ensure the student accommodations will be met prior to writing the exam.

Graduation/Cap & Gown

Our school supports and acknowledges that the high school graduation ceremony is an important milestone and celebration of students' successful completion of their high school education.

At the end of every year, Harvest City Christian Academy will conduct a cap and gown graduation ceremony. This ceremony is for students who have completed, or are eligible to complete, the requirements for graduation in accordance with the Ministry of Education and school-based criteria.

- Graduation fees will be collected to cover the cost of the graduation ceremony and banquet. Payment can be made by cash or cheque made payable to HCCA Grad or by e-transfer to hcca.grad@hccmail.ca.
- All graduating students are required to attend the rehearsal assembly. The rehearsal will take place during exam week and will take approximately one hour.
- Graduating Grade 12 students attend a banquet in their honour, as well as a cap and gown convocation ceremony.

Awards

Each year an Awards Package will be updated and shared with students in grades 9-12.

- Recipients will be chosen based on the outlined requirements and evidence.
- Gr. 12 recipients chosen for Valedictorian and Salutatorian will be announced at the beginning of June each year.
- Gr. 12 award recipients for all remaining awards will be announced during the grad ceremony.
- Gr. 9-11 award recipients will be announced during a ceremony held in September of the following school year.

Governor General's Academic Medals

This award recognizes the outstanding scholastic achievements of students in Canada. This is awarded to the student graduating from Harvest City Christian Academy with the highest average based on the Rutherford criteria. There is no monetary award associated with the Medal.

Valedictorian and Salutatorian

The roles of Valedictorian and Salutatorian are honoured positions serving as the representative voice of the graduating class. Grade 12 students may submit applications. The valedictorian and salutatorian is an outstanding student with good academic standing who has contributed to the life of the school in many ways. The valedictorian and salutatorian must have their speeches approved by the grade twelve homeroom teacher.

Appendices

Attached are the following helpful documents:

[Request to Retest Form](#)

[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

[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](#)

[Child's Asthma Management Plan](#)

[Contact Information Change Form](#)

[Fire Safety Plan & Drill Procedures](#)

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.

Request to Retest

Note: students can only request a retest for a score less than 50% and can only do one retest per course

Name:		Date:	
Class:		Teacher:	
Unit/Topic requesting to retest		Mark received:	

Reflect:

Why? (Were there words you didn't know? Did you make a small math mistake? Did you misunderstand the question? Did you guess? Were you rushed for time? Did you not study sufficiently? Etc.)

Request:

When would you like to retest? (Must be within 2 weeks of the original test date) _____

Teacher approval signature: _____

I request the opportunity to retest this concept or skill. I will work hard to improve my understanding of this concept and agree to complete a minimum of 3 of the activities identified below.

Signature of Student: _____

Signature of Parent/Guardian: _____

Retest Preparation:

Pick 3 Activities to help you review the concepts to be retested and submit to the teacher on the day of the retest with proof included:

1. _____ Study my notes/study guide on the content with a friend or parent for at least 15 min.

Signature of study buddy: _____

2. _____ Make at least 10 flashcards about the content to help you study

☐ *Attach to this paper as proof*

3. _____ Copy your notes, rewriting definitions and examples is a great way to learn.

☐ *Attach the copied notes to this paper as proof*

4. _____ Quizlet: study and take a 15-question practice test

Name of Quizlet: _____ *Score:* _____

5. _____ Complete extra practice questions or unfinished homework.

☐ *Attach completed questions to this paper as proof.*



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: _____ SCHOOL YEAR _____

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*



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

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

REGINA

**P
U
B
L
I
C

S
C
H
O
O
L
S**

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.

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



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: _____



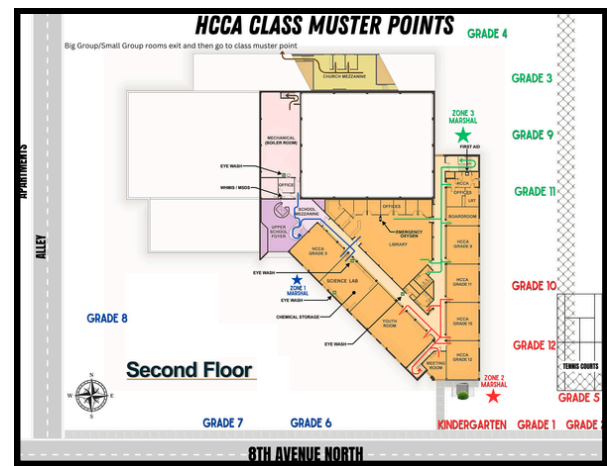
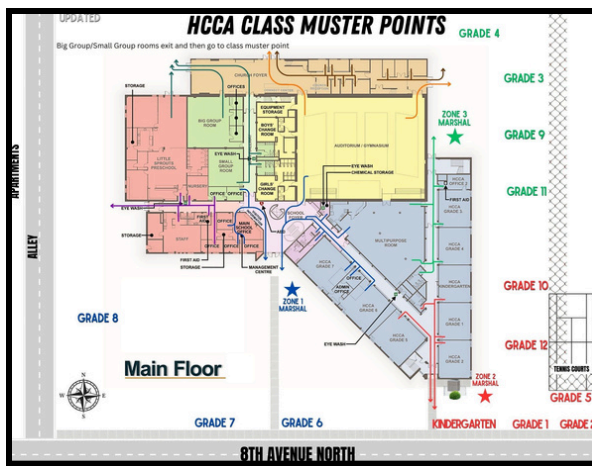
HCCA FIRE SAFETY PLAN



Fire drills play a critical role in ensuring the safety of students and staff in the school. By practicing fire drills, schools can be better prepared to handle emergencies and reduce potential risks. We want everyone to be aware of what to do in case of a fire or evacuation, so we practice and prepare as best we can! **Each year we complete 6 evacuation drills: 3 in the fall and 3 in the spring.** Teachers regularly review drill procedures with students, but families can also help by reviewing procedures with your child and ensuring they feel comfortable with practicing drill procedures.

PROCEDURES

- 1 For a fire drill, or if there is ever a need to evacuate, the fire alarm will sound. It can be quite loud, but that is to make sure everyone can hear it and get out quickly and safely!
- 2 Everyone will exit the building quickly and calmly from their nearest exit and go directly to their designated class muster point (see maps).
- 3 At their muster points, teachers will take attendance to make sure everyone is accounted for.
- 4 Once the drill is complete, everyone will be able to go back into the building.



In the event of a real emergency evacuation, the school would send communication to all families to make them aware of the situation. If students need to be picked up, we will follow our school emergency response plan protocol and safely release students to their parent, guardian, or emergency contact on file. In most cases, students would be picked up from the school, but if it was unsafe (or too cold) to stay onsite we would relocate to our offsite muster point, which is in the food court at the Northgate Mall.



OTHER DRILLS



SECURE THE BUILDING - In the event that there is something unsafe *outside* our building, we would Secure the Building. This situation would likely involve the Regina Police Department if they ask us to enact this procedure. During Secure the Building, the outside doors remain locked, and everyone stays in the building. We carry on with learning as normal; however, no one is permitted to come into the building or leave the building until it is safe to do so.

SHELTER IN PLACE - In the event that there is an extreme weather event or environmental risk outside our building (ex. tornado, blizzard, hazardous material leak, etc.) we would Shelter in Place. Everyone stays in the building, and we relocate to the Multipurpose room. No one is permitted to leave the building until it is safe to do so.

LOCKDOWN - In the unlikely event that there was someone unsafe *inside* of our building, we would initiate our lockdown procedure. **We practice this drill twice a year, once in each semester.** When a lockdown is called, there is a pre-recorded announcement that plays over the intercom. In a lockdown, staff and students go to designated spots in their classrooms, with doors locked and the lights off, trying to be as quiet as possible. During a drill, once students are in their lockdown positions, a marshal will come around and open the doors. Sometimes we have our School Resource Officer help us with this drill. Should we ever be in a real lockdown situation, the police would be onsite and only release everyone when safe to do so.

**Should we ever need to enact any of these safety protocols, we have a communication plan in place to inform families as efficiently as possible while ensuring students and staff are kept safe.*