



M. A. RIFFEL HIGH SCHOOL

NEWSLETTER

August 2011

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PRINCIPAL'S MESSAGE

Welcome to the 2010/2011 school year. We, as the administrators of Michael A. Riffel High School, are looking forward to working with you and your sons and daughters. As an educational community of parents, guardians, students and staff, we are committed to helping students strive for excellence in all aspects of their lives. A special welcome to our grade 9 students (our new "Royals") and their parents/guardians, and welcome back to our grade 10, 11 and 12 families.

If you have any questions or concerns or just want to come by the office to introduce yourself to our Administrative Team: Ms. Kelley Ehman, our Vice-Principal, or to myself, Mr. Lawrence Biegler, Principal, please do so. Have a great year everyone and welcome to Riffel High School, "Uphold the Cross and Capture the Crown".

Communication is an important tool in helping our young people be successful in school. Please ensure that the demographic information at the school is kept up to date. Electronic communication is so widely used today, so please be sure the email address we have is current. Throughout the year, changes can be made through the main office.

Please keep a record of the dates listed in this newsletter, as they will impact your sons/daughters' schedules throughout the year. If you have any questions, please contact us at 791-7260.

LOCKS AND LOCKERS

Students will be provided with a school locker for personal use and locker use is mandatory. Students must use school-approved locks and should not give out their combinations to other students. School lockers are the property of the school and may be subject to inspection by the administration. New students will receive a lock, while any returning students that have lost their lock from last year must purchase a new lock.

SCHOOL OPENING

Please have your son/daughter return all forms to his/her homeroom teacher on registration day.

Monday, August 29, 2011

Grade 9: 8:30 a.m. - 11:00 a.m.

Assemble in the theatre;
orientation, and BBQ to follow.

Grades 10, 11, 12: 1:00 p.m.

Homeroom – list in commons area

Tuesday, August 30, 2011

8:30 a.m. Regular classes begin.

RIFFEL WEB SITE

www.rcsd.ca/riffel

Visit Riffel or Regina Catholic Schools web site to read our newsletters and for upcoming events.

SCHOOL SUPPLIES

All students are expected to have binders, dividers, loose-leaf paper, pens, hi-lighters, a calculator and dictionary. More details for additional supplies will be given by individual teachers.

STUDENT TIMETABLES

Student timetables are issued with this newsletter. Students who require a timetable change due to summer school upgrading, failures, or program conflicts are asked to report to Student Services on Tuesday, August 23 from 9:00 – 12:00. or email your changes to r.barnes-pitka@rcs.sk.ca, or d.endicott@rcs.sk.ca by August 23, 2011. On the first day, students will receive a new copy of their timetable. Students must check these carefully; rooms or teachers may change.

STUDENT PARKING

Student parking in the east side of the school will be made available to students with a parking permit. Priority will be given to grade 12 students who are enrolled in eight or more classes and who hold an activity card. Students who drop classes to reduce a timetable may be subject to having their parking pass revoked. The parking fee will be \$25.00. The

SRC will hold a lottery if there is more demand than spaces. Vehicles parked improperly or without parking permits will be ticketed and/or towed. Parking is a privilege and students who do not follow appropriate school conduct can have their parking privilege revoked.

MANDATORY USE OF AGENDA BOOKS

Each Riffel student will be given an agenda book that must be used throughout the school year. The agenda book will be used to keep students organized in regards to their classes, homework, upcoming Riffel events, grades and will also hold their ID cards. As well, the agenda book will be used as a Hall Pass for students on study hour and those students who have permission to leave their classrooms.

SCHOOL FEES

Enclosed is a school fee statement for applicable registration fees. **Please note:** an optional Activity Card fee has been included since most students elect to purchase it. A detailed explanation is enclosed. Should you not wish to purchase this card, please deduct the \$25.00 cost from the balance owing. **School fees are to be paid on registration day, August 29, 2011.** When your fees are paid you will be given a signed receipt. **Please keep this receipt. You will have to present it to your subject teachers to receive your textbooks.** If payment cannot be made on August 29, we ask parents to contact the Riffel administration to make alternate arrangements prior to registration day. If you wish to divide your fees into two payments, post-dated cheques are acceptable.

Your statement may contain unpaid fees from previous years and/or lost or damaged textbook charges. Please include payment for "past due" charges on your cheque along with your 2011-2012 school fees. **Cheques should be made payable to Michael A. Riffel High School.**

MORE INFORMATION ON SCHOOL FEES

Regina Catholic Schools will be covering the compulsory school fees in the amount of \$35.00 per student and will continue to reduce compulsory school fees in subsequent years.

DAILY CLASS SCHEDULE

Each school day begins at 8:30 a.m. and ends at 3:10 p.m. Lunch hour is 11:50 a.m. to 1:05 p.m. daily. Once a month, students are dismissed at 1:00 for our monthly staff meetings. Dates of monthly staff meetings are posted. We also have an assembly schedule for special events. This schedule is on the back of the students' agenda book which they will be receiving on opening day.

ELECTRONIC DEVICES

Technology is a wonderful thing, and we believe that there is an appropriate time and place for its use. Cellular phones, multi-media devices and all other such devices can cause instructional distractions in the classroom. In the best interest of all students these electronic devices are not to be used in the classroom. Please consult individual teacher's course outlines for specific classroom policy.

First offence for not adhering to the policy – device will be kept until the end of the day or possibly overnight by administration. Second offence – device will be sent to the office and parent called. Third offence – may result in a one day suspension for insubordination. The device will not be allowed on Riffel property.

GRADUATION ELIGIBILITY

In order to participate in the graduation mass and exercises, a student attending Regina Catholic High School must be deemed graduation eligible. Graduation eligibility will be defined as a student who has the potential to earn a minimum of 24 credit units, including Christian Ethics 30 and the compulsory requirements outlined by the Ministry of Education, by June 30 of the current school year. A determination of a student's eligibility will be made after Progress Report 7 and will be dependent upon a student passing the required courses. Summer School will no longer be considered when determining graduation eligibility.

HEALTH INFORMATION & PERMISSION FOR PARTICIPATION IN H.S. ATHLETICS

Please fill out the attached Health Information and Participation in High School Athletics Form (blue). This student waiver form must be filled out prior to any student participating in Regina High School Athletic Association sanctioned activities. Also, if your child has any health problems that we need to

know about, please fill out on this form. It is a good idea to inform each teacher of severe health problems. Please return this completed form on registration day.

SCHOOL COMPUTER ACCEPTABLE USE POLICY

This policy will be in the students' agenda. Please read it over with your son or daughter, and sign it.

PARENT INVOLVEMENT (CSCC)

The Riffel Catholic School Community Council (Home and School) is chaired by Patty Gianoli. This group serves as a liaison between home and school. Please give some thought to becoming involved. Any questions or concerns regarding the CSCC can be directed to the school.

OPEN HOUSE (meet the teacher night)

Riffel High School will be hosting a barbeque on Tuesday, September 13 at 5:30 p.m. The schedule is as follows:

- 5:30 p.m.** Riffel barbeque (front doors of Riffel). Meet and greet with your son/daughter's teachers in the commons area. No classroom visit meetings will be held.
- 7:00 p.m.** Staff introductions and Administration Address (gym).
- 7:30 p.m.** Evening ends.
- 7:45 p.m.** Grad Parent Meeting (Theatre).

*The informal time with teachers is meant for general introductions and brief questions. More specific time will be arranged with all of your son/daughter's teachers at Parent/Teacher/Student Conferences October 20, 2011.

STUDENT DRESS

Members of the school community are expected to dress appropriately, in keeping with Catholic values, and to maintain appropriate personal hygiene. Students shall conform to reasonable standards of taste in dress and grooming. The administration has authority to require any student not conforming to this policy to return home to change to suitable clothes before being readmitted to class.

The following guidelines should help you to determine the appropriateness of your dress:

- Clothing should be clean, well-kept within reasonable standards of respectability.
- Outdoor clothing must not be worn in class and should be placed in lockers upon arrival at school.
- Caps, hats, hoods and bandanas defined as any tie up or scarf, are to be taken off upon entry into the school and remain off until you leave the school.
- Clothing bearing images or messages concerning drug usage, pornography, profanity, and alcoholic beverages are not acceptable.
- Shorts, skirts and dresses must be modest. They must be at least mid-thigh or longer.
- Midriff and bra-type tops, tank tops, halter tops, spaghetti-strap tops, muscle shirts and generally immodest clothing as determined by the administration are not permitted. Tank tops need to have straps that are several inches wide.
- Health regulations require that students must wear shoes in the building at all times.
- Pajamas, bed time clothing and slippers are not permitted to be worn.

GRADE 9 PHYSICAL EDUCATION ATTIRE

By doing a bulk order for all Regina High Schools, we are able to provide quality clothing at a very reasonable cost. The physical education clothing fee of \$25.00 for each grade 9 student will afford each student one t-shirt and one pair of gym shorts.

ATTENDANCE/VACATIONS

The RCS Common Attendance Practice requires students to attend 85% of their classes. This means students have 14 allowable absences to accommodate illness, medical/dental, or pressing personal reasons. Any student absent for more than 15% of any class will be withdrawn from that class. Exemptions may be granted for emergent medical concerns, pressing personal needs, or high performance athletics, if it appears that a student may be in jeopardy of exceeding 14 absences. Such exemptions must be applied for by filling in the appropriate exemption form accompanied with documentation. Information on the Common Attendance Practice is available on the school website.

Please note, vacations DO NOT QUALIFY for exemptions. It is our expectation that travel will be planned around the many school holidays, including the new February week break, and will fall within the 14 allowable day. Please inform our office of vacations well in advance as students will be required to complete a “Student Travel Support Form” which requires them to inform their teacher and make arrangements for work missed.

VOLUNTEERS AT REGINA CATHOLIC SCHOOLS AND CRIMINAL RECORD CHECKS

Regina Catholic Schools is committed to the safety and security of all of our students during academic periods, extra-curricular activities, and recess and lunch breaks. As a result we have implemented new school division policy and administrative applications regarding employees, volunteers and Criminal Record Checks. These changes reflect the need to ensure that all employees and volunteers meet the requirements to work with students in our schools.

Presently, a current Criminal Record Check is required for all employees as part of their Condition of Employment. Effective August 29, 2011, all volunteers not under the direct supervision of a teacher or school administrator will be required to submit a current Criminal Record Check to the school administrator in order to assist with school activities including classroom help, field trips, outdoor education, transporting students to inter-school activities, and other activities where volunteers and students are together.

RIFFEL MAGNETS FOR GRADE 9'S

Grade 9's will receive a Riffel magnet which will include school information such as telephone number, fax number, attendance e-mail and Riffel e-mail. Please note that Riffel's website has changed and can now be accessed through Regina Catholic Schools Website: rcsd.ca.

UPCOMING DATES FOR SEM I

August 25	Opening Mass, Teacher Institute (no classes)
August 26	Teacher Institute (no classes)
August 29	Regular classes begin
September 5	Labour Day (no classes)
September 15	PLC day – dismissal at 1:00
September 21	Staff Meeting – dismissal at 1:00
October 7	Teachers' Institute (no classes)
October 10	Thanksgiving (no classes)
October 13	Report Period 1
October 18	Staff Meeting – dismissal at 1:00
October 27	Student/Parent/Teacher Conferences
November 3	PLC day – dismissal at 1:00
November 11	Remembrance Day (no classes)
November 16	Staff Meeting – dismissal at 1:00
November 17	Report Period 2
November 18	Staff Retreat (no classes)
December 21	Report Period 3
December 22	Staff Meeting – dismissal at 1:00
December 23 – January 4	Christmas Holidays
January 5	Classes Resume
January 19, 20, 23, 24, 25	Course Finalization Days
January 26, 27	Semester Turnaround (no classes)
January 30	Report Period 4 Semester 2 begins

Included in this NEWSLETTER:

1. *Student timetable*
2. *Fee Statement*
3. *Health & Athletic Waiver Form*
4. *SRC Activity Card Information*
5. *Permission for release of information under the Provisions of the Privacy Act.*
6. *Attendance Practice*
7. *Home Logic Parent Online Access Information*