



# Regina Roman Catholic Separate School Division # 81

<b>School, Community, and Home Relations</b> <b>11002</b> Regina Catholic Schools Events Calendar	<b>Administrative Application</b>	
	<b>Effective:</b>	January 7, 2019
	<b>References:</b>	Policy 12 – Role of the Director
	<b>Status:</b>	Operational

## Preamble

The Regina Catholic School Division (RCSD) recognizes the significance of many religious and community events throughout the school year. The purpose of the special Event Calendar for schools is to highlight these important dates in order to have them recognized across the school division. The Events Calendar can be viewed on the school division website for public viewing. The following Guiding Principles have been developed to assist with calendar event decision-making.

## Application

### Calendar Guiding Principles

The following Guiding Principles have been developed to direct the organization of the Event Calendar.

1. Calendar submissions
  - a. Support our Catholic identity
  - b. Align with and reflect school division goals
  - c. Reflect ministry determined dates
  - d. Reflect local, national, international events
  - e. Reflect diversity
  - f. Are respectful of the intended audience including staff, parents, and school division community
2. The dates on the calendar have been selected because of their significance. Schools are expected to recognize these days. The level of recognition will be determined at the school.

### Event Calendar Committee

1. The Events Calendar Committee consists of the Director, Education Services Superintendent, Communications & Media Coordinator, Catholic Education Coordinator and Catholic Connections Consultant.



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2. The Committee will meet as required to review the current calendar and any requests for calendar additions as well as review previous year dates.

### **Event Calendar Submission and Review**

1. The Communications and Media Coordinator will review and update the Events Calendar submissions, as required using the Calendar Guiding Principals.