



Regina Roman Catholic Separate School Division # 81

Pupils 9101 Admission Of Pupils in Elementary Schools	Administrative Application	
	Effective:	November 21, 2017
	References:	The Education Act, 1995, Sec. 85 (f)(l),(m),(n), 142, 145 E-Goals, 1 ER-1 Treatment of Students and Parents/Guardians
	Status:	Under Review

Preamble

Communication with all parents/guardians who are registering children for the first time in a school in the Division is extremely important. In this communication, it must be emphasized that the school is a supplement to the parents as first educators in the faith and that the school need their continuous cooperation to propagate the spiritual and Catholic way of life.

Note: The Roman Catholic Church is comprised of many Rites; most common within its jurisdiction are Latin and Byzantine Rites.

Application

1. Registration of Children of Catholic Parents

- a. At registration the parents/guardians are asked to produce a Baptismal certificate for the child to be enrolled. A copy of the Baptismal certificate and birth certificate will be filed in the child's Cumulative Record.
- b. If the child has not been baptized, the parents/guardians are asked to contact their parish priest to discuss the situation with him. The principal remains in contact with the parish priest during the school year and monitor the development of the child's situation.

2. Registration of Children of Non-Catholic Parents

- a. The school division accepts only those who are sincerely interested in benefiting from the teachings of the Catholic Church and who want to experience the spiritual formation offered by the Catholic School.
- b. While non-Catholic children may have been registered in another Catholic School Division, we would request that families registering with Regina Catholic Schools for the first time refer to the RCSD Administrative Application 9100 – Admission of Pupils to Regina Catholic School Division and the parameters around admission.
- c. Non-Catholic parents of non-Catholic children are allowed to register their children in a Catholic school in accordance with the parameters outlined in Administrative Application 9100 – Admission of Pupils to the Regina Catholic School Division.
- d. Prior to parents/guardians signing the Declaration of Status form, whereby they agree to comply with and support the philosophy of school division, the Religious Education and Family Life Programs, and the religious celebrations of the Catholic schools, the principal



Regina Roman Catholic Separate School Division # 81

should communicate with them on the following topics:

- i. Definition of an “elector” in the school division
 - ii. Candidacy for School Board elections
 - iii. Reception of Catholic Sacraments
- e. If the principal is in doubt concerning admission of a child, he/she may refer the parents to the respective parish priest for an interview. After this interview, the parish priest completes and forwards to the principal the Pastor Reference form. It remains the responsibility of the principal to make the decision with respect to the admission of the child(ren) to the school

3. Reporting Non-Catholic Pupil Applications

It is the responsibility of the principal to complete and return the "Reporting on Non-Catholic Pupil Applications" form to the designated superintendent on September 30th and January 31st of the school year.

4. Registration of pupils from Out-of-Province

- a. Registration occurring during the school year:
The pupil will be placed in the same grade as was attending in the previous school.
- b. Registration occurring at the beginning of the school year:
The pupil will be promoted to the grade after the one completed in the previous school.
- c. Placement may be changed by the Director or designate if the placement is found to be inappropriate.

5. Registration of pupils from Out-of-Division

Catholic parents residing outside the City of Regina and desiring admission of their child(ren) into a Regina Catholic School must complete the Out-of-Attendance Area School Request Application Form from one of the designated receiving schools.

Parents must meet the requirements of Section 1 Registration of Children of Catholic Parents and be approved by the superintendent.



Admission of Pupils Fact Sheet

1. STEP 1

Parent seeks to enrol child(ren) into a Catholic School.

2. STEP 2

a. One of the parents is Catholic, and the child is baptized Catholic:

If one of the parents/guardians is Catholic and the child is baptized ask them to produce a baptismal certificate for the child. Registration is not considered finalized until the school has received the baptismal certificate and a birth certificate. Copies of them are filed in the child's cumulative record.

b. One of the parents is Catholic, but the child has not been baptized:

If one of the parents/guardians is Catholic, but the child has not been baptized, enrol the child and refer the parent to the parish priest. Remain in contact with the parish priest during the school year and monitor the child's situation.

c. If the parent is non-Catholic:

The school division accepts only those families who are sincerely interested in benefiting from the teachings of the Catholic Church, and who want to experience the spiritual formation offered by the Catholic School.

If parent/guardian is non-Catholic, the principal must follow the process **before** admission is allowed:

- i. If not familiar with the process, consult Administrative Application 9100 – Admission of Pupils to the Regina Catholic School Division and Administrative Application 9101 Admission of Pupils in Elementary School.
- ii. In the initial interview with the parent/guardian, determine the purpose for seeking admission into the Catholic School.
- iii. The decision to admit non-Catholic pupils should be cause of major reflection by the principal.
- iv. The larger picture of the school about the number of non-Catholic pupils in the classroom and in the school needs to be considered.
- v. There should be an interval between the request and final decision.

3. STEP 3

If satisfied that the primary motive for gaining admission is the preference for Catholic atmosphere and formation, then communicate with the non-Catholic parent on the following topics:

- a. Definition of an elector



Regina Roman Catholic Separate School Division # 81

- b. Candidacy in school board election
- c. Reception of Catholic sacraments

If the parent/guardian is willing to accept this information, have them complete and sign the Declaration of Status form. The completed form should be kept in the pupils(s) cumulative record.

If in Doubt about Motive:

If in doubt about the motive, refer the parent/guardian to the appropriate parish priest for an interview. After this interview, the priest completes and forwards the Pastor's Reference form to you. The final decision remains with the principal.

4. STEP 4

If the primary motive is not Catholic atmosphere and formation, then admission is declined.

5. STEP 5

On September 30 and January 31 of the school year, the principal will send the Non-Catholic Pupil Application for Admission report to the designated senior administrator.



Information Guide for Parents of Non-Catholic Pupils Seeking Admission To Regina Catholic Schools

1. Definition of an Elector in the Regina Catholic School Division

Non-Catholic parents or guardians are not allowed to vote in the Regina Catholic School Division elections. The legislation also prevents Catholics from voting in both public and separate school board elections.

Eligibility to vote in school board elections is defined in the Local Government Election Act, as follows:

"To qualify to be registered as an elector in any election held in a separate school division, the person shall be of the religious faith of the minority that established that separate school division, whether Protestant or Roman Catholic, and, on being registered as an elector in that separate school division, that person does not qualify to be registered as an elector in respect of any other school division."

2. Candidacy for School Board Elections

Under the same legislation, to be nominated a candidate and hold office, a person must be an elector of the school division. Therefore, it follows that non-Catholics cannot run for office in Catholic school board elections. On Election Day, voters are required to sign a declaration that they are of the religious faith of the minority that established the school division.

3. Reception of Catholic Sacraments

Children of non-Catholic parents or guardians will not be invited to celebrate the sacraments of Eucharist, Penance and Confirmation as their Catholic classmates receive these sacraments. These children will attend Religion classes where knowledge of the sacraments is imparted, but the actual reception of the sacraments will not take place.



CHURCH DOCUMENTATION

CATHOLIC SCHOOLS AND THE PRESENCE OF

NON-CATHOLICS AND NON-CHRISTIANS

The Church Speaks:

Not all students in Catholic schools are members of the Catholic Church; not all are Christians. There are, in fact, countries in which the vast majority of the students are not Catholic - a reality that the Council [2nd Vatican] called attention to. The religious freedom and the personal conscience of individual students and their families must be respected and the Church explicitly recognizes this freedom. On the other hand, a Catholic school cannot relinquish its own freedom to proclaim the gospel and to offer a formation based on the values to be found in a Christian education; this is its right and its duty! To proclaim or to offer is not to impose; however, the latter suggests a moral violence that is strictly forbidden both by the Gospel and by Church law.

The Religious Dimension of Education in a Catholic School. #6, Rome, 1988.

We have already referred to the fact that, in many parts of the world, the student body in a Catholic school includes increasing numbers of young people from different faiths and different ideological backgrounds (#6). In these situations, it is essential to clarify the relationship between religious development and cultural growth. It is a question that must not be ignored, and dealing with it is the responsibility of each Christian member of the educational community.

In these situations, however, evangelisation is not easy - it may not even be possible. We should look to pre-evangelisation; to the development of a religious sense of life. In order to do this, the process of formation must constantly raise questions about the "how" and the "why" and the "what" and then point out and deepen the positive results of this investigation.

The Religious Dimension of Education in a Catholic School. #108, Rome, 1988.

In the certainty that the spirit is at work in every person, the Catholic school offers itself to all, non-Christians included, with all its distinctive aims and means, acknowledging, preserving and promoting the spiritual and moral qualities, the social and cultural values, which characterize different civilizations.

The Catholic School #85, Rome, 1977.

To this concept of a Catholic school, all schools, that are in any way dependent on the Church, must conform as far as possible, though the Catholic school is to take on different forms in keeping with local circumstances. Thus the Church considers very dear to her heart those Catholic schools, found especially in the areas of the new churches, which are attended also by students who are not Catholics.

The Documents of Vatican II. Declaration on Christian Education #9, Rome, 1965.



Regina Roman Catholic Separate School Division # 81

This Sacred Synod earnestly entreats pastors of the Church and all the faithful to spare no sacrifice in helping Catholic schools to achieve their purpose in an increasingly adequate way, and to show special concern for the needs of those who are poor in the goods of this world or who are deprived of the assistance and affection of a family or who are strangers to the gift of faith.

The Documents of Vatican II Declaration on Christian Education #9, Rome, 1965.

Concern for restoring unity pertains to the whole Church, faithful and clergy alike. It extends to everyone according to the potential of each, whether it be exercised in daily Christian living or in theological and historical studies.

The Documents of Vatican II. Decree on Ecumenism # 5.

At times there are students in Catholic schools who do not profess the Catholic faith, or perhaps are without any religious faith at all. Faith does not admit of violence; it is a free response of the human person to God as He reveals Himself. Therefore, while Catholic educators will teach doctrine in conformity with their own religious convictions and in accord with the dignity of the school, they must at the same time have the greatest respect for those students who are not Catholic. They should be open at all times to authentic dialogue, convinced that in these circumstances the best testimony that they can give of their own faith is a warm and sincere appreciation for anyone who is honestly seeking God according to his or her own conscience.

Lay Catholics in Schools #42, Rome, 1982.

In every kind of school, the Catholic educator will not infrequently come in contact with non-Catholic students especially in some countries. The attitude should not only be one of respect, but also of welcome, and open to dialogue - motivated by a universal Christian love. Furthermore, they should always remember that true education is not limited to the imparting of knowledge; it promotes human dignity and genuine human relationships, and prepares the way for opening oneself to the truth that is Christ.

Lay Catholics in Schools #55, Rome, 1982.



Regina Roman Catholic Separate School Division # 81

REGINA CATHOLIC SCHOOL DIVISION

DECLARATION OF STATUS

(To be completed prior to the admission of a pupil when no parent/guardian is baptized Catholic)

Names of parents or guardians: _____

Address: _____

Name and Grade Placements of Pupils:

<u>Name</u>	<u>Grade</u>	<u>Previous School Attended</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

I wish to have my child (children) attend a Catholic school. My primary motive is to have my child/children participate in the spiritual formation and atmosphere of the Catholic school. I agree to comply with, and support, to the best of my ability, the philosophy of the school division, the Religious Education program, the Family Life program and the religious celebrations of the Catholic School.

Name of Catholic School: _____

Date of Registration: _____

(Date)

(Signature of Parent or Guardian)

Regina Catholic School Mission Statement

The Regina Catholic School Division is dedicated to working with the community and the local church to provide a quality Catholic education that fosters academic excellence and the development of informed, responsible pupils.



REGINA CATHOLIC SCHOOL DIVISION

PASTOR'S REFERENCE

Admission of Non-Catholic Pupils
to the Regina Catholic School Division

Re: Pupil Name(s): _____

To the Principal:

As you requested, I held an interview with _____ on

_____.

In my opinion, their child/children

- would benefit
- would not benefit

from exposure to the Catholic formation of the School Division.

Remarks:

Respectfully Yours,