

School, Community, and Home Relations 11002 Regina Catholic Schools Events Calendar	Administrative Application	
	Last Reviewed / Approved on:	August 14, 2024
	References:	Policy 12 – Role of the Director
	Status:	Operational

Preamble

The Regina Catholic School Division (RCSD) recognizes the significance of many religious and community days of significance 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 publicly on the school division website. 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's Events 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 guided by division staff as to which days are to be formally recognized.

Event Calendar Committee

1. The Events Calendar Committee consists of the Director, Education Services Superintendent, Communications & Media Coordinator, Catholic Education Coordinator and Diversity, Equity, Inclusion and Accessibility Lead.
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 Principles.