

## SACRED HEART SCHOOL CODE OF CONDUCT

Each year Sacred Heart School shares out our **Sacred Heart School Code of Conduct Summary** to be reviewed and signed by parents and students. In order to assure that each student at Sacred Heart School participates in a safe, secure learning environment we adhere to the following plan.

**Please return the signed portions back to the school by September 15<sup>th</sup> for the 2017-2018 school year.** This is a *summary* of the student code of conduct. It is your responsibility as a parent to read and review with your child the student/parent handbook in its entirety found on our website or school office. We have zero tolerance for a student preventing a teacher from teaching, preventing a student from learning, or any behavior that violates the best interests of any individual in the school community. It is our intention to maintain a life-giving, vibrant learning atmosphere at Sacred Heart School. An environment we all foster and maintain together.

### GENERAL RULES AND EXPECTATIONS

1. Respect all persons and address them politely (no rude language, gestures, or insulting remarks). Respect of self, peers and staff is a basic human right that we are all entitled to; therefore, the display of good manners is expected from every Sacred Heart student. The conventions of ‘please’, ‘thank you’, ‘excuse me’ and ‘sorry’ are basic principles that should be commonplace in classrooms, corridors and on the playground.
2. Follow the directions of teachers, supervisors, EA’s, substitutes, parent helpers and other support staff.
3. No fighting, hands-on, rough and dangerous play-fighting or striking another student. Sharp or dangerous objects are not allowed in the school, playground or bus.
4. WALK quietly on *stairs and in corridors*. Hats are removed once in the building.
5. Be on time for school and remain on school grounds until dismissed by a Teacher.
6. No gum chewing in school buildings or on the playground.
7. We are a nut aware and scent aware school.
8. Panther Shirts are worn on Spirit Days and Field Trip days.
9. No animals on school property.
10. Walk bikes, skateboards or scooter boards on school grounds for the safety of all people.
11. Students are required to wear school dress code and indoor closed toed footwear each day. (read dress code in student school agenda).
12. Hair will be natural colours only. Personal attire and general hygiene are to be clean, neat and tidy.
13. Follow classroom expectations and class rules as outlined by the classroom Teacher and school Principal.
14. All school rules and expectations apply for field trips and sporting events. If inappropriate behaviour happens in school, field trips will not be allowed for those breaking code of conduct.



15. Kindness and good judgement for all in our school community and when in the wider community are required.
16. **R.O.A.R. Values** of Respect, Optimism, Acceptance, Rejoice are our guiding values. Living these values are for the well being of the whole school community.

## **PLAYGROUND RULES**

- 1) Answer the buzzer promptly, lining up at assigned entrances.
- 2) Courtesy and respect for all staff at all times inside and outside school building.
- 3) Enjoy the playground equipment safely and respectfully.
- 4) Place garbage in the containers provided. Care for Mother Earth.
- 5) Contact sports are not permitted; the rule is 'HANDS OFF' and no rough play, body contact or being in others' personal space.
- 6) No throwing or kicking rocks, snowballs, or objects that can harm.
- 7) Electronics are to be handed in to main office and it is the responsibility of the owner to claim at end of school day.
- 8) Bus students must be prompt to bus line and follow directives of bus monitors and school personnel.
- 9) Care for younger students and those in need are the attention of all on the school grounds.
- 10) Care for the school grounds is the responsibility of all staff and students.



**Social Media and Personal Electronics:** Personal Electronics are not allowed on school property. If your child brings any electronic, phone or ipod or ipad etc it must be dropped off at the office in the morning at 8:15am and is to be picked up at 2:15pm by the student. IF ANY electronics or phones are used on the school property it will be taken away and parents are required to pick it up at the school office. At NO time is there any defaming, harm or unfavorable posts allowed on Facebook or any social media platforms about staff, students or personnel of Sacred Heart School. Parents will be asked to remove their child from the school if such harmful behavior takes place by student or adult. All of the above is left to the discretion of the Principal.

## **CONSEQUENCES FOR BREAKING GUIDELINES and SCHOOL RULES**

The following developmentally appropriate consequences will occur when a student is sent to the Principal for disciplinary purposes. A plan for correcting the inappropriate behavior will be discussed and decided upon between the Principal and student. Consequences may include conversation, strategies, reset time, withdrawal of privileges and/or reflective written apology to the person harmed. Parents/Guardians may, but not always, be contacted at this time.

Recurring serious problems will be addressed by contacting the parents/guardians either by incident report going home, email or phone call. Parents may be requested for a meeting with the student, teacher and/or Principal to discuss what is best for your child.

For severe discipline problems the school *Code of Conduct* will be followed as per the Catholic Independent School guidelines. When immediate consequences are required due to severe discipline problems, such as violent behavior, blatant disrespect, foul language, vandalism to school property, etc., the school may send a student home, suspend or consider expelling a student without going



through the step-by-step process. In suspension situations parents are required when called to pick up their child immediately. If parent is unavailable to pick up child, extended suspension from school may occur. Discretion is left to Principal.

### **POSITIVE CONSEQUENCES FOR APPROPRIATE BEHAVIOR**

**Natural Consequences** - A vibrant learning community atmosphere for all.

Participation in all sporting, field trips, community and art events.

Excellence in achievement.

In-school recognition for individuals living the ROAR values school-wide and in individual classes.

### **COMPUTER USE EXPECTATIONS**

Sacred Heart School provides technology and Internet access to support students' learning. Please understand that the use of this equipment/access **is a privilege** that may be necessary.



#### **A. Use of Information Technology provided:**

- Technology to be used when given permission by a teacher and/or under supervision.
- Use of technology for tasks as directed by the staff member in charge.
- Students are not to have food or drinks of any kind in proximity while using technology.
- Clean hands and basic rules of safety and care are to be followed when using technology.

#### **B. Printing**

- Students must request permission to print any document.
- Respect for the environment and care for equipment at all times.

#### **C. Use of the Internet**

The sending, creating, storing or displaying of inappropriate email, messages, texts, documents or graphics, by way of the internet or any other social media using technology, is not permitted on school grounds. Violators of this policy will lose technology privileges, and will suffer consequences depending on with the severity of their behavior. Discretion left to Computer Teacher/Classroom Teacher and or Principal.

**FIELD TRIPS** Sacred Heart School believes strongly in experiential learning. Field trips are a common privilege at our school. Students participating in field trip activities are to behave according to the Sacred Heart School Discipline Policy and Code of Conduct when community learning is taking place. Field trips are curriculum based experiential learning opportunities for students. If you choose **NOT** to allow your child to participate in these important educational opportunities, parents are responsible for the care of their child(ren) for the day. Breaking the school code of conduct will result in missing these privilege events within the school year and parents are responsible for the care of their child when missing a field trip.

### **IMAGE PERMISSION/RELEASE**

Occasionally, we may take photographs and/or video of our students participating in school activities on and off school grounds. In an effort to share and promote the wonderful activities of our school, we may use these images in printed material that we produce, on project display boards



at our school as well as on our website. Photographs may also appear in various public media sources, (newspaper, television, radio), within our community.

This information represents **a summary of the Sacred Heart School Code of Conduct**. A full description of our plan including an outline of the consequences for breaches of conduct are included in the Parent Handbook which is available at the school office or on-line at <http://shspg.com>. Please know that it is your responsibility to read our code of conduct with your child(ren).



I have read and understand the *Code of Conduct/Discipline* and *Internet Use* policies as outlined in the Sacred Heart School Parent/Guardian Handbook. I grant permission for my son/daughter to access the Internet. I understand that access is designed for educational purposes only and my son/daughter will be held accountable for any violations.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

**Student Attestation**

I have **read and discussed** the Sacred Heart School *Code of Conduct/Discipline* and Internet agreement with my parents. I agree to follow the rules contained in these documents. I understand that if I violate the rules, I will lose my Internet privileges/ or school privileges for the remainder of the school year and may face other disciplinary measures at the discretion of the Principal.

Student Signature----- Grade-----



I **give** consent for my child's photograph, name, and schoolwork to be used in the public media, including: newspaper, television, radio, and Internet.

Child's Name (please print): \_\_\_\_\_

Parent/Guardian Signature\_\_\_\_\_ Date\_\_\_\_\_



I understand that **if** my child's behavior directly breaches Sacred Heart School *Code of Conduct/Discipline* and suspension from school or field trip needs to happen for the safety of others in the school community, I will pick up my child promptly. I also understand suspension and or possible expulsion is at principal's discretion.

Child's Name (please print): \_\_\_\_\_

Parent/Guardian Signature\_\_\_\_\_ Date\_\_\_\_\_