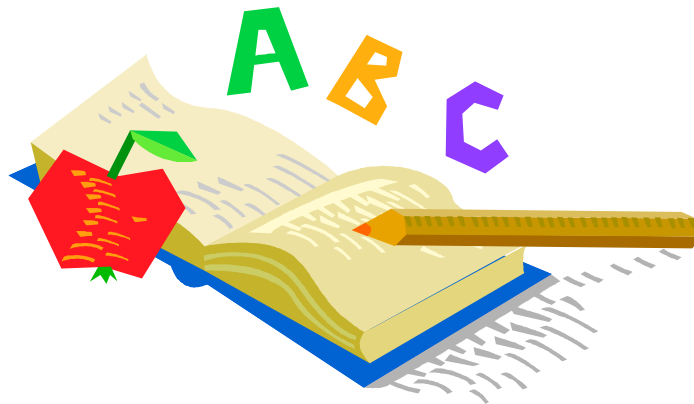




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Prince George BC V2L 3V5
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Web-site: www.shspg.com



PARENT/GUARDIAN/STUDENT HANDBOOK

SACRED HEART SCHOOL
PARENT/GUARDIAN/STUDENT HANDBOOK

Sacred Heart School

785 Patricia Boulevard, Prince George BC V2L 3V5

Telephone/Fax: 250-563-5201

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Web-Site: www.shspg.com

This handbook contains basic information about our school. Please do not hesitate to contact us if you have questions about any aspect of school life. School and home must work together to ensure consistency and comfort in your child's life. With our combined efforts, your child/ren will experience school as joyful and rewarding.

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PRINCIPAL'S GREETING

Dear parents, guardians and caregivers,

Welcome to our Sacred Heart School Handbook.

In it you will find the guidelines that govern the day to day running of our school. We at Sacred Heart know the importance of instilling and enhancing the partnership between home, school and parish for your child's optimum educational experience. Always knowing our Catholic faith guides and weaves through the teachings in the classroom we stand firmly embraced by our traditions of faith.

VALUE STATEMENT

At Sacred Heart School, we value **faith**.
Our Catholic Faith is the foundation of all we do.

At Sacred Heart School, we value **professionalism**.
Staff is courteous, competent and committed to
their vocation.

At Sacred Heart School, we value **risk-taking**.
We step out of our comfort zone to meet our
mission, vision, values and goals.

At Sacred Heart School, we value our **gifts**.
We welcome the uniqueness and diversity of all people.

At Sacred Heart School, we value **respect**.
We value respect of self, others, property and
differences.

At Sacred Heart School we value a **safe and caring environment**.
We are a family.

Please take the time to look through this handbook to become familiar with the school life at Sacred Heart School.

If you have any questions, please do not hesitate to contact us at the school office.

Welcome to Our School Family.

Ms. Rebecca Gilbert

SCHOOL COUNCIL MESSAGE

Sacred Heart School is the sum of all its parts...students and teachers, parents and staff, clergy and parishioners. But there are two areas where parental involvement is crucial.

We are guided by the policies set by the Catholic Independent Schools of the Diocese of Prince George. Our School Council is responsible for implementing these policies, and for any other policy decisions that need to be made at a local level. Examples of decisions made by our School Council include setting tuition rates, participating in the hiring of staff, and determining the school budget. Members of the Council are drawn from dedicated Catholic parents, who work with our Principal and Pastor to achieve a school that is spiritually, academically and financially sound.

The Parent Support Group is a very important function of Sacred Heart School Council. Every parent, grandparent or guardian of a child attending Sacred Heart School is a member of this group. We strongly encourage you to become involved in all PSG projects – from reading with the students to hot lunches and special fundraising events. Our school and our children benefit from all this hard work in ways too numerous to mention.

A big thank you goes out to those of you have volunteered in the past and those who continue to dedicate their time and treasure to our school's success. Many blessings to our children, families, teachers, staff, religious, and parish community who continue to build on the strong tradition here at Sacred Heart School.

Yours in Christ,
Sacred Heart School Council Chair

THE HISTORY OF SACRED HEART SCHOOL

In 1946, Bishop Jordan asked the Sisters of St. Ann to build and staff a boarding school in Prince George. Sacred Heart Parish purchased the lots adjacent to the rectory in 1948, and construction began on a building consisting of four classrooms, an activity room and residential quarters. With the help of the Oblate Brothers, volunteers and professionals, the building was completed and opened in 1949. This is the building currently known as the Primary Building, which includes classrooms, school office, library, computer lab and assembly room. In 1957, the school expanded adding five more classrooms and the auditorium.

The Sisters of St. Ann administered and taught in the school until 1968. After their departure, Sacred Heart School was very fortunate to secure the services of the Presentation Brothers. They, in turn, dedicated their time and energy to the school until 1997.

Lay teachers have always been a tremendous source of enthusiasm and expertise at Sacred Heart School. We benefited greatly from the Frontier Apostolate movement, begun under the leadership of Bishop Fergus O'Grady. From 1956 to 1993, lay volunteers were recruited from around the world to provide a variety of services in the Diocese of Prince George, including teaching staff.

Since 1997, Sacred Heart School has been staffed by dedicated, professional lay teachers and administrators. As a team, they bring joy and respect into our classrooms, while making sacrifices both financially and personally to provide our children with a healthy achievement, and faith-oriented environment to learn.

ADMISSION POLICY

Priority is given to children of Catholic families who participate in the faith life of a Prince George Parish. We welcome children of other faiths and beliefs, provided their families are willing to allow them to participate in our religious activities. The final decision to admit a child lies with the Principal and is conditional upon an interview with the parents/guardians and the student.

The decision is also based upon the receipt of the student (s) records from previous schools and an expressed intent to support our Catholic school philosophy.

SCHOOL OPERATING HOURS

- School Opens - 8:15 am
- Morning Recess - 10:00 am – 10:15 am
- Lunch - 11:30 am – 12:10 pm

(Outdoors from 11:30 am to 11:55 am)

- Dismissal - 2:15 pm

(Buses depart at 2:20 pm)

Note: No supervision after 2:30 pm. All walking students must leave the school grounds/or picked up by the noted time.

RELIGIOUS EDUCATION

Every student attending Sacred Heart School participates in the Religion Program. This usually consists of 20-30 minutes per day of formal instruction in their class program. The Catholic Christian values created by the program, permeates the whole school. We strive to let students put these values into practice throughout the day, from showing respect in the playground to saying "Thank you". No student is exempt from this program of religious instruction.

CURRICULUM

Sacred Heart School is a Group I Independent School. Sacred Heart School follows all the BC Ministry guidelines which pertain to the Independent Schools Act. We teach the BC curriculum, as mandated by the Ministry of Education. Every six years we have a Ministry evaluation, which reviews every aspect of the school and makes recommendations for improvement to our school. In addition to the regular curriculum we offer religious education and daily extensive extra curricular activities such as volleyball, basketball, cross-country running, music, library and many others. All classes have field trips designed to support and enrich existing programs.

FIELD TRIPS

Field trips are an integral part of the education programs at Sacred Heart School. They provide children with unique experiences within the context of the curriculum being taught. Together, children discover new insights into a learning situation with their classmates. Specific information will be sent home concerning each field trip. The permission letter will indicate the curriculum, location, transportation, supervision, cost, date and time of the field trip. District policy requires that written permission by the legal parent/guardian must be obtained before students are permitted to leave the school. Permission should be granted on the official field trip permission slip. By using the correct form we can ensure that parents/guardians have received pertinent information concerning the trip. Declaration of medical conditions, emergency numbers and contact name must be provided for each field trip. Transportation for all field trips will be by school bus or walking if local to the school, unless special arrangements have been made through the office.

Transportation by students in private vehicles other than legal parent/guardian cannot be permitted unless the following documentation is in place in the school office: Police Record Check from the R.C.M.P. within the last 3 years, a copy of current driver's license, a current driver's abstract obtained at the Service BC Centre, a copy of the current insurance policy coverage, as well as a completed Volunteer Driver Application Form. Students who do not attend field trips due to parent/guardian or school request will be supervised at the school, or should their parents/guardians prefer they might remain at home.

INTERNET

Parent/Guardian permission must be granted for your child/ren to access the Internet. Having access to the Internet allows your child/ren the opportunity to reach out to many other people to share information, learn concepts, and research subjects.

The computers in our school lab and classrooms have been purchased for the purpose of meeting the Learning Technology outcomes in the IRP. All students are invited through instruction to learn to use the computers safely and effectively. Having Internet access for our students allows us to take advantage of the many sites developed around the world to enhance student education.

Within these education opportunities lies student responsibility. Each year, the students are instructed by their teachers the importance of following school rules concerning the computers. Students may have their privileges removed or suspended based upon the discretion of their teacher.

All students using the Internet must have a signed Internet Use Agreement Form on file in the school office. Students, Parents/Guardians of all children in Grades 4 -7 are required to sign a Student Internet Use Agreement.

REPORT CARDS AND STUDENT PROGRESS

Communication between the home and school is very important in developing an excellent education program for your child. Although parents/guardians are encouraged to call their child's teacher when they have questions/concerns, the school provides for formal communications between the parent/guardian, teacher and child. The first formal communication is held in the form of a parent/guardian meeting.

REPORT CARDS & STUDENT PROGRESS – Continued:

This meeting, held early in the school year, called "Meet the Teacher Night" is for the purpose of explaining class goals, procedures, and expectations for your child/ren. Report cards are issued three (3) times during the school year - November, March and June. Parent/Teacher/Student meetings (Demonstration of Learning) are held following the November report cards. During the March report card period, parents/guardians and/or teacher can request a formal interview if necessary, at the convenience of both parties. All parents/guardians are encouraged to celebrate the success of their child.

However, should you or your child experience difficulties at school that are causing you concerns, please consider the following problem solving steps:

- Email the teacher with your concern or
- Phone the school office and leave a message for the teacher
- The teacher will phone or email you back to arrange an interview time
- The Principal can be contacted after this meeting, if either party wishes

COMMUNICATION (MEETING WITH TEACHERS)

Effective communication at Sacred Heart School reflects the importance of the partnership between the home and the school in the education of children.

It is the goal of Sacred Heart School to develop and maintain clear, regular, timely and pertinent communication between the school and the home through a variety of means. These various means of communication will be tailored to meet the needs and time constraints of those involved.

The communication will respect the confidentiality of the nature of some school business and will not disclose confidential information belonging to the school, teachers, students or families that is consistent with the P.I.P.A. (Personal Information Protection Act)

Communication between the school and home will reflect a mutual effort to:

1. Enrich the learning environment
2. Promote the partnership between home and school
3. Contribute to informed decision making

Effective communication will often limit or solve conflicts and problems that occur in the classroom, on the playground and in the school.

APPENDIX "A"

Parent or Guardian Complaints against Personnel

Guidelines:

- Step 1** - A parent/guardian having a complaint about a teacher or other personnel should contact the person in question as the first step to resolution. If the complaint cannot be resolved satisfactorily proceed to Step 2.
- Step 2** - The parent/guardian should contact the Principal. The Principal shall refer to the process outlined in Policy #470 and Regulation #470, to provide a fair hearing for all concerned.
- Step 3** - If the parent/guardian is not satisfied with the resolution of the complaint after contacting the Principal, the parent/guardian can request the matter to be dealt with by C.I.S. (Catholic Independent Schools). The parent/guardian shall address the complaint, in writing, to the Superintendent of Schools. Individual members of the School Council shall not entertain complaints.
- Step 4** - If the parent/guardian does not receive satisfaction from the CIS Office (Superintendent of Schools), an appeal, in writing, can be made to The Board of Directors, through the Superintendent of Schools.
- Step 5** - The Board of Directors will arrange for an investigation of the appeal.

Please appreciate that as professionals, all teachers must adhere to a Professional Code of Ethics and cannot discuss teachers, students, and issues that do not relate directly to their teaching assignment.

TUITION

Sacred Heart School is funded up to 50% of the operating costs by the BC Government. There is NO funding for capital improvements. We therefore, charge tuition for students attending this school. This is crucial to the School, as we can only improve on what we have through the collection of tuition monies. Tuition fees are paid at the beginning of each month unless other arrangements are made with finance council.

Tuition Rates as Follows:

\$225.00 per month (one child)	\$300.00 per month (two or more children)
-----------------------------------	--

- Ten (10) post dated cheques (beginning of each month)
- One (1) yearly payment (beginning of the school year)
- Monthly payments by cheque or cash (beginning of each month)

BUSING (Diversified Transportation Ltd.)

Diversified Transportation Ltd., provides bus transportation for the three (3) Catholic Schools in Prince George. Buses operate in many areas of the city. Bus routes are revised and set each year in May. There are designated stops on each of the routes. If for some reason you need to move during the course of the school year, we ask that you please check to ensure the busing system services that area of the city. Students must be registered to ride the bus, unless they are a courtesy rider. Courtesy riders must have a signed note from their parent/guardian and a permission form will be filled out at the school office and given to the bus driver. To be bused to school is a privilege and students are to adhere to a code of behavior and conduct. The bus driver is a trained professional, the authority on the bus and needs to ensure the safety of all children traveling on the bus. Students are to respect and follow the directions of the driver at all times. All busing students will receive a copy of the Transportation Information/Code of Conduct for Bus Students. Twice a year students are taken through an emergency procedures session delivered by Diversified personnel. Please contact Diversified Transportation Ltd., if you have any questions/concerns regarding busing at the following:

Diversified Transportation Ltd.
391 North Nechako Road
Prince George BC V2K 4K8
Telephone: 250-563-5431
Fax: 250-563-5758

CODE OF CONDUCT FOR BUS STUDENTS

C.I.S. is committed to school transportation that respects three core values:

SAFETY, RESPECT, and RESPONSIBILITY.

1. Students must:

- follow the bus driver's directions the FIRST time they are given
- keep their hands, feet and objects to themselves
- stay in their seats unless directed to do otherwise
- talk quietly, using only appropriate language
- be at the bus stop five minutes before scheduled leave time
- not bully or intimidate others

2. *Non-registered students* **MUST** provide a note from their parent/guardian, in order to ride on a school bus on a once only basis (i.e., birthday party, etc.) Students without a signed permission form issued from the school office will be denied a ride.

3. *Registered busing students* wanting to disembark at a stop other than their designated stop **MUST** provide a note from their parent/guardian.

CODE OF CONDUCT FOR BUS STUDENTS – Continued:

Students must have a form “Courtesy” Rider Permission Slip obtained from the school office signed by the Principal, or, Teacher-In-Charge/Secretary, reflecting a non-registered one-time rider or change to a registered rider’s pick-up/drop-of location to be given to the bus driver.

Students who do not follow the Bus Conduct expectations will be subject to disciplinary consequences, which include the following:

- a. an oral warning
- b. a written warning
- c. bus suspension for two school days
- d. bus suspension for five school days
- e. undetermined bus suspension

WINTER WEATHER REGULATIONS (Policy #335)

1. Schools shall not be closed because of cold or inclement weather.
2. On days when student attendance is reduced substantially because of cold or inclement weather conditions or because travel is considered treacherous, regular scheduled instruction may be modified for those students who attend school. The administrative procedures of this policy provide assistance to the principal and teachers in determining the educational program that will be offered.
3. School bus service in Prince George will not be cancelled because of cold weather.
4. Individual bus runs may be cancelled for the day (morning and afternoon runs) because of dangerous road conditions. Cancellations will be announced on local radio as soon as possible after the decision to cancel a run is made.
5. The decision to keep a student home because of winter weather conditions shall be made by the parent/guardian and will be recorded as an absence for the day.
6. Students shall not be expected to wait for a school bus for more than fifteen minutes past the scheduled pickup time. If the bus has not arrived by that time, students should return to their homes or to another prearranged place of shelter.

ILLNESS

Parents/Guardians are requested to advise the school if their child/ren is ill or has had a trauma, which might affect his/her performance at school. Normally, children who are too ill to go outside for recess are too ill to be at school. This is particularly true in the case of severe colds and flu. A sick child is unable to function well at school and would probably recuperate faster at home.

All students will be sent outside at recess times unless provided with a dated note and an appropriate reason. We believe the 10-15 minutes of fresh air received at recess is very healthy for our students.

MEDICAL ALERT

If your child/ren has a medical condition that may require emergency treatment (i.e. severe allergy, asthma), it is the parent/guardian responsibility to provide the appropriate medical information to the school office.

MEDICATIONS

Children may not keep medication of any kind (prescription and non-prescription) on their person, or in their desks or backpacks. If they require medication, please bring it to the office and inform us with written directions for its use.

Our school policy indicates that if your child/ren must take medication prescribed by a practitioner we must have written authorization from the parent/guardian on file. As well, medication must be clearly identified with the name of the medication, your child's name, dosage, and your family doctor's name. We thank you for your cooperation.

ACCIDENTS AND INJURIES

Every effort is made to protect the children while they are at school. However, if and when accidents occur, the supervising teacher will take action. If the injury is deemed serious, we will contact the injured child's parents/guardians and decide upon further action. The supervising teacher or First Aid designate will fill out an incident report.

SCHOOL SAFETY

When collecting students at the end of the day parents/guardians should wait in the assembly area of the Primary Building, or, near the trophy case on the main level.

PLAYGROUND SAFETY

Students are not allowed to ride their bicycles, roller blades or skateboards in the school yard.

SECURITY

At Sacred Heart School every reasonable precaution is taken to ensure the security of the students and staff.

- All entrances are locked throughout the day. Parents/Guardians/Visitors will need to ring the doorbell for assistance and entry to the building
- All visitors are required to report to the office before proceeding to any other area in the school.
- Students will be greeted by a teacher at their assigned doors at all entry times.

CARE FOR THE LEARNING ENVIRONMENT

We, at Sacred Heart School take pride in our buildings, furnishings and playgrounds. Please assist us in fostering in our students a sense of respect and responsibility for maintaining our high standards. Students are asked to remove footwear upon entering the school through the boot entrance when their shoes are wet, snowy or muddy.

Also, garbage is expected to be put in the trash bins. As a school, we recycle paper, cans, bottles and in some cases compost.

Students are expected to be conscientious about recycling at our school.

PERSONAL PROPERTY

The safekeeping of personal property rests with the students. Therefore, we discourage students from bringing walkmans, radios, electronic games, tapes, CDs, cell phones, I-Pods and any other valuable to school. If for any reason students bring their technology devices to school they must be handed into the office for its safe keeping.

We request that lunch kits, footwear and all outer clothing items be identified with the child's name (laundry marker, indelible felt pen). We encourage children to look in the **LOST & FOUND** if they have misplaced their belongings.

DRESS CODE

Sacred Heart School DRESS CODE

Students from **Kindergarten through Grade 7** are expected to follow the SHS dress code

Dress Code for BOYS

- Plain white or navy blue collared shirt (golf shirts are acceptable) T-shirts are not an acceptable shirt for the uniform policy.
- Navy blue school crested sweatshirt (available to order from UP THE CREEK garment company)
- Navy blue pants
- Navy Dress shorts
- Non-marking running shoes for indoors and gym: lace up runners if your child can tie laces/or Velcro please. These shoes stay at school so please write your child's name in shoes and belongings for identification purposes.

Dress code for GIRLS

- Plain white or navy blue collared shirt (golf shirts are acceptable) T-shirts are not an acceptable shirt for the uniform policy.
- Navy blue skirts, skirts, or jumpers
- Navy blue pants
- Navy Dress shorts
- Navy blue school crested sweatshirt (available to order from UP THE CREEK garment company)
- Non-marking running shoes for indoors and gym: lace up runners if your child can tie laces/or Velcro please. These shoes stay at school so please write your child's name in shoes and belongings for identification purposes.

Please Note: Open toed shoes are not to be worn at school at any time for the safety of your child. Make up, hats and costume jewelry are not part of dress code. Students will be asked to remove these items if worn inside the school building.

If the school dress code cannot be worn for whatever reason, we ask that a parent or guardian contact the Principal by telephone or letter to discuss the situation. Disregard for the school dress code will warrant you as a parent/guardian being called and your child will sent home.

Up the Creek Garment Company has our school logo. You are welcome to have the logo imprinted on Dress Code items. School sweatshirts can be ordered directly from Up the Creek.

Up the Creek is located at 3661 Opie Crescent.

Samples are available at Up the Creek to ensure sizing is correct.

WHY WEAR A UNIFORM?

Uniforms are an important part of our school tradition and there are many good reasons for continuing this tradition:

Uniforms enhance the identity of the school.

Uniforms create the foundation for a strong sense of community.

Uniforms teach valuable lessons in order and discipline.

Uniforms help students focus on learning and academic priorities rather than fashion trends.

Uniforms save parents an average of \$180.00 per year over non-uniform fashion brands. (Information source – RJ McCarthy)

PHYSICAL EDUCATION DRESS CODE

Students in the intermediate grades will be expected to participate in class and to wear the appropriate clothing (t-shirt (no logo's or sayings), gym shorts or gym pants and proper running shoes). Proper attire is mandatory.

ABSENCES

Please telephone the school before 8:45 am. if your child is ill or will be absent from school. The office is staffed from 7:45 am to 3:15 pm each day. The secretary's call home is a safety check only, and does not take the place of a note. We expect your child to bring a note to explain any absence from school. These notes must specify the reason for the absence whether it is due to illness, trip, etc. **These notes are crucial for our auditor to determine funding.**

DISCIPLINE

In order to guarantee each student in the school the excellent learning atmosphere they deserve, we use the following plan. We believe each student can behave appropriately in school. We will not tolerate a student stopping a teacher from teaching, or a student from learning, nor any behavior that violates the best interest of any individual in the school community.

Good Manners

The display of good manners is expected from every Sacred Heart student. "Please/Thank you/Excuse Me", and "Sorry" should be commonplace in classrooms, corridors and on the playground. Respect for self, peers and staff is the basis of our school.

General Expectations

1. Respect all persons and address them politely. No objectionable language or gestures, no hurtful/insulting remarks
2. Follow directions of teachers, supervisors, aides, substitutes, parent helpers and other staff
3. Be on time for school and remain on school grounds
4. No fighting, play fighting or use of sharp or dangerous objects
5. Walk quietly on *stairs and in corridors*
6. No chewing gum in school buildings or playground

Classroom Rules

Each teacher will have their own set of classroom rules/guidelines and consequences.

DISCIPLINE – Continued:

Consequences for Breaking Rules

When a student is sent to the Principal for disciplinary purposes the following will occur:

First Visit:

Name and reasons recorded. A plan for correcting this misbehavior will be discussed and decided upon between Principal and the student. Consequences that may be given include detentions, withdrawing of privileges and think paper essay. Parents/Guardians may be, but not always, contacted at this time.

Second Visit:

If the problem is recurring, then parents/guardians will be contacted and asked to have a meeting with the Principal and/or teacher.

For severe discipline problems the school Code of Conduct will be followed as per the Catholic Independent School guidelines. When immediate consequences are needed, due to severe discipline problems, such as violent behavior, blatant disrespect, foul language, vandalism, etc., the school can suspend or consider expelling a student without going through the step-by-step process.

POSITIVE CONSEQUENCES FOR APPROPRIATE BEHAVIOR

- Natural Consequences - A happy, peaceful learning atmosphere for all. Excellence in achievement.
- In school recognition for classes and individuals.

We hope that you will support these guidelines and protocols. If we work together, we will make a difference.

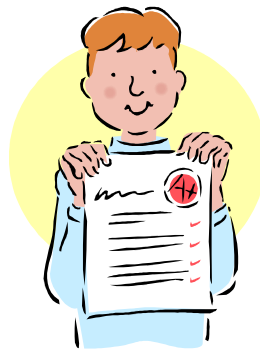
PERSONAL INFORMATION AND PRIVACY POLICY (Policy #121)

This new policy of information regarding employees, volunteers, parents/guardians and students took effect January 01st 2004.

C.I.S. (Catholic Independent Schools), has implemented a policy that meets the standards set by the British Columbia Personal Information and Protection Act and models policies set by F.I.S.A., (Federation of Independent Schools Association).

STUDENT CODE OF CONDUCT

KINDERGARTEN
TO
GRADE SEVEN (7)



SACRED HEART SCHOOL

Sacred Heart School – Student Code of Conduct Policy

Introduction:

Schools today should reflect the realities of life outside the school. Some of those realities include the increasing pace of change, responsibilities for one's actions, cooperation with others and abiding by the community's standards and principles.

In response to what we at Sacred Heart School believe to be as a need in our school community, the following Student Code of Conduct Policy has been developed. We, at Sacred Heart School intend to review our Student Code of Conduct Policy on a yearly basis so that we may ensure that the policy is fair and is in keeping with changes occurring in our school community. Although many parents/guardians will view this Student Code of Conduct Policy differently, we hope that by having a consistent and fair approach to student discipline in our school, students, staff and parents/guardians alike will have a clear understanding of their responsibilities. Through the understanding of these responsibilities we hope to enhance communication and the caring environment in our school community.

We ask you then to read our Student Code of Conduct Policy and to discuss it with your child/ren. It is very important that parents/guardians and children have a clear understanding of the Policy.

OUR MISSION STATEMENT

To honour the Inherent Goodness of each Student as a Child of God and to cultivate their physical, artistic, academic, emotional, moral and Spiritual growth.

RESPECT

Expected Behavior

You are expected to show respect and consideration for others, including fellow students, parents, staff, visitors, and community members. This respect includes feelings, personal space, your bodies, your belongings, and your work. Behavior such as fighting, pushing, spitting, disrespectful language, swearing, or insults, chronic teasing, stealing, vandalism, and rough "horse-play" are not acceptable behavior. All movement in the halls needs to be silent and respectful of other classes. Respect in the hallways, means not disturbing other classes or students.

Reason for Expected Behavior

Because we are created by God, we are all worthy of respect. Treating one another with respect allows us to feel comfortable and welcome. It is morally the right thing to do. It helps keep order in the school, promotes healthy self images and allows you to reach your full potential while learning a life long skill. All movement in the halls needs to be silent and respectful of other classes.

RESPECT – Continued:

Consequences for Misbehavior

The consequences for not showing respect will be appropriate to the situation and child/children involved. The number one option is always to right the wrong. This may involve one or more of the following: Ask for forgiveness, apologize, writing an account of the situation, time out, a phone call home, a meeting with the child, the parents/guardians, and the teacher, or suspension. Students may be required to do work with other students or staff.

Tools

- ❖ Think Sheet/Detention/Loss of Privilege
- ❖ Discussion with Parent/Guardian
- ❖ Continued Misbehavior – Suspension

SAFETY

Expected Behavior

You must not put yourself, other students, staff, or members of the community at risk. Any weapon or item that is deemed to be a weapon is strictly prohibited. For students' safety, walk in hallways and walk bikes in playground. Skateboards or rollerblades are not permitted on the playground during school. Students are expected to obey safety rules.

Lunch behavior is controlled and appropriate. Students are not to leave the school grounds during the day without a permission note from the parents/guardians. On normal weather days, students must remain outside until the bell rings. On inclement days, students may enter and wait in the Main Building (Primary Assembly Area), until the classroom teacher gets them for the start of the day.

Reason for Expected Behavior

The school is a safe and welcoming place for students, staff, and the community. No individual has the right to jeopardize another's safety. Students should be in areas where supervision is established.

Consequences for Misbehavior

Possession of a weapon may result in an immediate suspension. Other forms of misbehavior may be brought to the parent/guardian attention, be a cause for suspension, or brought forward to School Council.

Tools

- ❖ Think Sheet/Detention/Loss of Privilege
- ❖ Discussion with Parent/Guardian
- ❖ Continued Misbehavior - Suspension

LANGUAGE

Expected Behavior

Your language will show respect for staff, students and other community members. Name calling, swearing, crude, rude and obscene language spoken, written, implied or gestured are all unacceptable.

Reason for Expected Behavior

Using appropriate language is a valuable citizenship and life skill that contributes to a positive atmosphere and promotes self-esteem and respect. When language is offensive to others; hurt feelings may lead to further conflict.

Consequences for Misbehavior

If you use inappropriate language you will be given an immediate time out, be required to write an account of the incident, and apologize sincerely; in the case of persistent misbehavior, you will be suspended.

Tools

- ❖ Think Sheet/Detention/Loss of Privilege
- ❖ Discussion with Parent/Guardian
- ❖ Suspension

ATTENDANCE

Expected Behavior

You are expected to be at school unless you are ill or have an appointment. You are also expected to be on time, ready and able to work. You need to be rested, healthy, clean and well nourished.

A phone call to the school by a parent or guardian should be made to report an absence. A note explaining the reason for the absence must be sent with the student to school for audit purposes

Reason For Expected Behavior

Regular, prompt attendance is essential to achieving your maximum potential. Being on time is a form of courtesy. If you are late, you disrupt your class when you enter, and miss out on important topics being covered in class. Punctuality is a learned skill, essential for making good use of your time at home and at school. Student attendance is a legal obligation of parents/guardians.

Consequences of Misbehavior

If habitual lateness and absenteeism appear to be a problem, they will be investigated as required by law. Parents/guardians will be informed and you will be required to make up work or time you missed.

Students arriving late will be required to obtain a late slip from the office and wait until an appropriate moment (as determined by the classroom teacher) before entering class. Parents/Guardians will be called for any unreported absence from the school.

ACADEMIC SUCCESS

Expected Behavior

To ensure success in your school year, you must be prepared to learn, challenge yourself to do the best you can, remain focused on the tasks assigned to you, and complete all class and homework assignments on time, at an acceptable level, and to the best of your ability.

Reason for Expected Behavior

Effort and determination are the keys to success and are desirable life skills. Choosing to exhibit these behaviors helps keep order in the classroom and allows for continuous learning and assists you in achieving your potential for growth in academics and personal characteristics.

Consequences for Misbehavior

If your effort in schoolwork is unacceptable, you will have to complete the work. If work is incomplete, you may lose marks in the subject. Parents/Guardians will be informed of multiple occurrences of this behavior. They may also be involved through phone contact or conferences.

Tools

- ❖ Discussion with teacher
- ❖ Discussion with parents/guardians
- ❖ Daily communication
- ❖ Agendas
- ❖ Telephone Contact
- ❖ Personal Note
- ❖ Recess and noon work sessions
- ❖ Homework form

TRANSPORTATION

Expected Behavior

Reason for Expected Behavior

Riding the bus is a privilege and may be revoked if inappropriate behavior is displayed.

Safety is of utmost importance while riding the bus due to the number of students riding the bus and the serious nature of transportation.

TRANSPORTATION – Continued:

Student conduct in public areas reflects not only on themselves but on all members of the school community. A detailed bus procedure and policy is distributed to all children transported by school bus.

Consequences for Misbehavior

Failure to ride the bus safely may result in bus suspension. Tardiness will result in missing the bus, with parents/guardians having to arrange alternate transportation. Ultimately, it is the parent/guardian responsibility to ensure transportation.

Tools

- ❖ Discussion with the driver, principal, parent/guardian
- ❖ Bus driver reports to home
- ❖ Think Sheet
- ❖ Phone Contact

HONESTY

Expected Behavior

You are expected to be honest in your relations with students, staff, and other members of the school community. You are also expected to take ownership for your actions. You are expected to produce work that is original. Lying, stealing, cheating, or copying another persons work is not acceptable behavior.

Reason for Expected Behavior

Honesty is a required personal characteristic that will benefit you and your relations with others.

Consequences for Misbehavior

In the case of stealing, retribution will be made at your expense. Cheating on a project/assignment may require that the work be redone, marks reduced, or both. Cheating on a test will result in marks being reduced accordingly. Parents/guardians may be involved in cases of stealing, cheating and lying.

Tools

- ❖ Think Sheet
- ❖ Discussion with Parent/Guardian

CARE OF PROPERTY

Expected Behavior

You are expected to respect all school property, property of others, and your personal property. Students are expected to keep their personal space, internal and external areas of the school clean and safe. Students are expected to clean up after themselves. Vandalism is unacceptable.

Reason for Expected Behavior

By taking care of property, you show pride and help to maintain attractive, useful surroundings. An orderly, safe environment is necessary to successful learning.

Consequences for Misbehavior

If you damage or destroy property, deface or mess property (i.e., school desks), you are expected to pay for repair or replacement costs and/or restore the property. Privileges of using certain property may be suspended for a period of time. An apology may be necessary. Intentional damage is a crime and will be dealt with by the proper authorities.

Tools

- ❖ Discussion with Parent/Guardian

EXTRA CURRICULAR ACTIVITIES

Expected Behavior

All extra curricular activities and field trips are considered a privilege earned by students due for their efforts.

Reasons for Expected Behavior

Academic efforts, good behavior and consistent completion of homework and general co-operation and respect for the school rules and regulations outlined in the Student Code of Conduct Policy are prerequisites to participation in extra curricular activities.

Consequences for Misbehavior

Students who fail to fulfill their responsibility as a student may have part or all of their extra curricular privileges removed.

Tools

- ❖ Think Sheet
- ❖ Discussion with Parent/Guardian

DRESS CODE

Expected Behavior

Students should be dressed appropriately for learning. Sacred Heart School has a Dress Code Policy (See Page 12). It is expected that students follow the guidelines for this policy and the parents/guardians support the school ensuring that the policy on dress code is enforced.

Students must have inside shoes and are asked to remove soiled or wet footwear on entrance mats. The inside shoes should have non-marking soles.

Shorts are accepted if decent (covering half of thigh area).

Reason for Expected Behavior

Students should be dressed appropriately for learning.

Consequences for Misbehavior

- Parents/Guardian will be phoned
- Child will be asked to change into appropriate clothing
- Child may be sent home

Tools

- ❖ Discussion with Parent/Guardian
- ❖ Letter to Parent/Guardian

HOMEWORK POLICY

Homework is part of the curriculum at Sacred Heart. It is expected that students will be assigned homework in Primary and Intermediate grades. Homework should be assigned at the discretion of the teacher. The following are suggested time allotments:

Kindergarten	- Average Time Homework	- 10-15 minutes
Grade One (1)	- Average Time Homework	- 15 minutes
Grade Two (2)	- Average Time Homework	- 20 minutes
Grade Three (3)	- Average Time Homework	- 30 minutes
Grade Four (4)	- Average Time Homework	- 40 minutes
Grade Five (5)	- Average Time Homework	- 45 minutes
Grade Six (6)	- Average Time Homework	- 1 hr. (maximum)
Grade Seven (7)	- Average Time Homework	- 1 hr. (maximum)

HOMEWORK POLICY – Continued:

Homework is considered done when it is handed in. When it is not done by assigned date, students will be given one more evening at home to do it, with a note in the students' planner, or, a phone call to parents/guardians indicating this. The letter or planner must be signed and returned to the teacher as part of completed homework.

For those students who consistently have incomplete homework assignments, parental meetings will be set up and these students will lose field trip and extra curricular privileges. In some cases, this may affect skating, swimming and skiing.

All teachers must ensure contact with home is made regarding recurring homework not completed and keeps a log of dates and times and general notes regarding conversation with parents/guardians.

NOTES:



TWO SCULPTORS

I dreamed I stood in a studio
And watched two sculptors there,
The clay they used was a young child's mind
And they fashioned it with care.
One was a teacher; the tools she used
Were books, music and art.
One, a parent who worked with a guiding hand
And a gentle loving heart.
Day after day the teacher toiled
With touch that was deft and sure,
While the parent labored by her side,
And polished and smoothed it o'er.
And when at last their task was done,
They were proud of what they had wrought;
For the things they had molded into the child
Could neither be sold nor bought.
And each agreed he would have failed
If he had worked alone,
For behind the parent stood the school
And behind the teacher, the home.