



ROAR: Respect, Optimism, Acceptance, Rejoice



PARENT/ STUDENT HANDBOOK

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Introduction

Welcome to the parent/student handbook that contains important information about our Sacred Heart School. It is important information both for parents and students to understand the guidelines and structures in place that form the backbone of enjoying a safe, vibrant, active, learning community. Please feel welcome to contact the school principal should you have questions regarding any educational aspects of school life. Our school, home and parish work together to ensure consistency and ongoing support of our school community. With everyone working together we hope your family will experience our school family as a life-giving, rewarding and enjoyable educational experience.



Catholic Independent Schools Goals

Our Catholic Schools provide a relevant, dynamic and faith filled Education.

1. Faith Formation of Staff and Students
2. Focus on Learning and Innovation
3. Building Catholic Communities

Sacred Heart School Catholic School

VISION

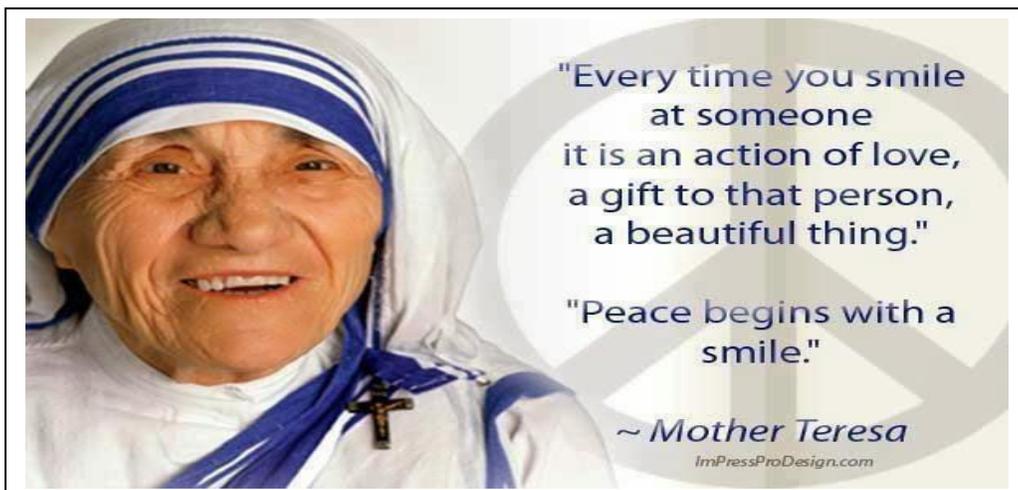
Form Exceptional Leaders using Christ as our Model within the context of our Catholic Faith and Traditions.

MISSION

Honor the Inherent Goodness of each Student as a Child of God,
and to cultivate the Physical, Artistic, Academic, Emotional, Moral and Spiritual growth of
students using our Catholic teachings as our faith model.

GUIDING PRINCIPLES

- Treasure our Catholic Identity, Principles of Faith and Values
- Embrace a Spirit of Respect, Optimism, Acceptance and Respect
- Welcome all People of Diverse Beliefs, Cultures and Backgrounds
- Provide a Safe and Secure Environment
- Nurture the Discovery and Development of Individual Potential
- Celebrate the Gifts and Talents of Everyone
- Ensure Financial Sustainability
- Create and Celebrate our Spirit of Belonging as a School Family



PRINCIPALS WELCOME

Dear Parents, Guardians and Grandparents,

Welcome to the Sacred Heart School handbook. Included within are the principles that guide us through the daily operations of our school. Our learning environment facilitates and promotes respect for self, peers, staff and all humanity. Each child is provided with opportunities that will foster their intellectual, physical, emotional and spiritual development as a member of not only our school community but also within the global community.

We at Sacred Heart School know the importance of fostering a positive partnership between home, school and parish in order to ensure your child's(ren) optimal educational experience, and look forward to a positive and rewarding school year.

VALUE STATEMENT

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

At Sacred Heart School we value **optimism**.
We value the belief we own our attitudes.
We strive to live in the spirit of gratitude and optimism.

At Sacred Heart School, we value **acceptance**.
We value acceptance of others cultures, learning styles and differences in the context of inclusion and belonging.

At Sacred Heart School, we value the gift to **rejoice**.
Our Catholic Faith and Traditions is the foundation of all we do and at the fundamental core we celebrate the talents we are given and rejoice in the gifts of others in our lives.

At Sacred Heart School we celebrate R.O.A.R values as a Sacred Heart Panther Family.

Welcome to Our School Family.

Sacred Heart School Principal

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 that have volunteered in the past and those who continue to dedicate their time, talent and treasure to our school's success. Many blessings to our children, families, teachers, staff, 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.

STUDENT ADMISSION POLICY

Priority is given to children of Catholic families who participate in the faith life of a Prince George Parish if school can meet the needs of the student and family. We do welcome children of other faiths and beliefs with the parent’s understanding that the child(ren) will actively participate in our Catholic religious activities and will learn all subjects through the lens of our Catholic faith traditions.

The final decision to admit a child rests with the Principal and is conditional upon an interview with the parents or legal guardian and the student. Also required from parents are the student(s) records from previous schools and an expressed intent to support our Catholic school philosophy, family commitment to the school and willingness to pay tuition fees as required.

REGISTRATION:

At registration, please provide the following documents (photocopies will be taken):

- Birth Certificate
- Provincial Medical Service Plan card
- Baptismal Certificate
- Proof of Citizenship or legal residence if not born in Canada
- Certificate of First Communion, Confirmation, and Reconciliation
- Previous Report Card, documentation of all support needs your child will need for optimal learning to occur
- Medical needs (allergies, medications your child may be on, etc.)

TUITION FEE:

Tuition fees for the 2018-2019 school year are outlined below. Tuition may be paid in full at the beginning of the school year, online from our website, by cash, debit or credit card or by ten monthly post-dated cheques. Monthly statements will be sent home.

Receipts for income tax purposes will be issued in February/March.

Monthly Tuition Rates

One child	\$260.00
Two or more children	\$380.00

Small increases are decided upon each year by school council members.

SUPPLY FEE:

An annual supply fee of \$75.00 is required for each student in order to cover the cost of consumables provided by the school such as planner, work books, mail/admin/photocopy fee, computer fee, tech fee, arts/recreation fees. A list of school supplies for the day to day supplies students will use in the classroom is available on the school website. These supplies are purchased by the parent/guardian for the beginning of each school year and may at times need to be replenished as the student uses them. Should you have questions please contact the classroom teacher.

DAILY SCHEDULE

- Classes begin 8:15 a.m.
- Morning Recess 10:00 a.m. – 10:15 a.m.
- Lunch 11:30 a.m. – 12:10 p.m. (Outdoors from 11:30 a.m. to 11:55 a.m.)
- Dismissal 2:15 p.m.

Buses depart the designated pick-up/drop-off area at 2:20 p.m.

Note: Supervision starts at 7:50 a.m. and ends at 2:30 p.m. All walking students must have vacated the school grounds or be picked up by an approved parent/guardian/grandparent by 2:30 p.m.

ABSENCES

Please telephone the school before 8:45 a.m. to notify that your child(ren) will be absent from school. The office will be staffed from 7:45 a.m. to 3:15 p.m. each day. Please provide a note when your child returns to school specifying the reason for the absence i.e. illness, appointment, trip, etc. Our call home is a safety check only, and does not take the place of a note. **These notes are crucial for our auditor to determine funding.**

Students are expected to be in class by 8:15 a.m. If your child(ren) arrive late, **they must report to the office for a late slip.** A student is deemed to be late if they enter the school after morning announcements have begun. The school secretary must be informed, prior to pick-up, of a student leaving the school for any reason during school hours.

If you choose to take your child(ren) out of school to accompany you on vacation during the school year, please contact the teacher two or three weeks before departure so that suitable arrangements for work completion may be made.

RELIGIOUS EDUCATION

Every student attending Sacred Heart School participates in the Religion Program. This typically consists of 20-30 minutes per day of informal or formal instruction in their class program. As well, School Mass, assemblies and special liturgical celebrations are conducted each month during a term with classes taking turns preparing liturgies.

The Catholic Christian values permeate throughout the school. We guide our students in putting these values into practice throughout the day by showing kindness and respect to those that we interact with in the school, on the playground, and in the wider community.

CURRICULUM

Sacred Heart School is a Group I Independent School. We follow all Ministry guidelines pertaining to the Independent Schools Act. Classroom instruction follows the BC curriculum, as mandated by the Ministry of Education. Every six years the Ministry conducts an evaluation of the school making recommendations for improvements. This evaluation is to ensure our funding from the Ministry.

In addition to the regular curriculum, we offer Religious Education and a variety of extra-curricular activities such as volleyball, basketball, cross-country running, show choir and drama. All classes participate in field trips designed to support and enrich existing programs and provide experiential learning opportunities that are important to children's growth and development.

BUSING

Diversified Transportation Ltd. provides bus transportation for the three (3) Catholic Schools in Prince George. The service consists of four routes that cover various areas around the city. Maps outlining specific routes, and stops that would be the closest or your child(ren), are available from Diversified.

Students riding on the bus must be registered and are committed to the service for the entire school year. Busing rates for the 2018-2019 school year are: \$90.00 for one child or \$120.00 for a family.

Should it be necessary for your child(ren) to ride a bus other than the one he/she is registered on, a written request must be submitted to the office. A "Courtesy Rider" form will be completed and presented to the bus driver.

To be bused to school is a privilege and students are expected to adhere to a code of conduct while riding on a 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/Code of Conduct for Bus Students" form. Please contact Diversified Transportation Ltd. at 250-563-5431, if you have any questions or concerns.

Behavior of Students: Students must behave in a manner that does not jeopardize their driver, their own safety or the safety of other students. At all times they must follow the directions of the driver. In cases of a child being given a bus suspension, this will include suspension from field trips that require bus transportation during the same time frame.

The Motor Vehicle Act: A student is permitted to bring luggage onto the bus that he/she is able to fit comfortably on their lap. The Motor Vehicle Act is very explicit regarding carrying luggage (i.e. large instrument cases, ski poles, toboggans, sleds, skateboards, skates), onto the bus that would become a safety hazard to others students in the event of an accident.

Please ensure that your child(ren) is waiting at the bus stop on time, preferably five (5) minutes prior to the scheduled time. In the event of a bus delay, students should return home for fifteen (15) minutes after the scheduled time. Parents must make provision for this type of situation.

Sacred Heart School DRESS CODE

Students from **Kindergarten through Grade 7** are expected to follow the S.H.S. 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 dress code.**
- 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 otherwise Velcro please. These shoes stay at school so please write your child's name on shoes and belongings for identification purposes.
- Hair is to be neat and tidy; natural colors only. Dyed hair is not permitted.
- Hats are not to be worn in school buildings.

Dress code for GIRLS

- Plain white or navy blue collared shirt (golf shirts are acceptable) T-shirts are **not** an acceptable shirt for the dress code.
- 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).
- Solid white or navy socks or tights.
- Non-marking running shoes for indoors and gym: lace-up runners if your child can tie laces otherwise Velcro please. These shoes stay at school so please write your child’s name on shoes and belongings for identification purposes.
- Hair is to be neat and tidy; natural colors only. Dyed hair is not permitted.
- Hats are not to be worn in school buildings.

Please Note: Open-toed shoes are **not to be worn at school at any time for the safety** of your child. Make up, perfume and costume jewelry are not part of dress code. Students may 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/guardian contact the Principal by telephone or email to discuss the situation. Disregard for the school dress code may warrant you as a parent/guardian being called and your child will be sent home.

WHY have a Dress Code?

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

- Dress codes enhance the identity of the school.
- Dress codes create the foundation for a strong sense of community.
 - Dress codes teach valuable lessons in order and discipline.
- Dress codes help students focus on learning and academic priorities rather than fashion trends.
 - Dress Codes save parents an average of \$180.00 per year over non-uniform fashion brands.

PHYSICAL EDUCATION DRESS CODE

Students are expected to participate in physical education class. Gym strip, (t-shirt, gym shorts or gym pants, white, non-marking running shoes), in a bag is required which is to be kept at school. At the classroom teacher’s discretion, students will change into gym strip if required.

FIELD TRIPS

Field trips are an integral part of the education program at Sacred Heart School as they provide children with unique experiences within the context of the curriculum being taught. Together, children discover new insights into a learning concept with their classmates.

A permission letter will be sent home including specific information for each field trip. The permission letter will indicate the curriculum area of study, location, transportation, supervision, cost, date and time of the field trip.

CIS policy requires that written permission by the legal parent/guardian must be obtained before students are permitted to leave the school. Permission must be granted by signature on the official field trip permission slip. By using the correct form we are ensuring that parents/guardians have received pertinent information concerning the trip. Declaration of medical conditions, emergency numbers and contact name must be provided also.

Transportation for field trips may be by school bus or walking unless special arrangements have been made through the office. Students may lose privileges of fieldtrip opportunities if their behavior is not up to the schools code of conduct. Principals' decision will be final.

Transportation by students in private vehicles other than a legal parent/guardian is not permitted unless a driver's abstract and insurance documents are on file at the school office and parents have been given permission to transport another child. Students who do not attend all day field trips due to parent/guardian wishes may need to remain at home.

INTERNET

Parent/Guardian permission must be granted in order for your child(ren) to access the Internet while at school. Having access to the Internet allows your child(ren) the opportunity to learn at multiple levels while being safe and monitored.

The computers in our school lab and classrooms have been purchased for the purpose of meeting the Learning Technology outcomes in the Ministry Prescribed Learning Outcomes (PLO) for each grade. All students are required, through instruction, 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 educational opportunities lies student responsibility. Each year, students receive instruction in the importance of following school rules concerning the use of computers. Students who prove that they cannot use the computers in a responsible manner will have their privileges revoked.

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 this form.

Personal Electronics are not permitted at school while on school property. If your child requires personal electronics while being transported to or from school, they must be handed into the school office in the morning and picked up at the end of the day. The school does not take responsibility for misplaced, damaged or stolen items. Please leave all toys, sentimental and or valuable objects at home for the concern of all parties.

REPORT CARDS AND STUDENT PROGRESS

Communication between the home and school is very important in developing a well-rounded education program for your child. Although parents/guardians are encouraged to call their child's teacher at the school when they have questions/concerns, the school also provides for five (5) formal communications between the parent/guardian, teacher and child. The first formal communication is held in the form of a parent/guardian meeting held early in the school year. 1. The "Meet the Teacher Night" is for the purpose of explaining class goals, procedures, and expectations for your child(ren). As well as communicating changes that may have taken place for the success of the school year.

Ongoing communication is encouraged through the student's agenda, e-mail, telephone or personal meetings with the classroom teacher that may be requested either by teacher or parent.

2. 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.

3. During the November report card period, the classroom teacher may request a formal interview with parents at the convenience of both parties.

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

- Phone the school office or email leaving a message for the teacher.
- The teacher will phone back or email to arrange an interview time.
- Meet and come to agreement on methods for moving forward positively.
- If difficulties arise and common ground cannot be found between parent and teacher, the Principal may be contacted to have a three way meeting.

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

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. Ways of communication from school to parents you can expect: Monthly School Newsletter with Calendar of Events for the month. Classroom Newsletter, notices home (if required) regarding field trips, events, fundraising, activities and/or points of information may come from Classroom Teacher and/or Principal.

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.

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.

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 (CIS Manual) 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).
- Step 4** - 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 5** - 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 6** - 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.

WINTER WEATHER REGULATIONS (CIS Policy #335)

1. Schools shall not be closed because of cold or inclement weather; -18° or colder may call for an inside recess.
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. Other CIS schools in the Prince George Diocese will follow the practices of the public school districts in which they reside.

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 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 times 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 in order that any emergency situation may be handled appropriately.

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 to administer the drug.** As well, medication must be clearly identified with the name of the

medication, your child's name, dosage, and your family doctor's name. Thank you for your cooperation in this very serious issue.

ACCIDENTS AND INJURIES

Every effort is made to protect the children while they are at school. However, if an accident occurs, the supervising staff member will take appropriate action. If the injury is deemed serious, the injured child's parent/guardian will be contacted in order to pick up child. The supervising staff member will complete an accident report. Students are not permitted to ride their bicycles, roller blades, skateboards etc. in the schoolyard. Animals are not allowed on school property.

SECURITY, VISITORS AND INTERRUPTIONS

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

1. For the security and safety of everyone, all visitors, including parents, must report to the office before visiting a classroom or using our facility during school hours. Signs to this effect are posed at the main entrance of our school.
2. All building entrances remain locked throughout the day. Parents/guardians/visitors must ring the doorbell for assistance and/or entry to the building.
3. If the visitor is expected, the school secretary will take or direct the individual to the appropriate location.
4. If the visitor is not expected, the individual will be instructed to wait at the school office while the secretary checks with the Principal, classroom teacher or, if necessary, the student's parent/guardian.
5. A teacher will wait at their respective classroom door and greet students at all entry times.
6. In an effort to reduce classroom interruptions, parents are expected to drop off lunches, homework, supplies etc. at the school office. The school secretary or staff member will deliver the items to the student during the next break period.

7. When collecting students at the end of the day parents/guardians are asked to wait in the assembly area of the primary building, near the trophy case on the main level or on the playground.
8. If your child(ren) is to be picked up after school by anyone other than yourself, please notify the office either by phone or in writing. Students that are walking are expected to go directly home after school. Playground must be cleared by 2:30 p.m. All students still not picked up will be brought to the school office.
9. All written material prepared outside of the school with the intention of distribution to other families in the class, with the exception of teacher assignments, must first be authorized by the Principal. In consideration of privacy regulations, we are not able to provide class lists that include personal contact information.

PLEASE NOTE: The Parent Support Group (PSG) organizes and runs several family gatherings and/or movie nights and dances each year. Due to liability issues, the PSG and/or staff members reserve the right to refuse entry to any student that appears to be unsupervised. All PSG events where students are present require parental supervision.

CARE FOR THE LEARNING ENVIRONMENT

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.
- Graffiti on or in school building, or on school furnishings can result in school suspension.
- Garbage is expected to be put in the trash bins.
- As a school, we recycle paper, cans, bottles and in some cases compost.

PERSONAL PROPERTY

Personal property, backpacks are to be kept zipped, neat and tidy at all times. The safekeeping of personal property rests with the students. If an item is brought at the teacher's request, then the

teacher will take responsibility for its safekeeping. Students are not permitted to bring any form of toys, personal objects or electronic media (i.e. Gameboy, iPod, iPhone, iPods etc.) to school. **If personal objects are stolen that is at students responsibility.**

We request that lunch kits, footwear and all outer clothing items be identified with the child's name (indelible ink). Children are encouraged to look in the **LOST & FOUND** if their belongings become misplaced. Lost and Found not picked up at Christmas Break, Spring Break and Summer Break will be donated to St. Vincent de Paul.

DISCIPLINE

In order to guarantee that each student at Sacred Heart School participates in a safe, secure learning environment we adhere to the following plan. We believe each student has the inherent ability to behave appropriately while at school. We will not tolerate any student preventing a teacher from teaching, a student from learning, or any behavior that violates the best interest of any individual in the school community. Students will adhere to classroom rules as well as school rules set out by staff members and or Principal. Learning in a safe environment is our priority.

Good Manners

Respect of self, peers and staff is the basic foundation that we are all entitled to; therefore, the display of good manners is expected from every Sacred Heart student. Please, thank you, excuse me, and sorry are basic principles that should be commonplace in classrooms, corridors and on the playground. Disrespect to one another will not be tolerated and will have consequences from staff members. If disagreements take place, they are to be settled quickly if possible for a peaceful environment to prevail.

General Expectations

1. Respect all persons and address them politely. No objectionable language, gestures, swearing or hurtful, insulting remarks.
2. Follow directions of teachers, supervisors, substitutes, parent helpers and other staff members.
3. Be on time for school and remain on school grounds until dismissed.
4. No fighting, play fighting, hands on activity or use of sharp or dangerous objects.
5. Walk quietly on *stairs and in corridors*.
6. No chewing gum in school buildings or playground.
7. Do not touch, take or steal personal property that does not belong to you.

8. Treat others as you would like them to treat you; kind, courteous and respectful.

Not following general school expectations can result in natural consequences of loss of privileges, detentions, missing of activities and/or school suspensions.

CLASSROOM RULES

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

SERIOUS SCHOOL INFRACTIONS:

If a student brings a weapon, drugs, or seriously harms another student

CONSEQUENCES FOR BREAKING RULES

When a student is sent to the Principal for disciplinary purposes where severe, persistent and defiant behavior is occurring the following procedures will be followed:

First Visit:

Name and reasons recorded. A plan for correcting this misbehavior will be discussed and decided upon between the Principal and student. Consequences that may be given include detentions, withdrawal of privileges and think paper essay. Parents/Guardians may, or may not be contacted at this time (*depending on severity and incident*).

Second Visit:

If the problem is recurring consistently, parents/guardians will be contacted by either Classroom Teacher or Principal and asked to have a meeting with the classroom teacher.

For **severe discipline problems** where the school Code of Conduct has not been followed as per the Catholic Independent School guidelines. When immediate consequences are required due to severe discipline problems, such as violent behavior, blatant disrespect, bringing a weapon, swearing and or foul language, stealing, vandalism, etc, the school may/will suspend or consider expelling a student without going through the step-by-step process (*Principals discretion*).

POSITIVE CONSEQUENCES FOR APPROPRIATE BEHAVIOR

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

We hope that you will support these guidelines and protocols. When working together:
Together Everyone Achieves More.

PERSONAL INFORMATION AND PRIVACY POLICY (Policy #121)

The Personal Information and Privacy Policy of regarding employees, volunteers, parents/guardians and students is in effect.

The Catholic Independent Schools (CIS) 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) in an effort to ensure that all persons rights and freedoms are protected.

This policy is signed off by the parent at the time of initial registration. Copies are available at the school office for parents/guardians upon request.



STUDENT CODE OF CONDUCT

KINDERGARTEN TO GRADE SEVEN (7)



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. The intent is to review this policy on an annual basis in order to ensure that the policy is fair and is in keeping with changes occurring in our school community.

Although many parents/guardians may view the contents of the 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

Honor 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

Students 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. Behaviors 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 must 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-image and allows you to reach your full potential while learning a lifelong skill.

Consequences for Misbehavior

The consequences for not showing respect will be developmentally appropriate to the situation and the child(ren) 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 complete work with other students or staff as well.

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 item that is deemed to be a weapon is strictly prohibited.

For students' safety, walk in hallways and walk bikes in the playground. Skateboards or rollerblades are not permitted on the playground during school hours.

Lunch behavior is controlled and appropriate. Students in primary grades are expected to sit at their own seats while eating lunch and not be moving around the classroom. Students in the intermediate grades may sit with their friends, but once they are seated they should remain at that seat for the balance of the lunch period.

Students are not to leave the school grounds during the day without a permission note from the parents/guardians.

On fair weather days, students must remain outside until the bell rings. During inclement weather, students may enter and wait in the main building (primary assembly area), until the classroom teacher collects 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's attention, be 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 demonstrates 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, promotes self-esteem and respect. When language is offensive to others, hurt feelings may lead to further conflict.

Consequences for Misbehavior

Using inappropriate language will result in an immediate time out, a written account of the incident, and a sincere apology. Persistent use of inappropriate language will result in a suspension from school.

Tools

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

ATTENDANCE

Expected Behavior

Students are expected to attend school unless they are ill or have an appointment. As well, they are expected to be rested, healthy, clean and well nourished, punctual and ready and able to work. Student attendance is a legal obligation of parents/guardians.

Please telephone the school before 8:45 a.m. to notify that your child(ren) will be absent from school.

Reason For Expected Behavior

Regular, prompt attendance is essential to achieving your maximum potential. Being on time is a form of courtesy. Tardiness disrupts the classroom when you enter, and you 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.

Consequences of Misbehavior

If habitual lateness and absenteeism appear to be a problem, an investigation into the cause will be undertaken as required by law. Parents/guardians will be informed and you will be required to make up work or time 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 contacted for information relative to any unreported absence from the school.

ACADEMIC SUCCESS

Expected Behavior

To ensure success in during the 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 and to the best of your ability.

Reason for Expected Behavior

Effort and determination are important life skills which translate into the keys to success. Choosing to exhibit these behaviors helps keep order in the classroom, 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 be expected to re-do the work until it is completed to the best of your ability. Incomplete assignments will result in marks being deducted. Parents/Guardians will be informed of multiple occurrences of this behavior.

Tools

- ❖ Discussion with teacher
- ❖ Discussion with parents/guardians
- ❖ Daily communication
- ❖ Agendas

- ❖ Telephone Contact
- ❖ Personal Note
- ❖ Recess and noon work sessions
- ❖ Homework form

HONESTY

Expected Behavior

Students are expected to be honest when interacting with students, staff, and other members of the school community. You are also expected to take ownership of your actions and produce work that is original. Lying, stealing, cheating, or copying another student's work will not be tolerated.

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 is redone and/or final marks reduced. Students caught cheating on a test will have marks reduced accordingly. Parents/guardians may be involved in cases of stealing, cheating and lying.

Tools

- ❖ Think Sheet
- ❖ Discussion with Parent/Guardian

CODE OF CONDUCT FOR BUS STUDENTS

C.I.S. is committed to school transportation that respects three core values: *SAFETY*, *RESPECT*, and *RESPONSIBILITY*.

1. Registered students must:
 - ❖ Follow the bus driver's directions the **FIRST** time they are given.
 - ❖ Keeps their hands, feet and belongings to themselves.
 - ❖ Stay in their seats unless directed to do otherwise.
 - ❖ Talk quietly, using appropriate language.

- ❖ Be at the bus stop five minutes before scheduled leave time.
- ❖ Not bully or intimidate others.
- ❖ Students wishing to disembark at a stop other than their designated stop **MUST** provide a permission note from their parent/guardian.

2. Non-registered students **MUST** provide a permission note from their parent/guardian in order to ride on a school bus on a once only basis (i.e. birthday party, etc.). Students presenting at the bus without a signed permission slip will not be permitted to board the bus. Students must provide the bus driver with a yellow “Courtesy Rider” permission slip obtained from the school office that reflects a non-registered one-time rider.

Expected Behavior

Students must demonstrate the behaviors outlined in this policy during bus travel to and from school, regardless of the purpose of the trip. Students riding the bus are expected to be on time, wait safely for the bus lining up at designated areas, follow the rules of the bus driver and be courteous to all other students and adults.

Reason for Expected Behavior

Riding the bus is a privilege and may be revoked if inappropriate behavior is displayed; conduct in public areas reflects not only on themselves but also on all members of the school community.

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

Consequences for Misbehavior

Failure to ride the bus in a safe manner 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’s responsibility to ensure transportation to and from school.

Students who do not follow the bus conduct expectations will be subject to disciplinary action, which will include one or more of the following actions:

- a. Verbal warning; possible discussion with the driver, principal, parent/guardian.
- b. Think sheet.
- c. Written warning sent home.
- d. Bus privilege suspension for two to five school days.

- e. Undetermined bus privilege suspension.

CARE OF PROPERTY

Expected Behavior

Students are expected to respect all school property, property of others, and personal property. Students are expected to keep their personal space neat and tidy; “if you mess it up, you clean it up”. As well as assisting with keeping the school and grounds in order overall. Vandalism will be dealt with accordingly.

Reason for Expected Behavior

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

Consequences for Misbehavior

If you damage, destroy or deface any school property (i.e., school desks), you are expected to pay for the repair or replacement costs of the property. Privileges of using certain property may be suspended for a period of time. 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 for their efforts.

Reasons for Expected Behavior

Consistent academic effort, good behavior, completion of homework, general co-operation and respect overall for the school rules and regulations as outlined in the Student Code of Conduct Policy are prerequisites to participation in extracurricular 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 must present at school appropriately dressed for learning. The Sacred Heart School Dress Code Policy (pages 16 & 17) clearly outlines the expectations regarding school the uniform. We ask that parents/guardians support the school ensuring that the policy on dress is enforced.

Students must remove outdoor footwear and place them in their designated storage entrance area. Indoor shoes must be kept at school and have white, non-marking soles.

Shorts are acceptable 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 contacted.
- ❖ Student will be asked to change into appropriate clothing.
- ❖ Student may be sent home.

Tools

- ❖ Discussion with parent/guardian.
- ❖ Letter to parent/guardian.

HOMWORK POLICY

Homework assignments contribute to the educational growth of the student, are an integral part of the curriculum at Sacred Heart and will be assigned at the discretion of the classroom teacher. It is expected that students in both primary and intermediate grades will be assigned homework.

Homework is the student's responsibility. It helps the student reinforce concepts taught during the school day and is also an excellent way to support preparation for tests.

The following are suggested time allotments:

Grade	Average Homework Time
Kindergarten	10-15 minutes
Grade One	15 minutes
Grade Two	20 minutes
Grade Three	30 minutes
Grade Four	40 minutes
Grade Five	45 minutes
Grade Six	One hour (maximum)
Grade Seven	One hour (maximum)

Below are some helpful hints for both students and parents when completing homework:

- ❖ **Set Up A Schedule:** Aim to complete homework at the same time every day.
- ❖ **Location:** Aim to complete homework at the same location within the home every day.
- ❖ **Find A Quiet Place:** It is much easier for students to concentrate.
- ❖ **Complete Homework Neatly:** Do your best the first time.
- ❖ **Ask For Help:** Ask your parents or siblings for help with difficult material.
- ❖ **Keep Your Books Organized:** There will be less chance of errors or missing homework.

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

For those students who consistently have incomplete homework assignments, a meeting with the parents/guardian will be arranged in an effort to determine the issues that are preventing the student from meeting expectations. These students will lose field trip and/or extra-curricular activity privileges until such time that the issues have been resolved.

Teachers will ensure contact with home is made regarding recurring incomplete homework as well as maintaining a log of dates, times and general notes regarding conversations with parents/guardians.