



ROAR: Respect, Optimism, Acceptance, Rejoice



PARENT/STUDENT HANDBOOK

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Introduction

Welcome to the parent/student handbook that contains important information about Sacred Heart School. It clarifies for both parents and students the guidelines and structures in place that form the backbone of enjoying a safe, vibrant, and 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 are many details that outline the day-to-day operation 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.

Welcome to Our School Family.

Best regards,

Bryan MacLean, BSc., BEd., MBA
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 the 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 lies with the Admissions Committee and is conditional upon an interview with the parents and/or legal guardian and the student. Also required from parents is a signed Records Release form in order that we can request the student's file from the previous school, and an expressed intent to support our Catholic school philosophy, family commitment to the school and to pay tuition fees.

REGISTRATION:

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

- Birth Certificate
- Baptismal Certificate
- Proof of Citizenship or legal residence if not born in Canada
- Certificate of First Communion, Confirmation, and Reconciliation
- Previous Report Card, and if applicable, all documentation of special needs your child will need for optimal learning to take place
- Medical concerns/needs (allergies, medications your child may be on, etc.)

TUITION FEE:

Tuition fees for the 2021-2022 school year are outlined below. Regular, on-time payment of tuition is *imperative* to the successful operation of our school. As a Group 1 Independent School in the Province of British Columbia, we receive 50% of the public funding rate in the public system in the City of Prince George. Therefore, our tuition fees ensure that we can meet our operating expenses.

Receipts for income tax purposes are issued in March.

<u>Monthly Tuition Rates</u>	
One child	\$280.00
Two or more children	\$410.00

Changes in tuition rates are decided upon jointly by the three school councils of Catholic Schools that are a part of CISPG within the City of Prince George.

SUPPLY FEE:

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

DAILY SCHEDULE

- Classes begin 8:14 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 2:16 pm

Note: **Supervision starts at 7:50am and ends at 2:25pm.** All walking students must have vacated the school grounds or be picked up by an approved parent/guardian/grandparent by 2:25pm.

ABSENCES

Please email the school before 8:30 am to notify that your child(ren) will be absent from school specifying the reason for the absence i.e., illness, appointment, trip, etc. The office will be staffed from 7:45am to 3:15pm each day. 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 8:14 am. If your child(ren) come in late, **they must report to the office.** 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.

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.

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 being 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 and is to be kept at school.

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 students' behavior is not up to school's code of conduct.

Transportation by students in private vehicles other than 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. The computers in our school lab and classrooms have been purchased for the purpose of providing students the opportunity to enhance their computer literacy, while also providing alternate methods of research and assessment. 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 a Student Internet Use Agreement.

Personal Electronics are not permitted at school. The school does not take responsibility for misplaced, damaged, or stolen objects. Please leave all toys, sentimental and/or valuable objects at home for the concern of all parties.

SOCIAL MEDIA

As parents/guardians of Sacred Heart School, it is an expectation that any reference to the school on social media platforms, is supportive of the school and its endeavors. If parents/guardians are upset with specific incidents at the school, there are clear channels of communication that are deemed appropriate (in accordance with CISPG Policy 470). The first and foremost prerogative for a parent when they have a concern, is to ensure the appropriate staff at the school are notified. Continual derogatory or defaming statements towards Sacred Heart School on social media platforms, can be grounds for the removal of families from our school community.

COMMUNICATING STUDENT LEARNING

The BC Provincial Education Curriculum has been redesigned using a “Know-Do-Understand” (KDU) model that supports concept-based, competency-driven approach to learning. This shift in approach to education, has required a shift in the way we assess and communicate student learning. As a result, all B.C. schools are shifting from reporting to parents on an intermittent basis, to communicating with parents on an ongoing basis.

Sacred Heart School is required to have five areas of formal points of progress with parents / guardians throughout the duration of a school year. These are inclusive of our three formal reports, two of which are progress reports, with the third being a summary report that is reflective of the whole year. The other two points of formal communication occur at our Parent / Teacher Conferences in October, and Student Led Conferencing in March. Sacred Heart School has also shifted its reporting style, whereby letter grades are no longer provided from Grades K-7. This was implemented provincially for grades up to Grade 7 by 2020. Instead of letter grades, Sacred Heart School uses a Proficiency Scale to assess student achievement, that will use a combination of both formative (assessment during the learning process) and summative (final) assessment. All written reports to parents / guardians, will be inclusive of descriptive examples of the following:

- The child’s progress, growth and achievement.
- What the student is able to do.
- Areas in which the student requires further support or attention.
- Ways to further support his/her learning at home and school.

Further, all formal reports will also be inclusive of student self-reflection based around the core competencies of Communication, Thinking and Personal and Social Awareness. Each student is encouraged to reflect on their strengths and opportunities for growth in specific areas, and this reflection will be included on the progress report, or as an attachment to the document.

Sacred Heart School will also endeavor to communicate with parents on an ongoing basis through a variety of methods, including notes in agendas, email, phone calls home, and through the online portfolio system of G Suite for Education. Using the online portfolio of G Suite, allows for real time updates for parents on student achievement in a variety of areas. Parents are encouraged to also engage on students' portfolios by providing feedback to their student's achievements in the comment section. This method of communication allows for all stakeholders in a child's education to be up to date, as well as ensures that the student is always at the center of the conversation.

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) about 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 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° degrees 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 is to provide assistance to the Principal and teachers in determining the educational program that will be offered.
3. 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.

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's 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/or non-prescription) on their person, 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 co-operation 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 parents/guardians will be contacted in order to pick up child. The supervising staff member will fill out an accident report.

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. 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 outside the playground gates to reduce crowding on the school premises due to the current COVID-19 Pandemic.
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 2:25pm. 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, except for 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, 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 need parental supervision.

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

PERSONAL PROPERTY

Backpacks are to be kept zipped, neat and tidy always. 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 a student's 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 is donated to St. Vincent de Paul.

DISCIPLINE

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 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 of 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 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:

- A student willfully disrespects or disobeys a teacher/supervisor or severely disrupts a class.
- A student willfully inflicts physical harm or severely insults another person.
- A student willfully defaces, damages, or destroys property.

In all situations of serious behavior, the principal and parents shall be involved.

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 may take place:

First Visit:

Name and reasons recorded. A plan for correcting behavior 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.)
- ROAR Tickets

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) to ensure that all person's 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. The intent is to review this policy on an annual basis 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 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.*

SACRED HEART SCHOOL CODE OF CONDUCT

Each year Sacred Heart School sends out our **Sacred Heart School Code of Conduct Summary** to be reviewed and signed by parents and students. To assure that each student at Sacred Heart School participates in a safe, secure learning environment we adhere to the following plan. **Please return the signed portion back to the school by September 21st for the 2021-2022 school year.** This is a **summary** of the student code of conduct. It is your responsibility as a parent to read and review with your child the student/parent handbook in its entirety. We have zero tolerance for a 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. It is our intention to maintain a life-giving, vibrant learning atmosphere at Sacred Heart School. An environment we all foster and maintain together.

R.O.A.R= Respect, Optimism, Acceptance, Rejoice

GENERAL RULES AND EXPECTATIONS

1. Respect all persons and address them politely (no rude language, gestures, or insulting remarks). Respect of self, peers and staff is a basic human right that we are all entitled to, therefore, the display of good manners is expected from every Sacred Heart student. The conventions of 'please', 'thank you', 'excuse me' and 'sorry' are basic principles that should be commonplace in classrooms, corridors and on the playground.
2. Follow the directions of teachers, supervisors, EA's, substitutes, parent helpers and other support staff.
3. No fighting, hands on, rough and dangerous play fighting or striking another student. Sharp or dangerous objects are not allowed in the school or on the playground.
4. WALK quietly on *stairs and in corridors*.
5. Be on time for school and remain on school grounds until dismissed.
6. No gum chewing in school buildings or on the playground.
7. Students are expected to wear school uniform and indoor footwear each day.
8. Hair, nails, attire and general hygiene is to be clean, neat and tidy. Principals' discretion.
9. Follow classroom expectations and rules as outlined by the classroom teacher.
10. All rules and expectations also apply for field trips and sporting events.
11. Kindness and good judgement for all in our school community and when in the wider community is required.
12. Electronics are not to be present on the playground prior to, during and after school hours. It is suggested that students leave all electronics at home. Students who chose to bring electronics to school are expected to hand it in to their teacher at the beginning of the day, and it is the responsibility of the owner to claim at the end of the day.



PLAYGROUND RULES

- 1) Answer the school bell promptly lining up at assigned entrances.
- 2) Enjoy the playground equipment safely.
- 3) Place garbage in the containers provided. Care for Mother Earth.
- 4) Contact sports are not permitted; the rule is 'HANDS OFF' and no rough play.
- 5) No throwing rocks, snowballs, or objects that can harm.
- 6) Bicycles, or skateboards etc. are to be walked on the school grounds.

CONSEQUENCES FOR BREAKING GUIDELINES and SCHOOL RULES

The following developmentally appropriate consequences will occur when a student is sent to the Principal for disciplinary purposes:

First Visit: A plan for correcting the unacceptable behavior will be discussed and decided upon between the Principal and student. Consequences may include detentions, withdrawal of privileges and/or think paper essay. Parents/Guardians may, but not always, be contacted at this time. Discretion left to Principal.

Second Visit: Recurring serious problems will be addressed by contacting the parents/guardians. Parents may be requested for a meeting with the student, teacher and/or Principal to discuss the matter.

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

POSITIVE CONSEQUENCES FOR APPROPRIATE BEHAVIOR

- Natural Consequences - A vibrant learning community atmosphere for all.
- Participation in all sporting, community and art events.
- Excellence in achievement.
- In-school recognition for individuals' school wide and in individual classes.

G Suite for Education

Sacred Heart School continually endeavors to provide our students and families exceptional service regarding education. As we venture into an unpredictable school year given the current state of the COVID-19 Pandemic, all teachers at Sacred Heart School will be using G Suite for Education as an online Learning Management System to help ensure we are prepared for any transitions in the Stages of reopening as prescribed by the Ministry of Education.

G Suite for Education is a set of education productivity tools from Google. Students will use their G Suite accounts to complete assignments, communicate with teachers, and learn 21st century digital citizenship skills. G Suite provides online collaboration and productivity tools, as well as unlimited file storage space, to be used strictly for educational purposes. In addition, students will have access to Read and Write, a toolbar of accessibility tools that allows text to speech, dictations, word prediction, picture dictionaries, summary highlighters and other literacy tools.

G Suite offers more control and protection than an individual Google account. School Google accounts will be created for each Sacred Heart Student to communicate and collaborate with peers and teachers. The tools and resources are provided by Google and all files and information is stored on Google servers, which may be located anywhere in the world and subject to the laws of that country.

Students will be assigned a Google email account. Students' personal information will not be used, and anonymity will be ensured in the creation of email accounts. For example:

First Name: Student

Last Name: 3025

Email address: shs2026cjk@shspg.com

Password: Panthers1949

All Google Applications that will be used will be restricted to ensure that sharing is limited only to shspg.com domains. G Suite can be accessed anywhere there is an internet connection. Any documents or information created within or uploaded onto the G Suite platform by students may contain personal information reasonable for educational purposes (e.g. a student's name on an assignment). This includes, but is not limited to projects, presentations, assignments, and calendar entries created by your child and/or other students at Sacred Heart School. (e.g. individual students contributing information to a shared document as the work on group assignments).

Your child's information is protected by Catholic Independent Schools of Prince George Diocese' Policy 121: Personal Information Privacy Policy and PIPA. Safeguarding personal information of parents, students, and staff is a fundamental concern of Catholic Independent Schools of Prince George. CIS is committed to meeting or exceeding the privacy standards established by British Columbia's Personal Information Protection Act (PIPA).

We are seeking your permission to provide and manage a G Suite for Education account for your child(ren). You may withdraw your consent in writing at any time to the Principal. If you choose to not provide your consent, a G Suite account will not be created for your child. Please read below additional information regarding computer use expectations at the school and at home with any computer / internet usage that pertains to the education of your child(ren).

COMPUTER USE EXPECTATIONS

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

A. Use of Information Technology provided:

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

B. Printing

- ❖ Students must request permission to print any document.
- ❖ Before printing, proofread, spell check, and print preview your document.
- ❖ Place unwanted printouts in recycling boxes.

C. Use of the Internet

The sending, creating, storing or displaying of inappropriate mail, messages, documents or graphics, by way of the Internet or any other manner using technology, is not permitted on school grounds. Violators of this policy will lose technology privileges, and consequences of their actions will be in conjunction with the severity of their behavior. Discretion left to Computer Teacher/or Principal

D. Social Media

It is expected that both students and parents respect school administration, teachers, support staff and other school families. Parents are expected to speak positively in public forums and resolve conflict privately and respectfully (in accordance with CISPG Policy 470). Using any social media platform to discuss concerns, issues or to defame staff members, students or other families may result in immediate dismissal from the school.

FIELD TRIPS

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

IMAGE PERMISSION/RELEASE

Occasionally, we may take photographs and/or video of our students participating in school activities on and off school grounds. In an effort to share and promote the wonderful activities of our school, we may use these images in printed material that we produce, on project display boards at our school, on social media platforms, as well as on our website. Photographs may also appear in various public media sources, (newspaper, television, radio), within our community.

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

RETURN THIS FORM ONLY

Parent Attestation

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

Parent / Guardian Signature

Date

Student Attestation

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

Student Signature

Date

Photo Waiver

I give consent for my child's photograph, name, and schoolwork to be shared with our school PSG and used in the public media, including newspaper, television, radio and Internet.

Child's Name (please print): _____

Parent / Guardian Signature: _____ Date: _____

RETURN THIS FORM ONLY