



STUDENT CODE OF CONDUCT

**KINDERGARTEN
TO
GRADE SEVEN (7)**



Sacred Heart School – Student Code of Conduct 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.

Introduction

We believe that schools should reflect the realities of life outside of 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 and at large.

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 of our school.

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 child(ren) have a clear understanding of the policy.

At the beginning of each year, the **Sacred Heart School Code of Conduct** is sent home with each student to be reviewed and signed by both parents and students. To ensure that each student at Sacred Heart School participates in a safe, secure learning environment we adhere to the language outlined in the document. **Please return the signed portions back to the school by September 23rd for the 2024-2025 school year.** 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 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 buzzer 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 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.

PARENT / GUARDIAN COMPLAINTS AGAINST PERSONNEL

Please appreciate that as professionals, all teachers must adhere to a Professional Standards of Conduct and it would be considered unethical for them to discuss other teachers’ practice, as well as students’ and issues that do not relate directly to their teaching assignment. Further, it is important to note that in order for complaints to be resolved in a timely manner, the following process must be followed.

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| Step 1 | A parent / guardian having a complaint about teacher or other personnel should contact the person in question directly, in a timely manner, as the first step to resolution. If the complaint cannot be resolved, proceed to Step 2. |
| Step 2 | The parent / guardian should contact the principal, whereby they will refer to the process outlined in Policy #470 in the CISPG Policy Manual to provide a fair process for all concerned. |
| Step 3 | If the parent / guardian is not satisfied with the resolution of the complaint after contact the principal, the parent / guardian can request the matter to be dealt with by Catholic Independent Schools of Prince George. |
| Step 4 | The parent / guardian shall address the complaint, in writing, to the Superintendent of Schools, Chris Dugdale. Please note, individual members of the School Council shall not entertain complaints. |
| Step 5 | If the parent / guardian does not receive satisfaction from the CISPG Office, an appeal, in writing, can be made to The Board of Directors, through the Superintendent of Schools. The Board of Directors will then arrange for an investigation of the appeal. |

G Suite for Education

Sacred Heart School continually endeavors to provide our students and families exceptional service regarding 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 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 to CISPG Policy 473, 474, 475). 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 the school grounds. 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 the **Sacred Heart School Code of Conduct** 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) and sign and return the last page of the document by the date indicated on page two.

RETURN THIS PAGE ONLY

Parent Attestation

I have read and understand the *Code of Conduct / Discipline, Complaints against Personnel, 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 used in the public media, including newspaper, television, radio, social media and school website.

Child's Name (please print): _____

Parent / Guardian Signature

Date