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

VISSION

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 PRINCIPALS

- Treasure our Catholic Identity, Principals 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

Welcome to Sacred Heart School!

Dear Parents and Guardians,

As a valued member of our Sacred Heart School family, I want to extend a warm welcome to each of you. Our mission here is to provide a nurturing and enriching environment where every child can thrive academically, spiritually, and socially. We understand that the success of our students relies on a strong partnership between home, school, and parish, and we are committed to working closely with you to ensure that each child receives the optimal educational experience they deserve.

Our dedicated faculty and staff are eager to support and guide your child(ren) throughout the year, fostering their growth and development in a positive and engaging manner. We believe that when we work together—families, educators, and the parish community—we create a foundation for a rewarding and fulfilling educational journey.

For us to offer you and your child(ren) the best possible experience at our school, we ask you to please read this handbook thoroughly. It will help you, and our staff to work collaboratively and successfully as we navigate the many facets of our school year.

Thank you for entrusting us with your child's education. We look forward to a productive year ahead and are excited to see the wonderful accomplishments and growth that await our students. Here's to a year filled with learning, joy, and success!

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, and 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 are 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.

Warm regards,

Kyra Sienaert, BA., BEd.
Principal, Sacred Heart School

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 (CISPG). 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 School 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 (PSG) 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, talents, 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 our Music and French learning space. 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, which 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, but only 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 or legal guardian and the student. Also required from parents, is a signed record release of 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
- 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 needs (allergies, medications your child may be on, etc.)

TUITION FEE:

Tuition fees for the 2024-2025 school year are outlined below. Tuition payments are made by either pre-authorized debit or credit on an agreed payment schedule; statements are emailed quarterly. 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 of the public system in the City of Prince George. Therefore, our tuition fees ensure that we meet our operating expenses.

Receipts for income tax purposes will be issued in February/March of the following year.

Monthly Tuition Rates

One child	$345.00
Two or more children	$505.00

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

SUPPLY FEE:

An annual supply fee of $100.00 is required for each student to cover the cost of consumables provided by the school such as planners, workbooks, mail/admin/photocopy fee, computer fee, tech fee, arts/recreation fees. An individual list of school supplies for each class is provided for the day-to-day supplies a student will use in the classroom. These supplies are purchased by 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 8:14 am
- Morning Recess 10:00 am – 10:15 am
- Lunch 11:30 am – 12:15 pm (Outdoors from 11:30 am to 12:00 pm)
- Dismissal 2:20 pm

Note: Morning supervision **begins at 8:00am** and **afternoon supervision ends at 2:30pm; students MUST be picked up by this time.** Walking students must have vacated the school grounds by 2:30pm.

ABSENCES

Please **email** the school before 8:30am 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 7:00am to 3:00pm daily. **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, if a student is 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. Also, 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 around the school, on the playground, and in the wider community.

CURRICULUM

Sacred Heart School is a Group 1 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 approved 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: For the safety of your child(ren), open-toed shoes are **not to be worn at school.** 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 or 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 associated with 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 classes. 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. 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 on foot 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 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. 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 can do.
- Areas in which the student requires further support or attention.
- Ways to further support his/her learning at home and school.

Furthermore, 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, emails, phones 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 School Administration-Major Complaint, Policy #310 (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 5 -The Board of Directors will arrange for an investigation of the appeal.

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

WINTER WEATHER REGULATIONS (CIS Policy #305)

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 aid the principal and teachers in determining the educational program that will be offered.
3. The decision to keep a student at 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 responsibility to provide the appropriate medical information to the school office in order that any emergency 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.** Also, 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 to pick up the 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 posted 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. 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. The playground must be cleared by 2:30pm. All students still not picked up will be brought to the school office.

8. 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/activities 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 a variety of hard/soft single use plastics. In some cases, classrooms even 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 people and address them politely. No objectionable language, gestures, swearing or hurtful, insulting remarks.
2. Follow the 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 by being kind, courteous and respectful.

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

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 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 parents at registration. Copies are available at the school office for parents/guardians upon request.