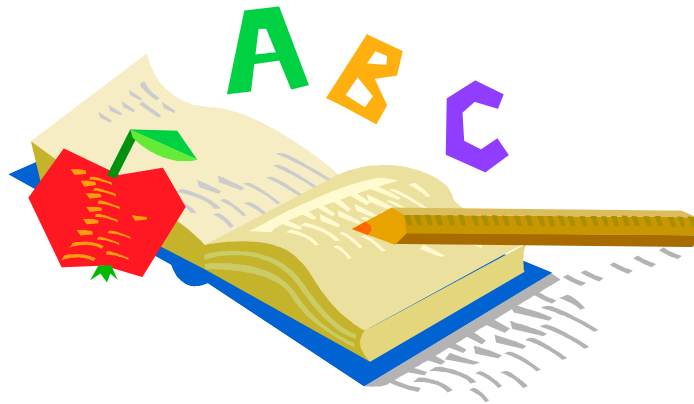




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PARENT/GUARDIAN/STUDENT HANDBOOK

SACRED HEART SCHOOL
PARENT/GUARDIAN/STUDENT HANDBOOK

Sacred Heart School

785 Patricia Boulevard, Prince George, B.C. V2L 3V5

Telephone/Fax: (250) 563-5201

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Web-Site: www.shspg.com

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

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PRINCIPAL'S MESSAGE

What's in a name? We, at Sacred Heart School, like to believe the answer is — a lot! The name of our school calls us daily to live up to our motto: The Small School With a Big Heart. You will already know, or will soon learn, how true this is.

Sacred Heart School is a Catholic school founded on the teachings of Jesus Christ. We aim to develop the whole child intellectually, physically, emotionally, artistically and spiritually. We support our families by reinforcing and modeling gospel values in all aspects of school life. Respect and love are fostered throughout the school through interactions with teachers, students, parents/guardians and parish community.

The Vatican Documents state: ***“Beautiful indeed and of great importance is the vocation of all those who aid parents in fulfilling their duties and who, as representative of the human community, undertake the task of education in schools. This vocation demands special qualities of mind and heart, very careful preparation and continuing readiness to renew and to adapt.”*** (Declaration on Christian Education)

As a staff, we take this vocation seriously and look forward to being your supportive partner in this most important aspect of your child's life.

Blessings on your school years ahead with us at Sacred Heart School!

Sr. Irene Baker, Principal
Sacred Heart School

SACRED HEART SCHOOL COUNCIL MESSAGE

Sacred Heart School is the sum of all its parts... students and teachers, parents and staff, clergy and parishioners. There are two areas in which the parents are crucially involved.

The School is guided by the policies set by the Catholic Independent Schools in the Diocese of Prince George, who in turn is guided by the policies set by provincial government with regards to independent schools. Our **School Council** is responsible for understanding these policies and for implementing them. Further, our School Council is to develop a set of policies that reflect the local school and its unique character. 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.

Our **Parent Support Group** is a very important function of the Sacred Heart School Council. Attending to the day-to-day needs that make up the special atmosphere of our school, the group works with the School Council both in collaboration and with some autonomy as supplied by government legislation. Membership includes everyone who is a parent, grandparent, or guardian of a child in the school.

Please consider getting yourself involved. Thank you.

Yours in Christ,

Fr. Pier Pandolfo
Sacred Heart School Council.

THE HISTORY OF SACRED HEART SCHOOL

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

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

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

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

ADMISSION POLICY

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

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

All students should be afforded opportunities to learn in environments that are safe and welcoming. Students with special needs should have their needs identified in a timely way, have these needs assessed in a comprehensive manner, and receive an appropriate response to those strengths and needs in the delivery of educational programs for them.

SCHOOL OPERATING HOURS

- School Opens - 8:15 am
- Morning Recess - 10:00 am – 10:15 am
- Lunch - 11:30 am – 12:10 pm
(Outdoors from 11:30 am to 11:55 am)

- Dismissal - 2:15 pm
(Buses depart at 2:20 pm)

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

RELIGIOUS EDUCATION

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

CURRICULUM

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

FIELD TRIPS

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

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

INTERNET

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

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

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

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

REPORT CARDS AND STUDENT PROGRESS

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

REPORT CARDS & STUDENT PROGRESS – Continued:

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

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

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

COMMUNICATION (MEETING WITH TEACHERS)

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

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

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

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

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

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

APPENDIX “A”

PARENT OR GUARDIAN COMPLAINTS AGAINST PERSONNEL

CIS Education Policy Manual, under the Personnel Category, Policy 473 states:

The Board of Directors recognizes that complaints may be raised by parents or guardians against personnel who work for CISDPG. This policy does not apply to teachers, please see Policy 474. The resolution of these complaints as soon as possible and at the first step in the process is preferred. **Employees and Directors of the Board do not solicit nor entertain complaints.** All complaints must be addressed according to the following guidelines and procedures.

Guidelines:

- Step 1 A parent/guardian having a complaint about personnel should contact the person in question as the first step to resolution. If the parent or guardian does not wish to meet with the person in question, the parent or guardian shall request the Principal to facilitate a meeting with the parties involved. If no satisfactory resolution is achieved, the parent or guardian should proceed to Step 2. A record of the meeting shall be made by the person in question.
- Step 2 The parent/guardian should contact the Principal. The Principal shall refer to the process outlined in Policy #470 and Regulation #470, to provide a fair hearing for all concerned.
- Step 3 If the parent/guardian is not satisfied with the resolution of the complaint after contacting the Principal, the parent or guardian can request the matter to be dealt with by the CIS Office. The parent or guardian shall address the complaint, in writing, to the CIS Office. The Principal is to keep the School Council aware of any serious situation — its nature only and not the details.
- Step 4 If the parent or guardian does not receive satisfaction from the CIS Office, an appeal, in writing, can be made to the CIS Board of Directors.
- Step 5 The Board of Directors will arrange for an investigation of the appeal and it will provide its decision on the matter in writing and communicate this to the parent or guardian on a timely basis.

Reference: Policy 470 and Regulation 470
Policy 474
Policy 475

PARENT OR GUARDIAN COMPLAINTS AGAINST STUDENT AND TEACHER

CIS Education Policy Manual, under the Personnel Category, Policy 474 states:

The CIS Board of directors recognizes that complaints may be raised by parents or guardians against teachers who work for CISDPG. The resolution of these complaints, as timely as possible and at the first step of the resolution procedure, is preferred. **Employees, School Council members, Pastors and Directors of the Board do not solicit nor entertain complaints.** All complaints must be addressed according to the following guidelines and procedures:

Guidelines and Procedures:

- Step 1 A parent or guardian representing a student who is having a problem with a teacher shall meet with that teacher as soon as possible after the problem has arisen to seek a workable resolution. If after a meeting has been held and no workable resolution has been achieved, the parent or guardian shall move to Step 2 of the process. The teacher shall provide the Principal with a written account of the meeting within one teaching day of the parent or guardian meeting.
- Step 2 The parent or guardian shall contact the Principal and request a meeting. The Principal shall follow the process in Policy 470 and regulations 470 to investigate the situation and to provide a fair hearing for all concerned. A written account of the findings shall be prepared by the Principal. If no workable resolution is achieved, the parent or guardian shall be advised by the Principal to proceed to Step 3 of the process.
- Step 3 The parent or guardian shall present the matter to the CIS Office in writing. The correspondence shall be marked confidential and addressed to the Superintendent of Schools. After personal reading of the matter, the Superintendent shall call an in-camera session to deal with the matter. If further information is required, this will be supplied by the appropriate respondents inclusive of the Teacher, Principal and CIS Personnel who may have been requested to investigate the matter.

NOTE: Investigations conducted in school matters, complaints, personnel, or student behaviour are the responsibility of the Principal and/or staff from CIS.

If the CIS Office cannot provide a decision satisfactory to the parent or guardian, the parent or guardian may appeal the matter in writing to the CIS Board of Directors.

- Step 4 The Board of Directors will arrange for an investigation of the appeal prior to providing its decision.

Reference: Policy 470 and Regulation 470

PARENT OR GUARDIAN COMPLAINTS AGAINST PRINCIPALS

CIS Education Policy Manual, under the Personnel Category, Policy 475 states:

The Board of Directors recognizes that parents or guardians may raise complaints against school administrators employed by CISDPG. The resolution of these complaints on a timely basis and at the first step of the resolution process is preferred. **Employees, school council members and Directors of the Board do not solicit nor entertain complaints.** All complaints must be addressed according to the following guidelines and procedures:

Guidelines

- Step 1 A parent or guardian having a complaint about a principal shall contact the person in question as the first step to resolution. If the parent or guardian is reluctant to meet with the principal, he/she may request the Superintendent's Office to facilitate a meeting to resolve the problem. If no resolution is achieved, the parent or guardian can request the matter to be dealt with by the CIS Office.
- Step 2 If the parent or guardian is not satisfied with the decision of the CIS Office, it may appeal the decision of the CIS in writing to the CIS Board of Directors. The Board of Directors will have the appeal investigated according to Policy 470 and Regulation 470.
- Step 3 The decision of the Board of Directors of the Society on the appeal shall be final and binding.

NOTE: Any member of the CIS Board of Directors having a conflict of interest in these complaints, or appeals, shall absent himself or herself from participation in all aspects of the matter.

Reference: Policy 470 and Regulation 470

TUITION

Sacred Heart School is funded up to 50% of the operating costs by the B.C. Government. There is NO funding for capital improvements. We therefore, charge tuition for students attending this school. This is crucial to the School, as we can only improve on what we have through the collection of tuition monies. Tuition may be paid at any time during the month.

Tuition Rates as Follows:

\$180.00 per month
(one child)

\$220.00 per month
(two or more children)

- Ten (10) post dated cheques
- One (1) yearly payment
- Monthly payments by cheque or cash

It is mandatory that parents complete a Tuition Commitment Form. This form is included in the registration package given parents when new students are enrolled at Sacred Heart School.

BUSING (Diversified Transportation Ltd.)

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

Diversified Transportation Ltd.
391 North Nechako Road
Prince George, B.C. V2K 4K8
Telephone: (250) 563-5431
Fax: (250) 563-5758

The cost for busing is \$20 per child per month, to a maximum of \$50 per family per month. This is payable to the school along with tuition payments.

CODE OF CONDUCT FOR BUS STUDENTS

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

1. Students must:
 - follow the bus driver's directions the **FIRST** time they are given
 - keeps their hands, feet and objects to themselves
 - stay in their seats unless directed to do otherwise
 - talk quietly, using only appropriate language
 - be at the bus stop five minutes before scheduled leave time
 - not bully or intimidate others
2. *Non-registered students* **MUST** provide a note from their parent/guardian, in order to ride on a school bus on a once only basis (i.e., birthday party, etc.) Students without signed permission will be denied a ride.
3. *Registered busing students* wanting to disembark at a stop other than their designated stop **MUST** provide a note from their parent/guardian.

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

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

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

WINTER WEATHER REGULATIONS (Policy #335)

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

ILLNESS

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

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

MEDICAL ALERT

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

MEDICATIONS

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

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

ACCIDENTS AND INJURIES

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

SCHOOL SAFETY

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

PLAYGROUND SAFETY

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

SECURITY

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

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

CARE FOR THE LEARNING ENVIRONMENT

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

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

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

PERSONAL PROPERTY

The safekeeping of personal property rests with the students. Therefore, we discourage students from bringing walkmans, radios, electronic games, tapes, CDs, cell phones, I-Pods and any other valuable to school. If something is brought at the teacher's request, then the teacher will take responsibility for its safe keeping.

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

DRESS CODE

All students in Grade 1 to Grade 7 are expected to follow our dress code.

BOYS

- Plain white collared shirt (turtle necks and golf shirts are acceptable)
- Navy blue sweater or school crested sweatshirt or vest
- Navy blue pants

GIRLS

- Plain white blouse/collared shirt (turtle necks and golf shirts are acceptable)
- Navy blue skirts, skorts, or jumpers
- Navy blue pants
- Navy blue sweater

Note: Solid colors only, no logos, stripes, etc., on pants, shirts or sweaters unless the student purchases a school-crested sweatshirt or fleece vest. Non-marking indoor shoes are mandatory. Make-up is not permissible as part of dress code.

Dress shorts, walking style or safari style in navy blue may be worn in hot weather. Indoor shoes are mandatory. All students must have an outdoor and indoor pair of shoes (to wear and keep at school in their classroom at all times). Shoes with black soles that leave marks are unacceptable for floor maintenance reasons.

The wearing of hats is not permitted inside school buildings. School crested sweatshirts and vests will be ordered in the fall of each new school year.

Shoes (Heelies), are not permitted to be worn inside the building due to safety concerns.

No jeans or sweat pants are permitted except on special days during the school year. If the school dress code cannot be worn for whatever reason, we ask that a parent/guardian contact the Principal by telephone or letter to discuss the situation. Blatant disregard for our dress code may warrant a referral to School Council to discuss consequences.

- | | | |
|----------------------|---|-----------------------------------------------------------------------|
| 1 st time | - | Verbal Warning |
| 2 nd time | - | Phone call/or note home to parent/guardian |
| 3 rd time | - | Formal letter to parent/guardian |
| 4 th time | - | Detention — Meeting with parent/guardian |
| 5 th time | - | Detention and letter informing parent/guardian of possible suspension |
| 6 th time | - | Referral to School Council |

PHYSICAL EDUCATION DRESS CODE

Students in the intermediate grades will be expected to participate in class and to wear the appropriate clothing (t-shirt, gym shorts or gym pants and proper running shoes). Proper attire is mandatory.

ABSENCES

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

DISCIPLINE

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

Good Manners

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

General Expectations

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

Classroom Rules

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

Consequences for Breaking Rules

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

First Visit:

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

Discipline – continued

Second Visit:

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

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

POSITIVE CONSEQUENCES FOR APPROPRIATE BEHAVIOR

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

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

PERSONAL INFORMATION AND PRIVACY POLICY (Policy #121)

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

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

Copies of this policy are available at the school office for parents/guardians upon request.

When students are registered at Sacred Heart School, the Personal Information and Privacy Policy form is completed by the parent/guardian and this information is placed in the Student File. Teachers and staff members are aware of and respect he wishes/limitations indicated by the parent/guardians.

STUDENT CODE OF CONDUCT

**KINDERGARTEN
TO
GRADE SEVEN (7)**



SACRED HEART SCHOOL

Sacred Heart School – Student Code of Conduct Policy - September 2010

Introduction:

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

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

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

OUR MISSION STATEMENT

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

RESPECT

Expected Behavior

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

Reason for Expected Behavior

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

RESPECT — Continued:

Consequences for Misbehavior

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

Tools

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

SAFETY

Expected Behavior

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

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

Reason for Expected Behavior

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

Consequences for Misbehavior

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

Tools

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

LANGUAGE

Expected Behavior

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

Reason for Expected Behavior

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

Consequences for Misbehavior

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

Tools

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

ATTENDANCE

Expected Behavior

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

A phone call to the school by a parent or guardian should be made to report an absence.

Reason For Expected Behavior

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

Consequences of Misbehavior

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

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

ACADEMIC SUCCESS

Expected Behavior

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

Reason for Expected Behavior

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

Consequences for Misbehavior

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

Tools

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

TRANSPORTATION

Expected Behavior

Until you arrive safely at home you are expected to demonstrate the behaviors in this policy including travel to and from school. Students taking the bus are expected to be on time, wait safely for the bus by lining up at designated areas, follow the rules of the bus driver and be courteous to all other students and adults. Students not taking the bus are expected to go directly home, unless notified in writing by your parents/guardian. Students must sit in designated seats.

Reason for Expected Behavior

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

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

TRANSPORTATION – Continued:

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

Consequences for Misbehavior

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

Tools

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

HONESTY

Expected Behavior

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

Reason for Expected Behavior

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

Consequences for Misbehavior

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

Tools

- ❖ Think Sheet
- ❖ Discussion with Parent/Guardian

CARE OF PROPERTY

Expected Behavior

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

Reason for Expected Behavior

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

Consequences for Misbehavior

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

Tools

- ❖ Discussion with Parent/Guardian

EXTRA CURRICULAR ACTIVITIES

Expected Behavior

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

Reasons for Expected Behavior

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

Consequences for Misbehavior

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

Tools

- ❖ Think Sheet
- ❖ Discussion with Parent/Guardian

DRESS CODE

Expected Behavior

Students should be dressed appropriately for learning. Sacred Heart School has a Dress Code Policy (See Pages 16 & 17). It is expected that students follow the guidelines for this policy and the parents/guardians support the school ensuring that the policy on dress code is enforced.

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

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

Reason for Expected Behavior

Students should be dressed appropriately for learning.

Consequences for Misbehavior

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

Tools

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

HOMEWORK POLICY

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

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

HOMEWORK POLICY — Continued:

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

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

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

NOTES:



TWO SCULPTORS

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

