



Principal: Mr. Berthier  
Secretary: Mrs. Belisle

## Sacred Heart School

401 Cedar St. S.  
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Welcome!

Let me begin by expressing how blessed I feel to be the principal of Sacred Heart School! I would like to take this opportunity to welcome those families who are new to our school and those families who have children previously enrolled at our school. I hope that you will take a look at our school site regularly, and sign up for our email service in which you will receive monthly newsletters and other important information as needed. Sacred Heart School is rich in history and we look forward to celebrating our 80th anniversary during the 2015-16 school year.

The entire staff considers it a privilege to educate your children in our Catholic School system. As such we know that your support as parents is integral to your child's success. For the benefit of your child we need to work collaboratively together.

We are very fortunate to work with the staff of Sacred Heart Parish. This relationship allows our students to connect directly with the church and our faith. We are looking forward to working under the guidance and direction of Father John Lemire, as our school priest. Our students at Sacred Heart School will have many opportunities to realize their full potential to transform God's world.

Our goal for all of our students at Sacred Heart is to ensure the highest levels of achievement for our students (academically, spiritually, socially and physically) by working and learning together. We look forward to an exciting year at Sacred Heart School enriching our partnership with the church, the home and the community. Please do not hesitate to contact the school should you have any questions or concerns throughout the school year.

Yours in faith and education,

Mr. D. Berthier,  
Principal



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### Mini Code of Conduct

#### **STUDENT ATTENDANCE**

The Education Act states that students must attend school regularly and be punctual. It is imperative for the safety of the students that parents please call the school if your child is absent. Only the initial call is necessary in the case of a stated prolonged absence.

If a child has not arrived at school and a phone call or note has not been received, the secretary will attempt to alert parents by telephone at home or at your place of employment if necessary. When a pupil returns to school, he/she should find out what work was missed and complete it within a reasonable amount of time, as decided by the teacher. Extended periods of absence for reasons other than health, require permission of the principal.

#### **PUNCTUALITY**

All students are expected to be punctual and to adhere to school hours. They should quickly be seated and ready for the morning activities. Attendance is taken daily. Students who are late for a valid reason must bring a note. They are to report to the office where their time of arrival and reason for being late will be recorded in the office. They will be issued a late slip, which will be necessary for admission to class.

Persistent tardiness and absences may result in a discussion, consultation or other consequence perhaps involving parents/guardians, school board attendance counsellor, etc.

#### **DRESS CODE**

Students are expected to dress in a modest and neat fashion, in attire suitable to the school situation. The following guidelines should be observed:

1. Clothing that is designed to purposefully expose the midriff or undergarments are not allowed. Tube tops, halter tops and spandex clothes are not allowed. The 'three finger rule' is in

effect for all students.

2. Hemmed shorts and walking shorts are permitted during the warm weather season.
3. Clothing with any derogatory or inappropriate writing or pictures is prohibited.
4. Hats are not to be worn inside the school.
5. Outdoor wear (boots, coats, etc.) are not to be worn in the classroom.

Students who do not comply with the dress code will be asked by staff to co-operate, make suitable changes and perhaps even be sent home.

## **RESOLUTION OF CONFLICT**

Sacred Heart School strives to have its students realize that physical and verbal violence is not a socially acceptable method of resolving conflicts. The school will promote social skills in our students that will foster a positive learning environment free from physical or mental intimidation.

In maintaining this environment, besides the co-operation of teachers and students, we need the full support of our parents. Together as partners, we can work toward a “zero” tolerance of any physical aggression in our schools. “Safe and Secure Schools” is in effect at Sacred Heart School.

## **RESPECT FOR AUTHORITY**

Students are expected to comply with the rules of the school and the expectations of their teachers. These rules and expectations are based on respect for self and others. All students are expected to contribute to a positive school environment.

The school policy regarding inappropriate behaviour is as follows:

1. Teachers work with students to develop proper attitudes and behaviours.
2. Teacher contacts parents if a student’s academic performance or behaviour is less than satisfactory.
3. Constant and/or serious infractions will be referred to the Principal. Parents may be asked to come in for an interview in order to assist the school in developing positive attitudes and behaviours.
4. Serious and repeated inappropriate behaviour will lead to loss of privileges or suspension.

## **RESPECT FOR PROPERTY**

The school buildings, content, (i.e. desks, texts, library books, gym equipment, etc.) and grounds deserve the same respect as one’s personal property. If students vandalize school property or lose school materials, they will be subject to making restitution for the cost of repair or replacements.

Students are encouraged not to bring valuables or other forms of private property to school.

## **RESPECT FOR PEERS**

Students are expected to show respect for the rights of others at all times. Physical and/or verbal harassment will not be tolerated. The absence of this behaviour will allow each student the right to an education free of fear and discrimination.

Students who are being harassed are encouraged to seek assistance. The teacher will handle harassment with home contact being made.

## **GENERAL RULES FOR SCHOOL PLAYGROUND BEHAVIOUR**

1. Be courteous and show respect for the rights of others.
2. Play in your designated areas of the school property.
3. Do not play rough games.
4. Equipment judged by the school to be dangerous or hazardous to student safety is not permitted.
5. Report any injuries or incidents of harassment to the teachers or persons in charge on supervision duty.
6. Obtain a pass before entering the school during recess breaks and lunch unless prearranged with school staff person.
7. The throwing of snow or stones is not allowed.
8. Use of inappropriate language will not be tolerated under any circumstances.

Minor infractions will be dealt with by the teachers or persons assigned to supervision duty.

Any serious or repeated infractions will be reported to the office, which may result in a loss of student privileges, etc. Parents may also have to be contacted.

## **LUNCH**

Students who stay for lunch will eat lunch in their designated areas. Students are expected to clean up their garbage. Also, students are expected to remain on school property, and are under the direct supervision of lunchtime supervisors and/or teaching staff.

## **EARLY SCHOOL DISMISSAL**

Every effort should be made to schedule appointments outside of school hours.

Parents/guardians must notify the school if a student is required to leave during the school day.

On such occasions parents/guardians must come into the office and sign out the student.

In the event of illness or injury, the school office will contact parents/guardians before permission to leave school is given. It is extremely important that parents provide us with accurate phone numbers and notify us of any changes to enable us to contact them in emergency cases.

## **WORK HABITS**

Students are expected to work to the best of their ability and to display a sense of pride in their efforts and accomplishments. This includes such areas as presenting neat work, completing daily assignments and preparing major projects.

Teachers will maintain close communications with parents/guardians regarding progress.

## **VOLUNTEERS**

Throughout the school year, we need volunteers to assist us in such areas as assisting on trips, assisting in the classrooms, etc. Many of these activities do not require much of a time commitment and may not be possible to realize without parental assistance. Please try your best to get involved in your child's education. It's worth the effort! Please inform the school if you are able to participate on either a regular or occasional basis.

## **VISITING THE SCHOOL**

When visiting the school, please report to the office and sign in before proceeding to any classes or other areas of the building. For your children's safety, we need to know who is in the building at all times.

## **MEDICATION**

For safety reasons, no child should bring any form of medication to school without prior approval from the office. If medication is deemed necessary, there is a form that must be filled out to indicate that this must be taken during school hours. The medication must be in the original container and clearly labelled with names (child, parent/guardian, and doctor), phone numbers, and directions. Please contact the school to address individual student needs in this regard.

## **IN-SCHOOL SPECIAL PROGRAMS, TRIPS AND EXCURSIONS**

We are very fortunate to live in an area that has an interesting history and varied places in our immediate surroundings. Teachers are encouraged to make use of the world beyond the classroom as a stimulation to, and reinforcer of learning. Some of these programs and excursions may involve cost to the students. We do our utmost to keep these costs to a minimum, and we may ask you, as parents/guardians, to help bear the cost, unless other means of raising the funds are found.

We ask your co-operation and support for all of these ventures, as they have a significant value in the overall education of your children.

## **RULES OF SAFETY AND CODES OF BEHAVIOUR ON SCHOOL BUSES**

- Students will be picked up and discharged at designated stops only.
- On entering the bus, students will take a seat promptly and remain seated for the duration of the route.
- Respectful manners and appropriate language and behaviour are expected.
- There is no eating or drinking on the bus. The bus driver's instructions must be obeyed at all times.

Failure to comply with these rules may result in the loss of excursion privileges for that student.