

# Parent Handbook



## Sacred Heart Catholic School

Revised January 2015

455 Pigeon Avenue  
Williams Lake, BC  
V2G 4R5

(250) 398-7770

[principal@sacredheartwl.com](mailto:principal@sacredheartwl.com)   [admin@sacredheartwl.com](mailto:admin@sacredheartwl.com)

website: [www.sacredheartwl.com](http://www.sacredheartwl.com)

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## SACRED HEART CATHOLIC SCHOOL

### WILLIAMS LAKE

#### PHILOSOPHY OF SACRED HEART CATHOLIC SCHOOL

We believe that each child is made in the image and likeness of God. We look for Christ in every child and his/her potential to be Christlike. We see the school, the home and the church as an integral part of your child's education.

All school activities should develop a child mentally, morally, socially, physically, emotionally and spiritually, as well as striving continuously for academic excellence. A school should be like a family, each member caring for each other in all its endeavours.

We hope and deem it the responsibility of the school to see that we live Christ's message.

In conclusion, we recognize parents as the child's first teachers--with the school and Church playing a supportive role in the total development of the child. Therefore, it is our hope at Sacred Heart Catholic School, that the parents and clergy will be directly involved in the concerns of the child.

*The mission of the Sacred Heart Catholic School is to deliver a high quality education aimed at excellence in academics, athletics, religion, and music, within the framework of the B.C. School Curriculum, the teachings of the Catholic Church and the resources available to us to ensure happy, well-rounded Children of God.*



## **SACRED HEART CATHOLIC SCHOOL**

455 Pigeon Avenue  
Williams Lake, BC V2G 4R5  
Phone (250) 398-7770 Fax (250) 398-7725

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Dear Parents/Guardians,

Welcome to the Sacred Heart Catholic School community. We are very excited to have you as a part of our community and look forward to a successful year. In the past 20 years, Sacred Heart has served the families in our community by reinforcing the values and beliefs of Catholicism and providing a strong academic foundation. Our school continues to support parents and provide high quality education that promotes Gospel teachings. Our staff strives for excellence in academics and fosters an atmosphere in which the Catholic faith can permeate in the lives of our students.

We respect and encourage the fact that parents are the primary educators of their children. At Sacred Heart School we look to build a partnership with parents to give our students the best opportunity to grow and learn. Each student is given the opportunity to develop to his/her potential as an individual, a member of society and a child of God.

As a community we must work to prepare our children and students to become productive members of society. More importantly, we must model and exemplify the values of discipleship we look to pass on. Let us all work together to lay a foundation of values for our students to build upon.

In Christ,

Nick Iachetta

## **ADMISSION POLICY FOR NEW STUDENTS**

- A.** All new inquiries for admission will be processed by the Principal. Admission will be based upon the policies outlined in our CISKD manual.
- B.** In accepting students, priority will be given to children from practicing Catholic families of the Parish, i.e.
- Those with siblings already attending the school.
  - Those attending Sunday Mass with regularity.
  - Those receiving the Sacraments with regularity.
  - Those involving themselves in the life of the Parish.
  - Those supporting the Parish financially according to their means.

The Family Statement of Commitment may be used when admitting students of new families.

- C.** At the time of application for new enrollment, parents will have an interview with the Principal and provide, at that time, documentation of the student's academic and behavioural record, including a copy of the student's most recent report card.

**In the event of financial need please contact the Principal at 250-398-7770. No Catholic child will ever be refused an education due to financial need.**



**PARENT SUPPORT GROUP OF  
SACRED HEART CATHOLIC SCHOOL**

455 Pigeon Avenue

Williams Lake, BC V2G 4R5

Phone (250) 398-7770 Fax (250) 398-7725

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Dear Parents,

Welcome to Sacred Heart Catholic School. As a parent and supporter of our school, you are automatically a member of our Parent Support Group.

Parents are an integral part of the parish and school community and are invited and encouraged to become actively involved in our school.

The main goal of the PSG is to provide and fund extracurricular activities for the student body. Events and activities that we have funded in the past include the following: swimming lessons, skating lessons, field trips, busing costs, rental costs for bouncy castles and bowling. We also volunteer our time to put on fun events such as family dances, movie nights and sports days.

We are always looking for new ideas and events to put on and would love to have more parents attend meetings and become active members in the PSG. Meetings are monthly and will be on the school calendar and in school newsletters.

We look forward to meeting you and let's all work together to make this a fantastic school year for our children!

Sincerely,

The Parent Support Group

## DRESS CODE POLICY January 2015

Students are required to wear the proper school clothing unless informed otherwise by the school. Parents have the responsibility to ensure that their child comes to school dressed in the proper clothing. The following is a list of approved clothing that can be worn during school hours. Please make sure your child is in dress code prior to arriving.

**Pants must be navy blue or khaki\*. All shirts must be navy blue, white or maroon\***

Collared polo shirts (short or long sleeved)	Jumpers
Crew neck sweaters	Dress shorts (Bermuda length)
Zip-up hooded sweatshirt	Dress shirts
Hooded sweatshirt	Dress pants
Skorts	

### Notes:

**\*All khaki and maroon colours must be ordered through the school or from our approved clothing list.**

Crested polo shirts, sweatshirts, hoodies and zip-ups are available through the school at reasonable prices.

If sweatshirts, hoodies or zip-ups are removed suitable attire (dress code) must be underneath.

No logo's or designs on clothing other than SHCS logo.

Gym strip is at teacher's discretion.

All students must have non-marking indoor runners for PE classes and for in-school use.

## PLEASE PUT YOUR CHILD'S NAME ON ALL CLOTHING

### Enforcement of the dress code:

Parents are responsible for having their child in dress code appropriate clothing.

- 1) Teacher will send a note home to parent informing them that their child was not in dress code.
- 2) Teacher will call parent and send home a copy of the dress code for parents to review.
- 3) Principal will contact parent and a meeting will be called to establish a plan of action.
- 4) Any further action will be at the discretion of Sacred Heart School administration.

**PROCEDURES FOR CONCERNS and/or PARENTAL COMPLAINTS ABOUT SCHOOL PERSONNEL**  
**(from C.I.S.K.D. Policy Manual, p. 38)**

1. A parent with a complaint or concern should FIRST contact the person in question eg. Principal, teacher, CEA, support staff. (Please make an appointment to address serious concerns.)
2. If no solution to the problem is found, the parent should contact the principal for solving the problem. (Please make an appointment to address serious concerns.) The parent must fill out a “staff complaint form” prior to addressing the issue with the principal.
3. If not satisfied with the action taken, the parent should bring the matter in writing to the School Council. (Individual persons or delegations wishing to make a presentation must state the purpose of their presentation, in writing, 3 days prior to the school council meeting. C.I.S.K.D. Policy Manual, p.22)
4. If the parent does not receive satisfaction from the parties, an appeal in writing may be made to the CISKD Board of Directors.
5. The decision of the Board of Directors on the matter shall be final and binding on everyone involved.

**Sacred Heart Catholic School**  
**Code of Conduct**

Sacred Heart Catholic School works to provide a caring, respectful and safe learning environment for all students and staff.

For information or a complete copy of the Code of Conduct please contact the office.



## SACRED HEART CATHOLIC SCHOOL

### DISCIPLINE POLICY

The goal of this Discipline Policy is to provide a safe and cooperative environment under which the students can grow to Christian maturity and complete self-discipline.

**Expectation:** Treat self and others with respect. Play safe and share.

#### A Minor Infraction includes:

- not following school rules
- misuse of playground equipment
- rough or unsafe behavior
- vulgar language
- fooling around in the building
- derogatory comments and gestures/put downs towards others
- taunting and teasing
- disruptive behaviour
- disrespect/ rudeness towards or arguing with staff

**Consequences:** (May be one or more of the following)

A Minor Infractions Report will be completed and a copy will be sent to the parents, teacher and office.

- loss of privilege
- time out in a supervised area
- detention at school (Parents will be notified of any after school detention prior to it being served.)
- other appropriate consequences

A Major Offense includes:

- three minor infractions within a 2 week period
- vandalism
- theft or dishonesty
- gross insubordination or willful disobedience or defiance
- intentional physical violence
- use of drugs or alcohol or weapons
- irresponsible actions causing bodily harm including for example: spitting and biting (not exhaustive list of examples).
- truancy and leaving the school grounds without permission

Consequences: A Major Offense Discipline Report is completed for each Major Offense.

**Major Offenses are recorded from September to June and accumulate during the school year.**

Note: In extraordinary serious situations the Principal may summarily suspend a student and parents will be notified to pick up the child at the school.

**1<sup>st</sup> Offense-** Student is reported directly to the principal and parents are contacted to pick up child for the remainder of the day. An action plan between the school and home will be created to avoid a 2<sup>nd</sup> offense. Parents and students will be notified of the consequences of a 2<sup>nd</sup> offense. The student will receive 5 days of recess and lunch detentions. The principal will follow up with parents after detentions have been spent.

**2<sup>nd</sup> Offense-** Parents will be called immediately to pick up their child. The student will serve a 3 day suspension and may not participate in any school activities. Prior to returning a meeting will take place between parents, student and principal to go over the action plan and make adjustments accordingly. The student will serve 5 days of recess and lunch detentions and must sit out all school activities beyond curriculum. Parent and students will be informed that a 3<sup>rd</sup> offense results in an expulsion from the school. Parents and student will sign a contract stating that they are aware of the consequences of a 3<sup>rd</sup> offense.

**3<sup>rd</sup> Offense** or offenses of extraordinary circumstances- Parents will be called for a meeting and the student will be expelled (removed permanently) from Sacred Heart Catholic School. Expulsions may be appealed to the School Council. ***It is at the principal's discretion whether an expulsion or suspension should take place on the 3<sup>rd</sup> offense.***

### BUS LINE MISCONDUCT

**Any offences in the bus line will result in the following (and may be in addition to items listed above)**

1<sup>st</sup> Offense – Verbal Warning to Student

2<sup>nd</sup> Offense – 2<sup>nd</sup> Verbal Warning to Student and Letter to Parent advising that further offences may result in bus line privileges being taken away and student not being escorted to Marie Sharpe School to catch afternoon bus.

3<sup>rd</sup> Offense – Parents called to pick up child(ren) Bus line privileges suspended. Students will not be allowed in the bus line until a meeting is held with parents.

Any matters not covered by this Discipline Policy will be dealt with as they occur.

## **SUMMARY OF PERTINENT CUSTOMS AND REGULATIONS**

### **ABSENCES/SAFE ARRIVAL PROGRAM**

Please telephone the school (398-7770) if your child is ill or will be absent. Someone will be in the school to take your call between 8:00am and 4:00pm or you may leave a message on our voice mail. If your child is absent without the school being notified, a call will be made to ensure the safety of your child.

### **ALLERGIES**

Please inform the school if your child has any allergies. We are a 'nut aware' school and encourage nut free snacks and lunches.

### **BUSING**

All school bussing is done in accordance with School District #27 and is at the expense of Sacred Heart Catholic School. Parents need to make arrangements for their child through the bus garage (398-3881) and information must be shared with the school. All students arrive at the 2<sup>nd</sup> Avenue entrance and are walked to the school by a supervisor. Students depart from Marie Sharpe School. A supervisor will walk students down and get them on their bus. Please notify the office if there is any changes to your child's bussing information. Buses will not be running if the temperature at the airport at 6:00 am is -32 degrees Celsius. **School will still be in session even if the buses are not running.**

### **CLASSROOM VISITS**

During the school day all visitors and parents must check in at the school office. (Checking in at the office is not required if a parent is bringing a child in at the beginning of the day, or picking up a child at the end of the day). As a courtesy, **PLEASE knock before entering your child's classroom.**

Please make arrangements with the teacher if you would like to visit the classroom during the school day. Please make an appointment with the teacher if you would like an interview regarding your child.

### **CURRICULUM**

The BC school curriculum will be taught for all subject areas. Sacred Heart School provides Ministry standard education in a setting that reflects our Catholic views. Daily religion classes are taught according to the teachings of the Catholic Church. Our students are also prepared to receive the Sacraments.

### **DISCLOSURE POLICY**

Parents have the right to see their child's file with the Principal, who can explain the contents. Please notify the school prior to requesting to view your child's information so the principal can schedule accordingly.

### **ELECTRONICS POLICY**

To promote respect for the dignity of all members of our school and to enhance student achievement and safety,, the use of a personal electronic device (PED) is strictly prohibited in the school during classroom times, or during school related activities (such as retreats, field trips, sports events etc).

Failure to comply with this policy may result in the confiscation of the PED and/or disciplinary action. The school assumes no responsibility for the loss, recovery, repair or replacement of any PED brought onto school property.

PEDs are to be kept out of sight, turned off and not used within school premises or during school-sanctioned events. To prevent the loss or damage of PEDs, the school encourages students to leave their PEDs at home.

### **FIELD TRIPS AND EXTRA CURRICULAR ACTIVITIES**

Each teacher is responsible for organizing field trips and extracurricular activity pertaining to their curriculum needs. Any parent driver/volunteer must have all of the approved documentation at the school prior to attending any field trip. Any field trip considered “high risk” by YouthSafe BC requires a parent meeting. Signed consent forms are needed for each off site activity.

### **GUM**

Chewing gum is not permitted on school/parish property or on school trips at any time.

### **HATS/HEADWEAR**

Students are required to remove hats/hoods/headwear while in the school out of respect for our learning environment.

### **LEARNING ASSISTANCE**

Our Learning Assistance teacher is available to provide services designed to support classroom teachers and their students. The Learning Assistance teacher, the Principal and classroom teacher are part of the school-based team, which help to organize, maintain and integrate services in the school.

Assessment by the speech and language pathologist and/or psychologist requires parental consent. The principal normally makes referrals. Parents may also make referrals by contacting the principal. A referral can result in your child taking part in a program outside the classroom or with the Learning Assistance teacher or there may be a plan to be used in the classroom. The amount of time a child requires assistance may vary from a few weeks to a year or more.

### **LUNCHES**

All lunches are eaten in the classroom under the supervision of a staff member or supervisor. In September 2008 we implemented a healthy hot lunch program and offer a hot meal to students for a nominal fee. For more information please contact the school office.

### **NEWSLETTERS**

On Wednesdays, twice each month, a newsletter will be sent home. Calendars are also available on the school website: [www.sacredheartwl.com](http://www.sacredheartwl.com) under ‘Monthly News Calendars’.

### **PARENT VOLUNTEERS**

All Parent Volunteers will be required to complete a Criminal Records Check form. More information is available through the school office. There is no charge to complete the Criminal Records Check.

## **PERSONAL INFORMATION PRIVACY POLICY FOR PARENTS, STUDENTS AND VOLUNTEERS**

Safeguarding personal information of parents, students and volunteers is a fundamental concern of **Catholic Independent Schools Kamloops Diocese**. The school is committed to meeting or exceeding the privacy standards established by British Columbia's *Personal Information Protection Act* (PIPA) and any other applicable legislation. You may ask for the most recent update of this Personal Information Privacy Policy at the school office.

## **REPORTING SYSTEM/REPORT CARDS AND PUPIL PROGRESS**

Formal report cards are normally issued three times during the school year: November, April and June. There will also be an informal student-led conference and a parent-teacher conference.

We encourage open communication between the teacher and the parents. By keeping in contact with your child's teacher, you can learn how your child is progressing and how you can be of help at home. We wish to work with you for continuing, quality education and a cooperative relationship between home and school.

Each student in Grade 1-7 is provided with an agenda. This is a wonderful tool of communication, not only for assignments but also between home and school on a daily basis.

## **SAFETY**

At the beginning of the school year please notify the school if your child is walking to school. Children who walk to school should follow an open, populated route on a regular basis and avoid using shortcuts. With the exception of Gym activities, students are to walk when they are inside the school. All visitors are to check in at the office and have approval to be on school grounds. Activities which have a high injury potential are not permitted.

## **SCHOOL CLEANLINESS**

Students are expected to demonstrate a "pride in ownership" by caring for school property - picking up after themselves, shaking snow AND mud off clothing before entering the school, and keeping books and desks clean and tidy.

## **SCHOOL HOURS 8:50 a.m. – 2:50 p.m.**

A yearly schedule will be given to all parents.

<b>8:50</b>	School begins
<b>10:30-10:45</b>	Recess Break (Please provide a healthy snack)
<b>12:00 – 12:15</b>	Lunch
<b>12:15-12:45</b>	Lunch Recess
<b>2:50</b>	Dismissal. Please make sure your child is picked up by 3:15pm. For information on bussing please contact the bus garage.

### **SPECIAL EDUCATION SERVICES POLICY**

The Catholic Independent Schools of the Kamloops Diocese supports the provision of Special Education Services based on inclusion. We recognize that some students have exceptional needs in **learning, behavior or physical mobility** and that every effort must be made to provide these students access to programs and services to enhance their opportunities to succeed in all aspects of Catholic Education. Therefore, we include all students in the school community for instructional purposes. All students have the right to: A Christian experience of community; learning opportunities that are committed to individual needs; student evaluation that furthers developmental growth and learning; support assistance when it is required. The Special Education team consists of the learning assistance teacher, the principal, the classroom teacher(s), the certified educational assistant, the parents/guardians of the student; outside special education service professionals and /or agencies as needed; and the student themselves, when appropriate. The Catholic Independent Schools of the Kamloops Diocese supports the provision of education programs and services for students with special needs subject to the availability of physical, human and financial resources.

### **UPDATING INFORMATION**

Please keep the school office informed of any changes in your address, home & work phone numbers, emergency contact person & phone number, and new health information regarding your child.

### **WEATHER**

During severe storms or when the temperature is below -15 degrees Celsius, students will be allowed to stay indoors. Please ensure that your child is wearing clothing suitable for the weather -- jackets, toques, mittens, snow pants, boots, etc. If a child is not dressed appropriately for 2 consecutive days, parents will be contacted.

Please be advised that if your child walks to school in severe weather conditions he/she may be at risk. We do not recommend that in adverse weather conditions student walk to school. *In these conditions, the school days academic schedule/expectations will be adjusted so that students are not missing important subject information.*