

**SACRED HEART CATHOLIC SCHOOL
WITH FRENCH IMMERSION**

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<https://www.wecdsb.on.ca/cms/one.aspx?pagelid=44550679>

HOME OF THE CARDINALS

2023-2024



Mrs. T. Clarke
Principal

Mrs. J Daley-Stewart
Vice-Principal

Mrs. C. Murphy
Secretary

This agenda belongs to:

GRADE: _____ **TEACHER:** _____

"Learning Together in Faith and Service"

MISSION



The family, parish and community of Sacred Heart Catholic Elementary School are committed to the development of each student, spiritually, morally, intellectually and physically, within the atmosphere of our Catholic Faith. We strive to create a positive learning environment where every individual is treated with respect and dignity. Together we encourage students to respect themselves and the rights and property of others in order to ensure a safe school community and productive school year.



Sacred Heart Catholic School Prayer

Lord, thank you for the unique gifts and talents of every student here at Sacred Heart.

Fill each student with a fresh enthusiasm and a heart that is excited to learn and grow. Cover each child with your enduring love, give them confidence and grace and equip them with the ability to persevere through challenges.

Bless all our staff with wisdom, understanding and a heart to serve, as we continue on this learning journey together.

The Sacred Heart of Jesus, Be with us always

Amen

SCHOOL PROCEDURES AND EXPECTATIONS



Instruction

BALANCED DAY SCHEDULE

Morning Bell	8:30 am
Instruction	8:30 am – 10:10 am
1st Nutrition Break	10:10 am - 10:50 am
Instruction	10:50 am - 12:30 pm
2nd Nutrition Break	12:30 pm - 1:10 pm
Instruction	1:10-2:50 pm
Bus Dismissal	2:50 pm
Walker Dismissal	2:55 pm

ACCESS TO CHILDREN

In order to provide for the safety of all students, access to children for forgotten lunches, books, messages, etc., **MUST** be done through the office via a pre-scheduled appointment (call school). Parents wishing to pick up their child/children for appointments should send a note to the teacher or contact the office when a note is not possible. The office will contact the child when the parent arrives at school.

AGENDAS Gr 1-6

Agendas are an essential part in students developing organizational skills. They outline what homework and projects need to be completed and keep parents informed. It is imperative that you sign your child's agenda on a daily basis so that we know you are aware of what is taking place in class. It is also a good communication tool between parents and teachers.



ALLERGIES



Please be aware that we are an **ALLERGY AWARE** school. There are children in attendance who suffer from severe and life threatening allergies to certain foods especially to peanut and nut products. Exposure to the smallest quantities can cause severe life threatening reactions. Anaphylaxis is a severe and life threatening allergic reaction. The most common allergen triggers are food, insect stings and medications.

We, at Sacred Heart School, would appreciate the cooperation of the entire school community in **NOT** sending any lunches or snacks that contain peanuts, nuts or nut products, which could potentially harm a child. Please make sure that all of your children's caregivers are aware of the food restrictions. **Please do not drop off food for the class for a birthday celebration or treat.** Thank you for your cooperation in making this a safe year for all of our students.

ARRIVAL/DISMISSAL

Students must not arrive at school prior to 8:10 am.

Parents dropping students off in the morning are asked to take advantage of the '**Kiss and Ride**' drive-thru at the South end of the school building (Divine St.). Classroom teachers will dismiss students from designated doors. When at all possible, parents are to meet their children outside the school yard gate, or at designated meeting places outside. Parents are not permitted to wait outside their child's classroom door.

If your child is registered to take a school bus to and from school, we ask that you please use the bus as the consistent form of transportation. This assists in your child arriving on time and ready to learn with his/her classmates as well as create a safe environment for all students attending Sacred Heart Catholic School. **Being on time is very important** as a necessary life skill but it is also important to maintain the integrity of the instructional program. Children arriving late can be a real disruption to the office and to the classroom program that is already in progress.

ATTENDANCE - SAFE ARRIVAL PROGRAM

If your child is going to be absent or late, please call the school at **519-734-1255** or email **attvm216@wecdsb.on.ca**. For your convenience, our answering machine/email will allow you to leave a message 24 hours a day. Leave your child's name, teacher, and reason for absence. If we have not heard from you we must, according to Board Policy, ensure that every reasonable effort is made to contact you to explain pupil absences using the following order of contact:



1. Parent(s)/guardian(s) home, cell then work numbers
2. Emergency contact(s)
3. In the event that the Principal has undue concerns regarding a student's absence, he/she may notify the police.

If your child is going to be absent due to a bus cancellation, **you must call your child in absent**. We cannot assume that they are home due to the cancellation therefore we will have to follow board policy and contact all unreported absences. We appreciate your support in following the protocol. Students who arrive late at school must obtain a late slip from the main office. If a student is leaving the school during the instructional day, for any reason, he/she must sign out at the office, and sign back in if returning the same day.

BICYCLES, ROLLERBLADES, SKATEBOARDS, SCOOTERS

Bicycles may be ridden to school at parents' discretion. Bicycles are not to be ridden on school property and should be locked. All students should wear a helmet when riding their bike to school. Rollerblades, skateboards and scooters are not to be used on school property.



BUS EXPECTATIONS

Riding the bus is a privilege. The students have been made aware of safety regulations and proper conduct on the bus. Bus Patrols have been appointed to help the drivers provide a safe ride for our children. Please encourage your child to know the expectations and to act with care and respect for everyone while riding and waiting at the stop. Board Policy states that students cannot take an alternate bus nor will they be permitted to get off at an alternate stop. ***Busing comes with a large cost which we are required to pay whether your child uses it or not. If your child is signed up to take the bus to and from school, we encourage them to use this privilege daily.***

The parents are responsible for the safety and conduct of their child prior to their pickup at the start and after leaving the bus at the end of the school day. Improper behaviour on the bus can create an unsafe situation and will not be tolerated.

Please do **NOT** park or stop in the ***Bus Loading Zone at the front of the building.***

BUSSING FOR KINDERGARTEN STUDENTS

- No Junior or Senior Kindergarten student will be dropped off without parental presence at the stop.
- If a child is in this situation, the school will be immediately contacted to see if a responsible person will be in the building when the bus returns. If the answer is no, the child is brought to the bus bay and handled there.
- Parents of Grade 1 students who request a designate must also be present before their child can be released off the bus.

CATHOLIC SCHOOL ADVISORY COUNCIL (CSAC)

Parents of a child attending the school are invited to actively participate on our School Advisory Council. Through volunteerism, the Sacred Heart Catholic School Advisory Council assists in raising funds for the school and also helps to address important issues related to the children's education. By becoming a CSAC volunteer, parents will gain new insight into their child's school life. We welcome all parents to participate.



COMMUNICATION GUIDELINES FOR PARENTS

STEP ONE

- Speak to the teacher.
- If you have not spoken to the teacher, the principal will ask you to do so.
- If you are unable to reach a solution proceed to step two.

STEP TWO

- Speak to the principal.
- The principal will involve the teacher in the discussion.
- The principal may request, at any time in the process, that you put your concerns in writing.
- The principal may involve, at any time in the process, others who may be helpful in resolving a concern such as: support from the school board, employee group representatives, the local parish, community agencies, etc.

DRESS CODE

The attire of students at Sacred Heart should reflect the attitudes and values of a Catholic school system. The dress code encourages respect, responsibility, safety and unity. Clothing should be neat and clean. Please be mindful that garments should not be too tight, too short, see-through or reveal undergarments. *Really short shorts, muscle shirts, halter tops, crop tops, spandex shorts or pajama pants are not appropriate.* Shirt Straps should be at least 2 finger widths (no spaghetti straps).

Due to our awareness of the influence of violence on our children, clothing with violent or satanic symbols, as well as, reference to death, drugs, alcohol or discrimination are not acceptable. Shirts with profane or suggestive language are not appropriate.

In all cases, school administration will make the final determination as to the appropriateness of student attire. We appreciate your support in this matter.

FIELD TRIPS

Signed permission forms are the only acceptable permission for attending field trips. **NO phone calls will be made to determine attendance.** At times, we request the assistance of our parents. Teachers organizing the field trip will be in contact if volunteers are needed.

HEAD LICE

When detected at home, the school should be notified and proper treatment (i.e., shampoo and nits removed) should take place. When detected at school, the child will be sent home with proper instructions to follow. A note will be sent home to students in the affected class. No names will be shared. The affected student will be allowed back into the class after they are cleared of the problem and no nits are observable.

HEALTH UNIT

During the school year, the Health Unit will carry out a dental screening. If you do not want your child to participate in the dental screening please send a note to school and we will pass it on to the Health Unit. For children in Junior and Senior Kindergarten, the Health Unit must have an up to date record of your child's immunization. The Health Unit has the power to suspend any child from school that is not properly immunized.

HOMEWORK



Homework should be considered as “extra practice” for students who are practicing a particular skill. Homework should be assigned once a level of understanding has been demonstrated by the students. With the focus on differentiating instruction, homework should reflect individual student needs.

Many of the concerns related to a student’s learning skills (i.e. homework completion/work habits, independent work, goal setting to improve work, initiative) can proactively be addressed by not assigning tasks that require sole completion at home.

INCLEMENT WEATHER

Students are allowed in school during inclement weather (e.g. rain, extreme cold, etc.). Announcements regarding bussing delays or cancellations will be broadcast at 6:30 am on AM800 or check the BusKids website at <https://buskids.ca/> **If busses are not running and your child will not be attending school as a result, please contact the school and let us know.**



LEAVING SCHOOL EARLY

Parents are asked to call the office, send a note or write in your child’s agenda if he/she needs to leave school early for appointments or other commitments. This note is to be shown to the homeroom teacher who will send the student to the office without disruption to the classroom. Please try to pick up your child at a natural break in the day (i.e., recess, lunch) whenever possible. Children are expected to wait at the office when they are being picked up early.

Nutrition Break PROCEDURES



Please be aware that students are to stay at school during their Nutrition Break. If parents wish to sign their children out during the 40 minute period, please follow the regular sign-out procedures of contacting the school with pick-up and drop-off information. Nutrition breaks are 20 minutes, with a 20 minute activity break attached to them.

MEDICATION

Our Board’s policy prohibits us from dispensing any non-prescription medication. We can and will dispense short/long-term, prescribed medication once the doctor has completed the required form, available at the office. The signed form and medication must be brought to the office in the original container. The Principal or designate will dispense the medication. Please note that the school does NOT dispense pain relief products. Over-the-counter medications, such as cough medicine should not be sent to school. It is the obligation of the parent to advise the teacher of any medication that is being taken by a student and of the potential side effects.

PHYSICAL EDUCATION

Physical Education is an integral part of the school curriculum. It is very important that students wear proper attire for all gym classes. Acceptable gym clothing is: running shoes, shorts or athletic pants/T-Shirt and socks. Physical Education is a required curriculum therefore all students are expected to participate unless they have a doctor's note.



Our School Board has implemented a **School Cash Online System**. The school cash online system is an easy and convenient way to make payments for a variety of school activities (field trips, Loonie License days, hot lunches etc). **Our school is a cash online ONLY school.**

If you have not yet done so, please register at:
www.catholicboard.ca/school-schoolcash.html

STUDENT ILLNESS



Should your child(ren) get sick once the school day has begun, please have them inform their teacher. They will then be sent to the office, and we will call home for someone to come to get them. Should there be no one home, your child will be kept at school until other arrangements can be made. Any child who is hurt outside should report to the teacher on duty or the office.

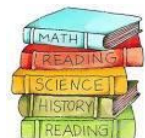
Please make sure your child has fully recovered before sending him/her back to school. Teachers will gladly send work home if your child is well enough to do some homework. We don't have the facilities to care for sick children and they will not be allowed to remain indoors at recess due to illness. Generally, if your child is too sick to be outside, they are too sick to be at school.

TELEPHONE

If there is a need to contact parents during the day, the office can make a phone call at the teacher's request. Student's request for a phone call should be kept only to matters of importance, and during natural breaks in the day (i.e., recess and lunch). If you need to contact your child, please do so by calling the school. We discourage parents from text messaging their children during the school day and students must not use their personal devices during the instructional day to contact parents. If a child is ill, the office will make contact with parents.

TEXTBOOKS

School texts are loaned to pupils. They are responsible for their replacement if lost or willfully damaged.



VISITORS

We ask that all visitors report to the main office to sign-in. Visitors are asked to make an appointment, prior to going to the school.

WINDSOR-ESSEX CATHOLIC DISTRICT SCHOOL BOARD CODE OF CONDUCT

For complete Code of Conduct policy, please visit the following link:

<https://www.wecdsb.on.ca/common/pages/DisplayFile.aspx?itemId=62449660>

The Education Act, as amended by the Education Amendment Act (Progressive Discipline and School Safety), 2007 was implemented to effectively combine discipline with opportunities for students to continue their education. The legislative changes were implemented through Bill 212 and came into effect on February 1, 2008. Highlights of the legislative amendments are outlined on the following pages. Please refer to Board Policy and Procedure for a more detailed understanding of the legislative requirements. www.wecdsb.on.ca

We, the Sacred Heart Community, are committed to providing a safe, healthy and productive environment in which opportunities for educational growth exist within an atmosphere based on Christian respect and dignity for all people. The Code of Conduct is designed to ensure that each student is provided with the best and safest learning opportunity possible. Success of the Code of Conduct, as with all endeavours, rests on the support of the Sacred Heart parent community. We rely on parental assistance and cooperation in the implementation of these guidelines.

Together WE make the difference!

STUDENTS

Students are to be treated with respect and dignity. In return, they must demonstrate respect for themselves and others (staff, community members and students)

EXPECTATIONS:

- ***Attend school regularly, be on time, and be prepared for all classes and school activities. Classes begin at 8:30 am. Late slips must be obtained at the office.***
- Work to the best of your abilities.
- Reverence and proper protocol is expected at church and at religious functions.
- Behave in a courteous and tolerant manner towards others, regardless of individual differences, e.g., race, gender, ability, language or opinion.
- Learn to act within the boundaries of behaviour necessary to minimize danger to you and others.
- Treat adults and other students with respect at all times.
- Do not bring electronics/technology to the school unless the student is in grade 7&8 and they are being used for instructional purposes and requested by the teacher. We cannot be held responsible for loss or damage.

- Fighting, bullying, abusive language, and the throwing of any object, including snowballs are not permitted and may result in suspension.
- Learn to express emotions in a socially acceptable manner.
- Take pride in our school by taking care of school property.
- Follow the rules regarding lunchtime behavior. Bus students and students who regularly eat lunch at school may not leave the school grounds for lunch unless accompanied by a parent or guardian

PROGRESSIVE DISCIPLINE AND SUPPORTING POSITIVE BEHAVIOUR

Progressive discipline is a whole school approach that utilizes a continuum of interventions, supports and consequences to address inappropriate student behaviour and to build upon strategies that promote positive behaviours. When inappropriate behaviour occurs, disciplinary measures will be applied within a framework that shifts the focus from one that is solely punitive to one that is both corrective and supportive. Schools will utilize a range of interventions, supports, and consequences that include learning opportunities for reinforcing positive behaviour while helping students make good choices.

For students with special education needs, interventions, supports, and consequences will be consistent with the student's strengths, needs, goals, and expectations contained in his or her Individual Education Plan (IEP).

BULLYING PREVENTION AND INTERVENTION

In recognition of the importance of addressing bullying, which can have a significant impact on student safety, learning and the school climate, bullying has been added to the list of infractions for which suspension must be considered.



Bullying is typically a form of repeated, persistent, and aggressive behaviour directed at an individual or individuals that is intended to cause (or should be known to cause) fear and distress and/or harm to another person's body, feelings, self-esteem, or reputation.

ELECTRONIC & TECHNOLOGY DEVICES

- Devices such as cell phones, iPods, iPads and personal laptops are not allowed unless they are being used for educational purposes in grade 7 and 8. This will be at the teacher's discretion.
- The school assumes no responsibility for lost, stolen, or damaged property, including money.
- Please refer to the Personal Electronic Device Policy for additional information.
- If a student has a device to walk to and from school, the device should not be out at any time during the school day, unless permission is granted by a staff member-parents and students should access the school telephone line if contact needs to be made during the school day



PERSONAL ELECTRONIC DEVICE POLICY

Student Acceptable Use of Personal Electronic Devices

For purposes of this directive, “personal electronic device” means any device that a student is in possession of which electronically communicates, sends, receives, stores, reproduces or displays voice and/or text communication or data. These include, but are not limited to cellular phones, pagers, smart phones, music and media players, gaming devices, tablets, laptop computers and personal digital assistants.

For purposes of this directive, “instructional day” means the period of time between the first scheduled bell and the last scheduled bell of the school day and any other time in which instruction occurs. At Sacred Heart Catholic School, this includes the hours of 8:30 am to 2:55 pm and all before and after school programs and school activities.

Student Rights and Responsibilities

- The student who possesses a personal electronic device (PED) shall be solely responsible for its care. Student possession of personal electronic devices at school for the purpose of instructional learning while the student is under the supervision of school staff shall be permitted.
- These devices shall be kept out of sight and powered off or silenced during any school-sponsored activity (medical reasons may be the exception to the rule). The student is using the device for educational or instructional purposes with the teacher’s permission and supervision.
- Personal electronic devices shall remain turned off while on school buses, as authorized by the driver and bus company.
- Student use of personal electronic devices shall be prohibited in areas including, but not limited to dressing rooms, classrooms (during non-instructional time), office, school yard, hallways and bathrooms.
- Students shall not use personal electronic devices on school property or at a school-sponsored activity to access and/or view internet websites that are otherwise blocked to students at school. Blocked sites include, but are not limited to, social networking sites.
- Student use of personal electronic devices that disrupt the instructional day may result in disciplinary action.

Unauthorized Use

- Unauthorized use of personal electronic devices includes, but is not limited to, the following:
 - Possessing, viewing, sending or sharing video or audio information having sexual, violent or threatening content on school grounds, school events or school buses

shall be prohibited and may result in disciplinary action and/or confiscation of the personal electronic device. This includes taking pictures or recording staff/students is strictly prohibited.

- Transmitting school materials for unethical purposes such as cheating/plagiarism.
- Any activity which may be in violation with the Windsor-Essex Catholic District School Board Bully Prevention policies.

Staff Rights and Responsibilities

Sacred Heart Catholic School staff shall not be responsible for the theft, loss or damage to personal electronic devices brought to school by a student while the device is under the student's care.

Any unauthorized use of a PED may result in disciplinary action including loss of use of the device at school.

Sacred Heart's Administrative team has the right to prohibit any student from his/her electronic device privileges for a time period at their discretion, if the PED policies are habitually abused.

Please review with your child(ren) the Personal Electronic Device and check for understanding of the expectations outlined.

I have reviewed the Personal Electronic Device Policy with my child and we understand the expectations outlined. Students with PED, please sign.

Parent Signature

Student Signature