

IMMACULATA

REGIONAL HIGH SCHOOL

PARENT and STUDENT

HANDBOOK

VISION STATEMENT

Immaculata: a family that fosters excellence

MISSION STATEMENT

We are an educational community pursuing excellence and developing the whole person while striving to see and bring forth Christ in others

Mr. Rob Plaxton, Principal

Mr. Bruno Oliveira, Acting Principal

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WELCOME TO IMMACULATA

Immaculata Regional High School is a Catholic High School, established by the Catholic Public School Society of Nelson Diocese under the direction of the Kelowna Catholic Public-School Council. Immaculata presents itself in service to the students and families in our Catholic community.

We are a community of teachers, support staff, clergy, parents, and students engaged in the common task of empowering each student to learn how to do all that he/she is capable of doing. This development of strong capable young people, with clear perceptions of their personal capabilities and high self-esteem, should not be left to chance. The school's role during our ever-changing society is to give students good judgement and decision- making skills to enable them to cope with many new challenges. They must learn interpersonal skills so they can relate well with other people. Students must leave school with a well-developed spiritual life, a high degree of self-awareness, empathy for social justice and third world ministry, and the ability to help their friends at a time of crisis.

Immaculata Regional High School works to be identified as a safe place - a place where student learning takes place amid caring and sharing people.

SCHOOL HISTORY

In 1860, Father Pandosy, an Oblate Missionary, moved to the Mission Creek area, took out a pre-emption on a small tract of land and by 1885 Okanagan Mission comprised some two thousand acres. By 1884, besides residences, the settlement included a large mission church and the first school in the southern interior. Father Pandosy must thus be credited with planting the first "seed" of Catholic education in the Central Okanagan.

In 1938, the Sisters of Charity began formal instruction. By September 1950, St. Joseph's Elementary School officially opened for instruction of grades K-7 inclusive. With the completion of lmmaculata High School in 1960 a complete Catholic education from kindergarten to Grade 12 was realized. The Sisters of Charity of Halifax ably assisted the first principal.

In 1979, the Basilian Fathers first became involved in our schools. lmmaculata was officially under the direction of the Basilian Fathers until 1992. Plans for a new facility was begun in earnest.

In September 1995, through the perseverance of Bishop Peter Mallon a new lmmaculata Regional High School was opened. The new facility can house 300 students, with plans to expand to 600 students when needed.

SCHOOL STAFF

ADMINISTRATION:

Mr. Rob Plaxton, B.Ed., M.Ed.	Principal
Mr. Bruno Oliveira, B.A, B.Ed., M.A.	Vice-Principal

CHAPLAIN:

Br. Jeffrey Loma

SCHOOL COUNSELLOR:
Mrs. Amanda Bukowsky, B.A., B.Ed., M.Ed.

TEACHERS:

Mr. Luke Bertolucci, B.A., B.Ed.

Mr. Brett Boechler, B.Ed., B.Kin., Athletic Director

Mrs. Jasmine De Smet, B.A., B.Ed.

Mrs. Leah Drebit, B.Ed.

Mr. Noah Figueroa, B.Ed, B.A. History

Mr. Mike Kouwenhoven, B.A., B.Ed.

Mrs. Liliana Perez-Lefevre, B.Ed., B.A.

Mr. Grant Richard, B.A., Dip.Ed., M.A.

Mrs. Rhonda Sali, B.Sc., PDP, M.Ed.

Mrs. Freya Vos, B.Sc., Dip.Ed. M.A.

Mr. Michael Witkowski, B.Ed.

Ms. Rowena Raquipiso, B.Ed, M.Ed.

Mr. Sam Kaardal, B.Ed., B.A. History

SCHOOL OFFICE STAFF:
Mrs. Paula Despins, Secretary
Mrs. Tanya Sturgeon, Bookkeeper

RELIGIOUS PROGRAM COORDINATOR:
Mr. Mike Wilson, B.Sc., Dip.Ed., M.Sc.

LIBRARIAN:
Mrs. Ingrid Uhrich

ACADEMIC ADVISOR/GRAD COORDINATOR
Mrs. Angela Griffin, B.A., B.Ed.

DIRECTOR OF INTERNATIONAL EDUCATION:
Ms. Myriam Mendez, MBA

HOMESTAY & MARKETING COORDINATOR:
Mrs. Maria Zsoldos-Rizzo

CEA - INTERNATIONAL PROGRAM:
Mrs. Andrea Koebel, CEA, TESL

INCLUSIVE EDUCATION COORDINATOR:
Mrs. Susan Thodas, B.Ed., B.A., M.Ed.

LEARNING RESOURCE TEACHER:
Mr. Paul Freire, B.Ed., M.A

INCLUSIVE EDUCATION DEPARTMENT:
Miss Lorena Herrera, EA
Ms. Renee Landry, EA
Mr. Darrin Mathieu, CEA
Ms. Francesca Pugiliese, CEA
Mrs. Tanis Rantucci, EA
Mrs. Cindy Ross, EA

CUSTODIANS:
Mr. Ray Puno, Mrs. Emilda Puno

TIME SCHEDULE 1

Bell Schedule

- Schedule 2 refers to Mass Days or Special Event Days
- Each week, Monday 3rd Block will be replaced by an X Block to mee the Ministry's Career Education, Career Life Education, and Career Life Connections curriculum requirements.

Time	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	Day 8
8:30-WELCOME BELL **8:35-9:40** Schedule 2: 8:35-9:25	**2**	**7**	**4**	**1**	**6**	**3**	**8**	**5**
9:45 – 10:50 Schedule 2: 9:30-10:20	**3**	**8**	**5**	**2**	**7**	**4**	**1**	**6**
BREAK	**10:50** **10:55**					**Schedule 2** **10:20-10:25**		
11:00 – 12:05 Schedule 2: 10:30-11:20 **Period 4: (Mass) 11:25-12:25**	**1**	**6**	**3**	**8**	**5**	**2**	**7**	**4**
LUNCH	**12:05** **12:45**					**Schedule 2** **12:25-1:05**		
12:50-1:55 Schedule 2: 1:10-2:05	**5**	**2**	**7**	**4**	**1**	**6**	**3**	**8**
2:00-3:05 Schedule 2: 2:10-3:05	**4**	**1**	**6**	**3**	**8**	**5**	**2**	**7**

SCHEDULE 1

Bell Times	Period
8:30	Welcome Bell
8:35-9:40	1st Block
9:45-10:50	2nd Block
10:50-10:55	BREAK
11:00-12:05	3rd Block
12:05-12:45	LUNCH
12:50-1:55	4th Block
2:00-3:05	5th Block

SCHEDULE 2

(Mass Schedule or Special Events)

Bell Times	Period
8:30	Welcome Bell
8:35-9:25	1st Block
9:30-10:20	2nd Block
10:20-10:25	BREAK
10:30-11:20	3rd Block
11:25-12:25	MASS/Assembly
12:25-1:05	LUNCH
1:10-2:05	4th Block
2:10-3:05	5th Block

Any one of the blocks can be used for an assembly period. Masses are typically scheduled during Period 4 of Schedule 2 (11:25).

IMMACULATA REGIONAL HIGH SCHOOL COUNCIL

Pamela Guilbault, Superintendent CISND: (250) 762-2905

Council Chair	Mrs. Sarah McKenzie
PSG Report - Council Liaison	Vacant
Education	Mrs. Asia Wilson
Finance	Vacant
Recorder	Mrs. Rebecca Robertson
Ways & Means	Vacant
Public Relations	Mrs. Marta Horvath
Maintenance	Vacant
Immaculata Principal	Mr. Rob Plaxton
Immaculata Vice-Principal	Mr. Bruno Oliveira
School Chaplain	Deacon Jeffrey Loma

IMMACULATA REGIONAL HIGH SCHOOL PARENT SUPPORT GROUP

President: Barb Komlos

Vice-President: Vacant

Secretary: Vacant

Treasurer: Vacant

Fundraising: Crystal Sinclair

Hospitality: Melanie Oliveira

Council Liaison: Cayleigh Donovan

Hot Lunch: Tricia Freire

PSG INFORMATION

Meetings take place the first Wednesday of the month in the school library starting at 6:00 P.M. We are proud of the parent involvement at Immaculata. As parents we have the privilege to be involved in ways that encourage a higher quality of education and a greater community atmosphere. Being involved as parents show a sense of duty and commitment to our children's education and ownership in what happens within the school. Our involvement is also a testimony to our children of how important they are to us and an example to them of service to others. All parents of students in Immaculata are PSG members and are welcome and encouraged to attend our monthly meetings and become involved in some of the issues and decisions involving our school. Parents are welcome to attend sporting events and games, dances (as chaperones), fund raising events, Mass/Para-Liturgies, seminars sponsored by the PSG, Teacher/Student/Parent Conferences, and Rooted In Faith, to name a few.

CODE OF CONDUCT

	School Wide (hallways, gym, outside, bathroom)	**Classroom**	**Assembly** **(Monday morning, Mass, special occasions)**
Be Respectful	Use appropriate language Follow dress code Respect the property (litter, recycle, equipment, vandalism) Return borrowed items Respect personal space Address staff, guests, adults appropriately	Abide by the cell phone agreement Classroom time is learning time for everyone Respect others' opinions and property	Be attentive to the speaker No cell phones Active participation (when appropriate, O Canada, responses for Masses, applause) Proper mass etiquette Proper dress code Enter/exit respectfully
Be on Time	Use break time wisely (use washrooms, drinks, eating, get organized) Honour commitments to extra-curricular activities Sign in/out as required	Be on time and prepared for classes and homeroom Homework is complete on time	Arrive promptly with class for assembly, Mass, games Set-up/clean-up for assemblies, masses, games as required
Try Your Best	Take pride in all school opportunities Be a leader (support each other) Seek out leadership and volunteer opportunities Give your personal best Compliment people	Strive for special merit recognition Strive for personal growth and learning Take responsibility for learning (i.e., work missed during absences) Use class time effectively Take pride in your work	Stay for the duration of the assembly, mass, game If presenting, prepare appropriately Model appropriate behaviour for others

Discipline in a Catholic High School must be centered in the Gospel message of Love. As disciples of Jesus, we strive to live by His commandment to love one another as God loves us. In practice, love is shown by RESPECT. At Immaculata, we live by a positive code of respect for ourselves and our education, others and their education, our learning environment, and Immaculata itself, its image, and name.

STUDENT EXPECTATIONS

There are three expectations for all students:

- BE RESPECTFUL as noted above
- BE ON TIME for school, classes, commitments, etc.
- TRY YOUR BEST in everything you do

STUDENT SERVICE HOURS

IRHS recognizes the value of serving others. To this end, students at IRHS are required to complete 7.5 service hours each term totaling a minimum of 30 hours for the year. Service hours must be completed each term; they cannot be banked. Each term, students' service hours are assessed as part of their Career Education, Career Life Extensions, or Career Life Connections mark. Service hours are weighted as 25% of the student's mark per term. Service is seen as helping others in need. In brief, student service hours are recognized in the following three areas:

- Church communities
    - Examples may look like:
        - Serving during services
        - Fundraising
        - Helping as social events sponsored by the church
- The IRHS community:
    - Examples may look like:
        - General school clean up
        - Volunteering for student council or student council events
        - Volunteering for scorekeeping (sports events)
- The students' community as a whole:
    - Examples may look like:
        - Shoveling snow for a neighbour (without being paid)

- Neighbourhood garbage clean up
- Babysitting for neighbours (without being paid)

Working at a for-profit business does not count towards student service hours regardless of whether the student is paid or not.

IRHS also recognizes that some students volunteer over the summer break. Students who have documented hours of service over the summer break will have these hours of service added to their annual service hours total. Students with 50 or more hours of service will be recognized with an award at the year-end awards ceremonies. NOTE: service hours completed over the summer do not replace 7.5 hours of student service per term. Summer service hours are completed in addition to this expectation.

CLOSED CAMPUS - GRADES 8-9

Grades 8 and 9 are on a closed campus, meaning once they arrive at school, they may not leave the school grounds without permission of a parent. This includes break and lunch times. Grades 10, 11, and 12 students will be allowed to leave campus during breaks and lunch breaks times.

SCHOOL DISCIPLINE

PRELIMINARY STAGE - CLASSROOM-BASED

For an offence of a minor nature that occurs in the classroom or school facility involving the classroom teacher.

Examples of a minor offence are tardiness, inappropriate language, uncooperativeness, disregard of the cleanliness of the school environment, missing homework, etc.

Consequences as appropriate:

- warning that further misbehaviour will involve contact with parents
- classroom detention time/service time
- reconciliation of problem

STAGE ONE - REFERRAL TO ADMINISTRATION

For an offence of a minor nature but which goes beyond the normal discipline handled by a classroom teacher, a student will be referred to the administration.

Examples of a minor offence are tardiness, dress code violation, inappropriate language, uncooperativeness, disregard of the cleanliness of the school environment, etc.

Consequences as appropriate:

- warning that further misbehaviour will involve contact with parents
- noon hour detention time/service time
- reconciliation of problem
- referral to counselling/learning strategies as necessary

STAGE TWO - PARENTAL NOTIFICATION

For further infractions of a minor nature, or for a more serious offence which merits more than the above.

Examples of a more serious offence are inappropriate behaviour in the school, disrespect for property, class truancy, closed campus violation, repeated stage one violations, skipping noon detentions etc.

Consequences as appropriate:

- notification to parents making clear the seriousness of the situation and possible suspension should this behaviour continue
- detention time/service time

STAGE THREE - DEFINITE SUSPENSION

For continued offences of a minor nature, or for a more serious offence which merits more than the above.

Examples of serious offences may include fighting, intimidation, theft, vandalism, defiance of authority, deliberate disruption of class, obscene or abusive language, skipping detentions, misbehaviour while representing Immaculata, truancy, smoking violation (including e-cigarettes & vaporizers), second closed campus violation, etc.

Consequences as appropriate:

- In-school suspension of 1 to 3 days. The student must be at school by 8:30 to an assigned area and remain there until 3:30. The student foregoes the privilege of social time (break and lunch time) and involvement in extra- curricular activities. Assigned work must be completed satisfactorily.
- Out of school suspension of 1 to 5 days whereby the student may not attend any school-related functions or activities and assigned work must be completed to the satisfaction of course teachers.
- The present problem must be reconciled.
- Formal written notification to parents with copy to Superintendent.

STAGE FOUR - INDEFINITE SUSPENSION

For repeated misbehavior, of above or, for an extremely serious offence. Examples of serious offences are drug, alcohol, or weapons offences, assault or abuse of a student or teacher, malicious vandalism, etc.

Consequence:

- Indefinite Suspension - The student and parents have a right to appeal the indefinite suspension to the Diocesan Discipline Committee. Should the student be permitted to return to school, it would be under conditions as outlined in a contract as signed by the student, parents, and administration.

CELL PHONE USAGE AND EXPECTATIONS

Introduction

Immaculata Regional High School (IRHS) has made available to its students and faculty a school wide local area network of hardware, software, and services. The network and all its components are intended to be used for academic purposes only. IRHS recognizes that instructional time is precious, and school time must be protected from unnecessary disruptions.

Students *may* be permitted to bring digital devices[1] to school or school-related activities, provided a *Contract for Acceptable Use* is signed (part of the registration package). The following parameters govern the use of digital devices while at school or at school-related events:

- At the beginning of every class digital devices are to be placed in a designated secure location (not in students' lockers).
- At any time during school activity, school faculty may give specific direction regarding student use or non-use of a digital device with which the student is expected to comply.
- During class time and only with clear permission from IRHS staff, digital devices may be used as instructional tools. Using digital devices without permission or during class for any other reason may result in a loss of digital device privileges.
- School Masses, fire drills, lock downs, assemblies, or other school activities are considered digital device blackout times. During these times there is to be absolutely no digital device usage.
- Students are expected to exhibit good *digital citizenship* and follow common sense practices when using their digital devices (self-control, balance between digital and non-digital media, an awareness of their digital footprint, etc.).
- Students may not use their digital device's camera to take pictures of others without expressed consent.
- The student acknowledges that the use of a digital device during instructional time requires faculty permission. Further, the use of a digital device at IRHS is a privilege, not a right. As such, the privilege may be revoked at any time.
- Students are not to use IRHS's technological resources or their digital devices in a manner which is harassing to others (cyber-bullying). This includes, but is not limited to:
    - posting images or email messages which intentionally cause discomfort to others

[1] The term "digital device" includes all personal electronic devices such as, but not limited to: cell phones, mp3 players, ear buds, headphones, smart watches, smart glasses, laptops, tablets, and/or any type of "smart" device.

    - displaying images, sounds, or messages on a digital device in a public area or on any equipment which is part of the network (and hence the property of Immaculata Regional High School) which causes discomfort to others who share that area
- Users should assume that their electronic correspondence is the legal equivalent of publicly spoken or written words. This also applies to privately owned computers (laptops) using the IRHS network.

Acceptable uses of digital devices at IRHS may include (but not limited to):

- Calculator (graphing or any other downloadable app)
- Dictionary/thesaurus (several free apps)
- eReader (bible, books from the public library, etc.)
- Online research

For Parental Consideration Regarding Digital Devices

IRHS's guest network blocks some websites that are not required at school (such as social media websites). However, students with data plans will not be subject to IRHS's WIFI restrictions. IRHS is not responsible for content loaded on a student's digital device.

Consequences of Violating this Contract:

First Offense

The first strike will be a reminder to the student that his or her device(s) should be in the secure location.

Second Offense

The second strike will result in an email to the students' parents/guardians. Additionally, the student's device will be confiscated by the teacher for the day.

Third Offense

The third strike will result in the student's device being sent to the office. It will remain in the office until a parent/guardian is able to pick up the device. The incident is recorded by the principal; a pattern of behaviour is noted.

Fourth Offense

A clear pattern of disrespectful behaviour has been established. The student may be suspended from school.

ACADEMIC INTEGRITY

…contributes to a community of trust, authenticity, and excellence as well as my own individual integrity.

- I create my own work.
- I cite all my sources.
- I present my knowledge and abilities fairly and honestly.

ACADEMIC DISHONESTY

…is detrimental to the integrity, values, and excellence of the community and myself.

Plagiarism

Plagiarism is copying and representing another's work as my own.
This includes (but is not limited to):

- Copying from published sources without adequate documentation.
- Purchasing pre-written papers and submitting them as my own.
- Submitting the work of a friend/sibling/parent/etc. as my own.
- Having someone edit my work without permission from the teacher and/or not giving proper acknowledgement to the editor.
- Researching on websites without citing them.
- Changing every few words of someone else's work and presenting it as your own.
- Taking more than 3 words in a row without using direct quotes.
- Re-submitting my own prior work for credit on a different assignment

Cheating

Cheating is presenting my ideas/knowledge/ability dishonesty or unfairly, especially for my own advantage or the advantage of another.
This includes (but is not limited to):

- Sharing my assignments, class notes, etc. with another student.
- Using someone else's work/notes/etc. to help me complete my work.
- Using apps to help me complete questions on assignments and tests (for example, *Photomath*)
- Using technology that is not approved by the teacher to misrepresent my own ideas/abilities.
- Using notes/cheat sheets (that are not approved the teacher) to help me complete a test or other assessment.

Falsification

Falsification is misrepresenting information on documents and records.
This includes (but is not limited to):

- Forging signatures (for example on permission forms).
- Forging a letter, text or email.
- Fabrication of information on resumes, academic records, service hour sheets, etc.
- Verbal misrepresentation (lying)

Any involvement in plagiarism, cheating, or falsification will:

- result in a zero (0) for the assignments
- require notification of parents/guardian
- earn an ‘N’ work habit for the term.

Repeated offences will have more severe consequences.

DRESS CODE

School is considered a place of work. As such, students are expected to dress appropriately while attending school in neat and clean clothes that are in good repair. These expectations are meant for students to exercise good taste and take pride in their personal appearance. Furthermore, these expectations are not meant to hinder anyone's ability to choose clothes but to assist in developing a positive and responsible attitude towards appropriate dress at school. When in doubt, presentable dress is at the discretion of the administration.

Points to keep in mind:

- Clothing should be clean and neat. Tears and rips are not appropriate.
- Clothing with inappropriate messages is not permitted. Slogans advocating substance or alcohol use, vulgarities, prejudicial or sexual content or any other questionable material have no place in a school.
- Tops of shoulders, backs, underwear, and midriffs must be covered. Halter shirts and tube tops, spaghetti straps, muscle shirts, half shirts, mesh shirts, see-through or sheer clothing, and beach wear, and pajama pants are NOT considered appropriate school apparel. Sleeveless sports jerseys must be worn with a T-shirt underneath. Shirts scooped low at the neck or back are not appropriate.
- Shorts and skirts must be mid-thigh or longer.
- Caps/hats, hoods, and bandanas are to be removed in a work or school setting. Caps/hats, hoods, and bandanas should be removed when students enter the building as a sign of courtesy. Students should store caps/hats, and bandanas in their lockers during school hours (not to be worn inside the building or in the classroom).
- For the safety and comfort of those with sensitivities or allergies to fragrances, please avoid perfume, cologne, and body spray. An effective deodorant, however, is a must!

SCHOOL UNIFORM

All students are required to wear the school uniform on Wednesdays, for school Masses, and para-liturgies, as well as announced important school functions.

Ordering School Uniforms can be done two ways:

- Lands End - www.landsend.com. From the home page, navigate to the "School" tab and then "Find Your School". Immaculata's school number is 900190232.
- Cambridge Uniforms – www.cambridgeuniforms.com
    - Your online school code is: ALH395 To create a new account **click here**. To log into your existing account **click here**.

Basic Uniform requirement includes:

- Polo shirt or dress shirt with logo for both girls and boys.
- Approved bottoms in black or khaki, or special tartan option for girls. No sweatpants, yoga pants, track pants, tights, leggings, jeans, pajamas or any unapproved items will be allowed.
- All sweaters and hoodies must be worn with a uniform shirt underneath.

Optional:

- Grad, team, and club hoodies/jackets can be worn with the uniform but must be removed for Mass, except for Grad hoodies. School sweaters/crew necks (with school official embroidered logo) are also allowed for Mass.

REPORT CARDS AND PARENT/TEACHER CONFERENCES

Report Cards are issued 4 times per year. Letter grades used have the following meanings: (Grade Point Average - GPA - in brackets below)

A 86 - (4.0) C+ 67 - (2.0) C- 50 – 59 (1.0)
B 73 - 85 (3.0) C 60 - 66 (1.0) F 0 – 49 (0)

Parents may access the Parent Portal on MyEducationBC to familiarize themselves with their student's grades and assignments. If you need access to this, contact the Vice-Principal at irhs.vp@cisnd.ca.

Formal Parent/Teacher Conferences are held in term one and term three. Conferences may be held at other times at the request of a parent, student, or teacher.

HONOUR ROLL

- Grade point average of 3.0 or better (not rounded up)
- No F, or N achievement indicators or work habit indicators
- A G work habit indicator in a minimum of 50% (round down) of the student's classes
- Student cannot have received an IE package for the term

PRINCIPAL'S LIST

- Grade point average of 3.6 or better (not rounded up)
- No F or N achievement indicators or work habit indicators
- A 'G' work habit indicator in a minimum of 50% (round down) of the student's classes 3 out of the 4 terms
- Student cannot have received an IE package for the term

SPECIAL MERIT AWARD

This award gives recognition to the students who have worked to the best of their abilities as indicated by achieving a G work habits indicator in all courses. This award is not based on marks. To achieve a G, students must arrive to class on time, prepared with all their supplies, notebooks, texts, and other related materials. All their work (home and in class) is completed to the best of their ability. The students are making every effort to meet deadlines and due dates, and they are doing their best to keep their notebooks up-to-date and in good order. During class the students are attentive and focused on the various tasks, assignments, and projects. Students work well in individual and group situations, and they appear to be doing their best. Students willingly participate and share ideas. They treat themselves, their peers, and adults with the respect inherent in the Gospel values. Students display good work habits and effort in all that they do. Students adhere to the "Academic Integrity" expectations. Students who receive an "IE" package are not eligible for the special merit award.

SCHOLARSHIPS AND AWARDS

The Central Okanagan Bursary and Scholarship Society annually awards, a large number of scholarships and bursaries. Grade 12 students who are eligible for various awards must complete application forms to qualify. Additionally, other scholarships and bursaries are also administered directly by various post - secondary institutions. Students are required to complete the proper application forms to be eligible for the awards, some of which are related as much to need as to grades. Lastly, bursaries are available to the students from various organizations and individuals within Kelowna and within the Diocese. Applications must be made by the students for such bursaries. Information regarding these bursaries is given to the students in January of each year or may be obtained from the counselling department.

STUDENT PROGRAMMING AND EVALUATION

GRADUATION REQUIREMENTS

To graduate, student must accumulate 80 credits during his/her senior (Gr. 10, 11 & 12) years. Details are published online here.

Please note that Theology 12 is a Board Authority Authorized course and is a graduation requirement at Immaculata. Graduating students must pass Theology 12 to be eligible to take part in the Graduation ceremonies.

Only graduands who have successfully completed the Ministry of Education's graduation requirements are permitted to participate in year-end sanctioned school events. If a graduand does not meet the requirements of the current graduation programme he/she cannot participate in the graduation ceremonies.

UNASSIGNED LEARNING TIME (Spares)

Unassigned Learning Time for Grade 12's will only be granted in unusual circumstances. See Graduation Handbook for details.

STUDENT COUNCIL/ACTIVITIES

The Student Council is an elected body whose primary function is to promote school spirit and coordinate student activities.

The Student Council consists of an Executive and a General Council. The Executive is comprised of the following members:

- President
- Vice President
- Secretary
- Treasurer
- Communications

The Student Council meets regularly to plan fund raising activities and recreational events for the school and to consider student related projects. It is responsible for:

- Overseeing school dances.
- Organizing fundraising projects throughout the year.
- Planning and organizing recreational events for the school.
- Helping school groups financially where possible.

SCHOOL DANCES

School dances are sponsored by the Student Council. For all dances, students are subject to the code of conduct. Students are also subject to any special regulations set by the dance sponsors. Students who will be late for the dance must sign up on the late list with the administration prior to the dance. Invited guests must be approved by administration 1 week prior to the dance. Guests are the responsibility of the host student. Parent support is required to assist with chaperoning.

ATHLETICS

Immaculata Mustangs are developing a strong basketball, soccer, and volleyball tradition. Other competitive sports include tennis, track & field, and golf.

CLUBS

All students are encouraged to become involved in some of the school activities. Immaculata clubs include: yearbook club, drama club, chess club, global opportunities club, knitting/crochet club, robotics club, 3D printing club, art club, and book club.

SCHOOL AND ACADEMIC COUNSELLORS

The counsellors are available to assist students in personal matters and in career planning. The counsellors also have information regarding scholarships and bursaries available for senior students.

COURSE CHANGES

Course changes are permitted during the first two weeks of a course. Students must meet with IRHS's academic advisor to request a change.

INCLUSIVE EDUCATION

The Inclusive Education department is available to assist students in need of extra support, to enable them to function in the regular classroom as successful learners.

TEXTBOOKS

Textbooks are entrusted to each student. Students are financially accountable for any lost or damaged books and may have to pay part or full replacement costs if books are not returned in reasonable condition. Textbooks are signed out through the library.

HOMEWORK, EXAMS, AND RETESTS

Students are advised to establish a home and/or school study plan at the beginning of each term. The plan should permit comfortable time for both homework and review. The suggested length of time recommended for homework/study in each grade is as follows:

- Grade 8 - 1hr
- Grade 9/10 - l hr
- Grad 11/12 - 2 hrs.

Midterm and final exams are written in all academic courses 8 and 9.

Final exams are written in all academic subjects for 10, 11, and 12 at the end of each semester.

Retests will be administered at the discretion of the classroom teacher and when required, in consultation with administration. Students will be required to demonstrate how they have prepared for a retest *before* they are allowed to write a retest; this will take effort. Retests will be conducted in a timely manner (not two or three weeks after the originally scheduled test). Finally, it is unlikely that more than one retest will be administered on any given topic.

Demonstration of preparedness for a retest can take many forms. Teachers may ask students to write out study notes, demonstrate an understanding of a particular section that was tricky, complete missing assignments, and/or attend lunch time tutorials. Once the teacher is

confident that a student has prepared for the retest, then he/she will be allowed to rewrite the test. The onus will be on the students to demonstrate they are prepared for a retest in a timely manner. Should a student not demonstrate preparedness in a timely manner then it is likely the student will lose the opportunity to write a retest.

SCHOOL COMPUTERS

Students are encouraged to bring their own computers to school for academic use. IRHS does have computers available for students who do not have their own, however, school computers are available only to students who have paid the IRHS Technology student fee. School computer usage is limited to school related assignments or inquiries. School computers may not be used to download music or videos without expressed permission of a teacher. School computers may not be used for game play, file sharing, social media type pages, or YouTube without direct teacher supervision. The same restrictions apply to students' personal laptops while using IRHS's network.

ATTENDANCE POLICY

Students are expected to attend school regularly. An absence must be excused by a phone call from the parent/guardian before 9:00 AM on the day of the absence. All lates and absences must be excused within 24 hours of the occurrence. Twenty or more days absence from a course may result in an automatic failure. If a student knows in advance that he/she will be away, it is his/her responsibility to see the teachers beforehand about missed work.

WITHDRAWAL FROM SCHOOL

Students withdrawing from Immaculata should speak to an administrator or counsellor. Parents are consulted before the formal completion of the withdrawal procedure.

VISITORS

All visitors to the school during working hours are to report to the office.

LATE POLICY

Students are expected to be on time for all classes. Parents are contacted if a pattern of tardiness seems to be developing and the student may be subject to disciplinary action. Parents and students are requested to arrange dental and medical appointments outside of school hours.

LOCKERS

Each student is issued a locker and lock. Lockers must be kept orderly and locked when not in use. The school is not responsible for articles or money taken from the lockers. Lockers and locks are the property of Immaculata Regional High School. There is a $5.00 charge for lost or damaged locks.

PARENT PARTICIPATION FEE

The participation fee of $250 per family is payable at the time of student registration. This fee helps to get parents involved in the school, and the $250 is refundable after 20 hours of volunteer service (e.g. school clean-up, snow removal, chaperoning dances and field trips, maintenance projects).

It is the responsibility of each family to record the service hours of family members on the yellow PARTICIPATION FEE REIMBURSEMENT FORM available in the office. Once the 20 hours have been completed it is again the responsibility of the family to submit the form for reimbursement to the school bookkeeper. As always, parents have the option to donate that $250 and receive a tax donation receipt. Requests for this receipt must be received before December 31, of each school year.

As the Participation Service Hours need to be verified, please have the person co-coordinating the activity sign your yellow reimbursement form the day of your activity or as soon as possible afterward.

VOLUNTEERS

One of the strengths of Immaculata has been the assistance the school has received from our volunteers. All volunteers (coaches, drivers, etc.) must obtain a criminal record check and receive safe environment training. Please see your child's teacher or IRHS's administrative assistant if you would like to volunteer at the school. Thank you very much for your continued support!

PROTOCOL FOR COMPLAINTS

COMPLAINTS AGAINST SCHOOL PERSONNEL

For complaints against school personnel please refer to diocesan policy 3010.

COMPLAINTS OF ABUSE AND/OR NEGLECT

For complaints against school personnel please refer to diocesan policy 5001.