

# IMMACULATA REGIONAL HIGH SCHOOL

PARENT HANDBOOK '2011-2012'



**REGIONAL  
HIGH SCHOOL**

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## **I. 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 in the midst of 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.

## **II. SCHOOL HISTORY**

In 1860, Father Pandosy, an Oblate Missionary, moved to the Mission Creek area, took out a preemption 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 Elementary School officially opened for instruction of grades K-7 inclusive. With the completion of Immaculata 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. Immaculata was officially under the direction of the Basilian Fathers until 1992. Plans for a new facility were begun in earnest.

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

### **III. SCHOOL STAFF**

#### **ADMINISTRATION:**

Mr. John Campbell, B.Sc., Dip.Ed. M.Ed.  
Ms. Lois Ehman, B.Ed., M.Ed.

#### **CHAPLAIN:**

Fr. Pat Monette

#### **SCHOOL SECRETARIES:**

Miss Paula Despins  
Mrs. Nadine Casorso

#### **LIBRARIANS:**

Mrs. Chris Schmidt  
Mrs. Nadine Casorso

#### **SPECIAL ED. DEPARTMENT:**

Ms. Lois Ehman, B.Ed., M.Ed.  
Mrs. Tanis Rantucci, CEA  
Mrs. Barbara Forward, CEA

#### **COUNSELLORS:**

Mrs. Christa Kueber, B.Ed.  
Mr. Brian Drosdovech, B.PE, B.Ed.

#### **RELIGIOUS EDUCATION COORDINATOR:**

Mrs. Mary Gallagher B.Ed.

#### **TEACHERS:**

Mr. John Barriault, B.A., B.Ed.  
Mr. Paul Freire, B.Ed.  
Mrs. Angela Griffin, B.A., B.Ed.  
Mr. Kevin Judd, B.A., Dip.Ed.  
Mr. Ed Kwasniewski, B.Sc.,Dip.Ed., M.Sc.  
Mr. Robert Mainella, B.Mus, Dip.Ed.  
Mr. Adam Marischuk B.A. Dip. Ed.  
Mrs. Carmella Mathieu, B.A., Dip.Ed.  
Mr. Blaine Melnyk, B.A., B.Ed., M.A.  
Mr. Bruno Oliveira, B.Ed, M.A.  
Mr. Grant Richard, B.A., Dip. Ed., M.A.  
Mrs. Stephanie Rottacker, B.Sc., Dip.Ed..  
Mr. Mike Wilson, B.Sc., Dip. Ed., M.Sc.  
Mrs. Lydia Wipfli, B.Sc., B.Ed.

#### IV. KELOWNA CATHOLIC SCHOOL COUNCIL

Beverly Pulyk

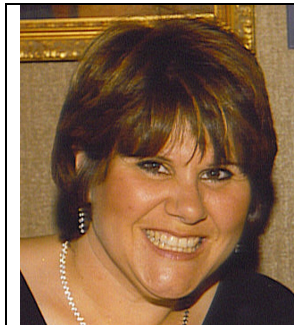
Superintendent

(250) 762-2905



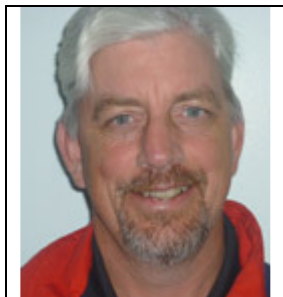
**Jarrod Thalheimer – Board Chairperson, Immaculate Conception Parish rep (250) 869-0555 or [jarrod@littlebluetruck.com](mailto:jarrod@littlebluetruck.com)**

A graduate of St. Joseph and Immaculata schools, Jarrod spent thirteen years working in the film and television industry. Five of those years were dedicated to labour relations, collective bargaining, and the overall promotion and representation of the BC Film industry both at home and abroad. Jarrod and his wife Dawn returned to Kelowna in 2004 where he now works as a freelance writer of both fiction and non-fiction. Jarrod and Dawn have five children.



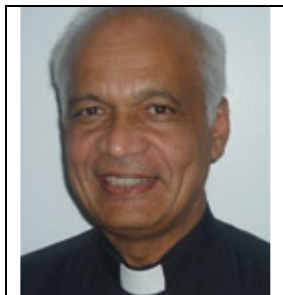
**Elena Tostenson – Vice-Chairperson/Education Committee: St. Pius X parish rep (250) 762-9339 or [pskelowna@shaw.ca](mailto:pskelowna@shaw.ca)**

Elena, married and mother of three, is also a teacher and business owner. She enjoys being a member of the school council and is presently holding an executive position with the Immaculata PSG. In the past, she has been an active member of the St. Joseph PSG, having held various committee positions, including PSG president. Elena, along with her husband Craig, are proud to support their parish and school community.



**Fr. Pat Monette - Pastor St. Charles Garnier parish (250) 860-6776 or [pmonette@shaw.ca](mailto:pmonette@shaw.ca)**

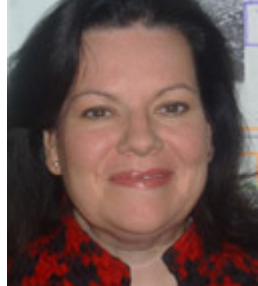
Fr. Pat is the Vicar of Education for the Diocese of Nelson and is the new Pastor of St. Charles Garnier Parish and also the Chaplain of Immaculata.





**Fr. Sebastian Puthenpura –Pastor Immaculate Conception parish (250) 762-3910**


Fr. Sebastian is the new Pastor of Immaculate Conception and also the Chaplain of Immaculata.

	<p><b>JoAnn Gini – Finance Committee Member; St. Pius X Parish rep</b>  <b>(250) 861-6523 <a href="mailto:dgini@shaw.ca">dgini@shaw.ca</a></b></p>
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	<p><b>Cathie Schell - Publicity Committee Member; St. Theresa Parish rep</b>  <b>(250) 575-4700 <a href="mailto:seaschell@hotmail.com">seaschell@hotmail.com</a></b></p>
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	<p><b>Rob Sali – Maintenance Chairperson, St. Charles Garnier parish rep</b>  <b>(250) 764-8384 or <a href="mailto:rsmillennium@shaw.ca">rsmillennium@shaw.ca</a></b></p>
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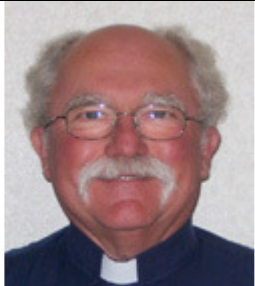
	<p><b>Kim Macauley – Educaation Committee Member;</b>  <b>St. Charles Garnier Parish rep</b>  <b>(250) 764-2924 or <a href="mailto:vandela5@hotmail.com">vandela5@hotmail.com</a></b></p> <p>Kim has been a member of St. Charles Garnier Parish since 1993. Kim and her husband Andy, have three children. Kim's background includes several years with BC Tel as a Marketing Manager as well as currently working as a Certified Education Assistant. She has volunteered her time over the years on both the St. Joe's P.S.G. and currently as the President of Immaculata's P.S.G. She embraces the Catholic community of both St. Joe's and Immaculata and is a strong believer in the quality of the educational experience students at both schools receive. Go Mustangs! Go Colts!</p>
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	<p><b>Glen Jackson – New School Committee Member; Immaculate Conception Parish rep (250) 860-5337</b>  <u><a href="mailto:glenjackson.cga@gmail.com">glenjackson.cga@gmail.com</a></u></p>
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**Parish Priests**

	<p><b>Fr. Francis dela Cruz – Pastor St. Pius X parish (250) 762-2587 or <a href="mailto:spx@shawcable.com">spx@shawcable.com</a></b></p>
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	<p><b>Fr. Conrado Beloso – Pastor St. Edward parish and Pastor Holy Spirit parish (250) 766-3146 <a href="mailto:st.edwards@shaw.ca">st.edwards@shaw.ca</a></b></p>
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	<p><b>Fr. Wayne Pfliger – Pastor Our Lady of Lourdes parish (250) 768-5144 or <a href="mailto:wcpflig@shaw.ca">wcpflig@shaw.ca</a></b></p>
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	<p><b>Fr. Otto Rollheiser – Pastor St. Theresa parish (250) 765-6869 or <a href="mailto:sttheresakelowna@shaw.ca">sttheresakelowna@shaw.ca</a></b></p>
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**Fr. Andriy Werbowy - Dormition of the Mother of God, Ukrainian Catholic Parish (250) 860-7295 or [o.andriv@gmail.com](mailto:o.andriv@gmail.com)**

Fr. Andriy is the Pastor of the Dormition of the Mother of God, Ukrainian Catholic Parish, and also serves as the Chancellor for the Eparchy (Diocese) of New Westminster. He finished his theological studies at St. Paul's University in Ottawa at the Metropolitan Andrey Sheptytsky Institute of Eastern Christian Studies. A married priest, Fr. Andriy and his wife have 2 boys. Their daughter, Anna went to be with the Lord in 2007 at seven months.

### **PARENT PARTICIPATION FEE - School Council**

The participation fee of \$125.00 per family is payable at the time of student registration. This fee helps to get parents involved in the school, and the \$125.00 is refundable after fifteen hours of volunteer service. Parents and/or students are encouraged to join together in obtaining these hours in activities or projects that provide a service or fund raise for the **general school population**, and not a specific group or class. For example: school clean-up, snow removal and maintenance projects qualify for volunteer hours. A bottle drive for the Drama Club or a raffle for the Travel Club would not.

It is the **responsibility** of each family to record the service hours of family members on a yellow PARTICIPATION FEE REIMBURSEMENT FORM sent home in August. Extra copies are available at the school office. Once the fifteen hours have been completed it is again the **responsibility** of the family to submit the form for reimbursement to the school office, before January 31, 2012 (for a February rebate) or May 30, 2012. As always, parents have the option to donate the \$125.00 to the School Council and receive a tax donation receipt. Requests for this receipt must be received **before December 31, 2011**.

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.

### **IV. IMMACULATA REGIONAL HIGH SCHOOL P.S.G.**

President	Kim Macaulay	(250) 764-2924
Vice President	Lia Sambrielaz	(250) 762-3289
Secretary	Bonnie Lalach	(250) 764-6320
Treasurer	Jennifer Newman	(250) 769-6490
School Council Liaison	Vacant	
COBSS Representatives	Val Bobyn	(250) 764-4799
	Tina Shalansky	(250) 717-8354
	Marie Baldigara	(250) 764-3245
Fundraising Co-coordinator	Lorraine Miller	(250) 764-0713
Social Co-coordinators	Elena Tostenson	(250) 762-9339
	Val Bobyn	(250) 764-4799

## **P.S.G. INFORMATION**

Meetings take place every third Thursday of the month in the school library starting @ 7:00 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 shows 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 P.S.G. 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 also welcome to attend sporting events and games, dances (as chaperones), fund raising events, Mass/Para-Liturgies, seminars sponsored by the P.S.G., Teacher/Student/Parent Conferences, and Parents Who Care With Prayer, to name a few.

## **V. GOALS**

The ultimate goal of Immaculata Regional High School is to develop in its graduates a value orientation that puts high priority on formation of leaders in service to others. Specific objectives to develop such a graduate may best be summarized in five main categories.

### **A. OPENNESS TO GROWTH**

Maturity as a person: emotionally, intellectually, physically, socially and spiritually - to a level that reflects some intentional, conscious responsibility for one's own growth.

### **B. INTELLECTUAL COMPETENCE**

Demonstration of mastery of those academic requirements for advanced focus of education

### **C. SPIRITUAL**

The acquisition of the basic knowledge and understanding of the major doctrines and practices of the Catholic faith - to have examined one's feelings and beliefs with a view to choosing a fundamental orientation toward God and to establish a relationship with a religious tradition and/or community.

### **D. LOVING/SHARING/CARING**

Being in the last of their formative periods, our graduates should be well on the way to establishing their own identity. They should be on the threshold of moving beyond self-interest to loving, caring for and sharing with others.

### **E. COMMITMENT TO SOCIAL JUSTICE**

At the end of this educational experience, our graduates should have achieved considerable knowledge of the needs of local and world communities and should be prepared to take their places in the world community as competent, concerned and responsible members.

## VI. CODE OF STUDENT BEHAVIOUR

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 and learning environment, all property and Immaculata itself, its image and name.

### 1. EXPECTATIONS

There are three expectations for all students:

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

### 2. DISCIPLINE PROCESS

#### 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.

For further infractions of a minor nature or for a more serious offence which merits

**Consequences** as appropriate:

- notification to parents making clear the seriousness of the situation and possible suspension should this behaviour continue
- detention time/service time to be served after school (1 hr)

### **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 very serious offences are: fighting, intimidation, theft, vandalism, defiance of authority, deliberate disruption of class, obscene or abusive language, skipping detentions, misbehaviour while representing Immaculata, truancy, smoking violation, 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 misbehaviour 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.

## V. SCHOOL CALENDAR

### SEPTEMBER

Tuesday, 6  
Tuesday, 13(Evening)

School Opens  
Family Barbeque Night

### OCTOBER

Friday, 7  
Monday, 10  
Friday, 21

Professional Development Day, No School  
Thanksgiving Day, No School  
Professional Development Day, No School

### NOVEMBER

Thursday, 11  
Monday, 14  
Thurs.-Fri., 24-25

Remembrance Day, No School  
Professional Development Day, No School  
Parent-Teacher-Student Interviews

### DECEMBER

Thursday, 15  
Friday, 16

Last Day of Classes before Christmas  
Staff Spiritual Retreat, No School

### JANUARY

Tuesday, 3  
Wed.- Sat. 11-14  
Monday, 23  
Monday, 30

School Re-opens  
B.C. Catholic Schools B.B. Tournament  
Jr. & Sr. Midterm & Final, Prov. Exams Begin  
Professional Development Day, No School

### FEBRUARY

Sun.-Sat. 5-11

Catholic Schools Week

### MARCH

Sat. - Sun. 10-25  
Monday 26

Spring Break  
School Re-Opens

### APRIL

Friday, 6  
Monday, 9  
Mon.-Wed. 16-18

Good Friday, No School  
Easter Monday, No School  
Senior Mid-term Exams

### MAY

Wednesday, 2  
Monday, 21

Parent-Teacher-Student Interviews  
Victoria Day, No School

### JUNE

Friday, 15  
Wednesday, 20  
Wednesday, 27  
Thursday, 28  
Friday, 29

School Final Exams Begin  
Provincial Exams Start  
Undergrad Mass and Awards  
Graduation Commencement Exercises  
Graduation Prom and Banquet

### VIII. Time Schedule 1

Time	Mon.	Tues.	Wed.	Thurs.	Fri.
H.R. & Assem 8:43-9:12		Homeroom 8:43 - 8:53			
Monday 9:15-10:10 Tues.- Fri. 8:55-9:54	A1	D6	C8	D5	B9
Monday 10:15-11:10 Tues.- Fri. 9:59-10:58	X2	A7	B3	A1	C8
BREAK - Warning Bell - Monday 11:20, Tues. - Fri. 11:08					
Monday 11:25-12:20 Tues.- Fri. 11:13-12:12	B3	C4	A1	B9	D5
LUNCH - Warning Bell - Monday 1:05, Tues. - Fri. 12:57					
Monday 1:10-2:05 Tues.- Fri. 1:02-2:01	C4	C8	A7	B3	D6
Monday 2:10-3:05 Tues.- Fri. 2:06-3:05	D5	B9	D6	C4	A7

#### Time Schedule 2

#### Time Schedule 3

<p style="text-align: center;"><b>2:08 Assembly Schedule</b></p> <p>Homeroom 8:43 - 8:53</p> <p>Period 1 8:55 - 9:42</p> <p>Period 2 9:47 - 10:34</p> <p><b>Break</b> - Warning Bell (10:44)</p> <p>Period 3 10:48 - 11:35</p> <p><b>Lunch</b> - Warning Bell (12:20)</p> <p>Period 4 12:25 - 1:12</p> <p>Period 5 1:17 - 2:04</p> <p><b>Assembly</b> 2:08 - 3:05</p>	<p style="text-align: center;"><b>11:30 Assembly/Mass Schedule</b></p> <p>Homeroom 8:43 - 8:53</p> <p>Period 1 8:55 - 9:40</p> <p>Period 2 9:45 - 10:30</p> <p>Period 3 10:38 - 11:23</p> <p><b>Assembly</b> 11:27 - 12:32</p> <p><b>Lunch</b> - Warning Bell (1:17)</p> <p>Period 4 1:22 - 2:12</p> <p>Period 5 2:17 - 3:05</p>
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## **IX. STUDENT PROGRAMMING AND EVALUATION**

### **1. GRADUATION REQUIREMENTS**

#### **80 Credits in Grades 10 - 12**

56 required credits:

- Language Arts 10 (4 credits)
- Language Arts 11 (4 credits)
- Language Arts 12 (4 credits)
- Social Studies 10 (4 credits)
- Social Studies 11, Canadian Civics 11 or BC First Nations 12 (4 credits)
- Mathematics 10 (4 credits)
- Mathematics 11 or 12 (4 credits)
- Science 10 (4 credits)
- Science 11 or 12 (4 credits)
- Fine Arts 11 or Applied Skills 11 (4 credits)
- Physical Education 10, 11 and 12 (12 credits)
- Education and Career Planning 10 (4 credits)

#### **Unlimited number of Board Authorized courses**

Total of 16 credits at the grade 12 level

#### **Passing mark in Graduation Portfolio Assessment**

24 Credits of electives

### **2. REPORT CARDS AND 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 - 100 (4.0)	C+ 67 - 72 (2.5)	C- 50 - 59 (1.0)
B 73 - 85 (3.0)	C 60 - 66 (2.0)	F 0 - 49

Interim reports are issued whenever a teacher deems there is a need. Formal Parent/Teacher/Student Conferences are held after the first and third reports. Conferences may be held at other times at the request of a parent, student or teacher.

### **3. UNASSIGNED LEARNING TIME**

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

## **X. AWARDS AND RECOGNITION**

### **1. HONOUR ROLL**

Grade point average of 3.0 or better with no 'F' or 'I' achievement indicators and no more than 1 'N' work habits indicator.

### **2. PRINCIPAL'S HONOUR LIST**

Grade point average of 3.6 or better with no 'F' or 'I' achievement indicators and no 'N' work habits indicator.

### **3. 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.

### **4. PROVINCIAL SCHOLARSHIPS**

Provincial Scholarships based on performance in examinations established by the Ministry of Education are awarded to students annually in B.C. Students are required to write three Grade 10 provincial examinations( English, Mathematics and Science), Social Studies 11 provincial exam and the English 12 provincial exam to qualify

### **5. DISTRICT SCHOLARSHIPS**

The Central Okanagan Bursary and Scholarship Society (COBSS) annually awards a large number of scholarships and bursaries. Grade 12 students who are eligible for various awards must complete application forms to qualify.

### **6. OTHER SCHOLARSHIPS AND AWARDS**

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.

### **7. BURSARIES**

Bursaries are available to the students from various organizations and individuals within Kelowna and from 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.

### **8. PASSPORT TO EDUCATION**

The Ministry of Education provides bursary money for qualifying students as follows:

**Eligibility:** Grades 10, 11, and 12

**Criteria:** Selection will be based on academic performance (70% of total) and Citizenship and Christian witness (30% of total).

**Amounts:**

Gr 10 - \$250

Gr. 11 - \$225

Gr 12 - \$275

## **XI. STUDENT ACTIVITIES**

### **1. STUDENT COUNCIL**

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

The Council consists of an Executive and a General Council. The Executive is comprised of five members that include:

- a. President
- b. Vice President
- c. Secretary
- d. Treasurer
- e. Athletic President

The balance of the council is made up of representatives from each homeroom.

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

- 1. Overseeing school dances.
- 2. Organizing fund raising projects throughout the year.
- 3. Planning and organizing recreational events for the school.
- 4. Helping school groups financially where possible.

### **2. ATHLETICS**

Immaculata Mustangs are developing a strong basketball, rugby and volleyball tradition. Other competitive sports include cross country running and track and field. All of these sports field teams are at the grade 8, junior and senior levels, for both boys and girls. There is also a golf team, and a tennis team. An elected student Athletic Council supports many of the initiatives of our athletic programs.

### **3. INTRAMURALS**

The intramural program operates to give all interested students an opportunity for recreational sports usually occurring at lunch hours. It also is mandatory for grades 8 and 9 students to help meet the Daily Physical Activity requirement mandates by the Ministry of Education.

### **4. FIELD TRIPS**

Educational field trips are encouraged for all students. Information and permission slips are sent home prior to the planned trip and must be returned to the school before the scheduled trip. A student participating in an extended trip including sports trips which will cause absence from classes, must have prior approval from each of his/her teachers. The student realizes his/her responsibility for making up whatever work is required of him or her in each subject. Students are subject to the Code of Student discipline while on extra - curricular activities.

### **5. SCHOOL DANCES**

School dances are sponsored by the Student Council. For all dances, students are subject to the Code of Student Discipline. Students are also subject to any special regulations set by the dance sponsors. Student who will be late for the dance must sign up on the late list with the

administration prior to the dance. Invited guests are to be placed on the Guest List with the administration. Parents assist with chaperoning.

## **6. CLUBS**

All students are encouraged to become involved in some of the school activities. Other clubs include:

Year Book Club	Drama Club	Jazz Band
Respect for Life Club	Science Club	Computer Club
Debating Club	Choir	Math Club

## **XII. STUDENT SERVICES**

### **1. HOMEROOM TEACHERS**

Each student is assigned by grade to a homeroom class with a teacher(s). It is hoped the student and teacher(s) will build a mentor relationship. Such a relationship provides ongoing contact and support for the student.

### **2. SCHOOL COUNSELLORS**

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

### **3. LEARNING STRATEGIES TEACHER**

The Learning Strategies teacher is available to assist students to develop skills and competencies in the areas of organization, time management, study skills, exam preparation, etc. The Learning Strategies teacher also supports students who have learning difficulties so they can function in the regular classroom as successful learners.

### **4. RESOURCE CENTRE/LIBRARY**

The Resource Centre contains a variety of books, audio - visual materials, Internet connections and computers available for student use. All resources to be checked out. Daily fines for overdue materials.

### **5. MESSAGES**

Students should listen to the announcements and read the monitors in the hallways for messages.

### **6. TELEPHONE**

A student telephone is available in the lobby of the school. The phone is courtesy of the Student Council. It is toll - restricted.

### **7. STUDENT PARKING**

Parking for students is available behind the school. Cars and driver's licenses must be registered in the office.

## **8. BUSES**

Kelowna Public Transit provides transportation for students. Check bus schedules for times.

## **10. LOST AND FOUND**

There is a Lost and Found box located in the school. Items are cleared out periodically and taken to a local charity.

# **XIII. GENERAL INFORMATION**

## **1. FIRE /EARTHQUAKE DRILLS**

Fire / earthquake drills are conducted periodically throughout the year to ensure a state of readiness. Fire drills are to be taken seriously. Students are led out of the school by the teacher. Drills are to be conducted in silence to ensure instructions are heard and followed.

## **2. CARE OF SCHOOL PROPERTY**

It is the duty of all students to assist in the care of school property. Damaging of school property is a serious matter. Students are expected to assist with the cleanliness of the school.

## **3. P.E. WEAR**

The uniform P.E. wear is to be worn by all students. This is available through the P.E. Department. Gym strip is not worn for any other class.

## **4. TEXTBOOKS**

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

## **5. COURSE CHANGES**

Course changes are permitted during the first two weeks of a course. Students must see a counsellor to request a change. Courses dropped after this period will result in an "F" grade, unless, at the discretion of the principal, extenuating circumstances exist.

## **6. HOMEWORK AND STUDY**

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 minimum length of time recommended for homework/study in each grade is as follows:

Grade 8 - 1 hr    Grade 9/10 - 1 ½ hrs    Grad 11/12 - 2 hrs

## **7. EXAMS**

Mid - term and final exams are written in all academic courses 8 - 12. Students are required to be in attendance only during scheduled exam times.

## **8. 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. After ten absences from a course,

parents/guardians will be contacted and the problem discussed. 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.

#### **9. 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.

#### **10. VISITORS**

All visitors to the school during working hours are to report to the office. Guests at dances and other school events must be put on the Guest List well before the dance. These guests are the responsibility of the host Immaculata student.

#### **11. LATE POLICY**

Students are expected to be on time of all classes, including homeroom period. 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.

#### **12. LUNCH TIME PROCEDURES**

All students are encouraged to eat their lunches on the school premises. Meals are served daily in the cafeteria. Pre-paid punch cards may be purchased from Nonna at a cost of \$85.00 for twenty meals or \$5.00 separately. Friday lunches are sponsored by various school clubs and are not included in the punch card program.

#### **13. 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. A \$5.00 deposit is required with a \$5.00 charge for lost or damaged locks.

## 14. STUDENT FEES

The following fees are due on Tuesday, September 6<sup>th</sup> **and cheques are to be made payable to Immaculata Regional High School.** (prices include HST)

General	Student Council.....	15.00	<input type="checkbox"/>	
	Locker Fee (new students) .....	5.00	<input type="checkbox"/>	
	Agenda Book .....	10.00	<input type="checkbox"/>	
	TI 30X IIs calculator (junior students).....	18.00	<input type="checkbox"/>	
	School Tie .....	20.00	<input type="checkbox"/>	
	* Bible - new students 15.00 <input type="checkbox"/> , existing students ..	15.00	<input type="checkbox"/>	
	Science Workbook Fee (grades 8, 9 and 10 only) ..	10.00	<input type="checkbox"/>	
	Math 11 workbook/text.....	20.00	<input type="checkbox"/>	
	Physical Education	T-shirts .....	18.00	<input type="checkbox"/>
		Shorts .....	23.00	<input type="checkbox"/>
Sweatshirt ** .....		36.00	<input type="checkbox"/>	
Hooded Sweatshirt ** .....		40.00	<input type="checkbox"/>	
Sweatpants ** .....		36.00	<input type="checkbox"/>	
Graduation Fee	Grade 11 .....	50.00	<input type="checkbox"/>	
	Grade 12.....	50.00	<input type="checkbox"/>	
	Grad Group Pictures (grade 12 only).....	25.00	<input type="checkbox"/>	
*** Optional item	Yearbooks .....	45.00	<input type="checkbox"/>	
	Girl's White Blouse (long sleeve).....	35.00	<input type="checkbox"/>	
	Boy's White Shirt (long sleeve).....	35.00	<input type="checkbox"/>	
	Cardigan Sweater .....	45.00	<input type="checkbox"/>	
	Sweater Vest .....	38.00	<input type="checkbox"/>	
	V-neck Pullover Sweater .....	42.00	<input type="checkbox"/>	
<b>Total</b>			_____	

\* To enhance the biblical studies of our religion program, we use a common publication of the Holy Bible. This version of the bible will be used throughout your child's high school career and will become a necessary "text" for religion classes. \*\* This PE wear does not have to be purchased. However, if you want to wear a sweatshirt or sweatpants during PE, **only** Immaculata sweats will be allowed.

\*\*\* Because of the major costs of producing yearbooks we need to gauge the interest in the 2011-2012 editions. The yearbook must be paid in full at the time student fees are collected to ensure that there is sufficient interest to allow the committees to go ahead. Students wishing to purchase the pictures or yearbooks later on in the year will be subject to the full cost, \$55.00.

## **15. MASS**

Students participate in either Mass or a Para-Liturgy approximately once a month. These masses or liturgical celebrations are usually based on a particular religious theme such as Christmas or Easter or a special holiday, for example: Remembrance Day or Thanksgiving. Para-Liturgies usually consist of readings or a drama production and the Eucharist is not distributed. Students are expected to be dressed as for special occasions. As always, parents are welcome to attend these events.

## **16. “SPECIAL DRESS” CODE**

The special dress code is required for Mass or Para-Liturgies as well as important school functions such as, but not limited to: Mass/Para-Liturgy, Band Performances, CAPP Days, Athletic Events. The “special dress” **which is to be worn the entire day** consists of: dress pants (**no denim**) or a plain skirt (**no pattern**) of reasonable length, **white** dress shirt or blouse, dress shoes, **school tie**.

## **17. NEWSLETTER**

At the beginning of October you can expect the final school newsletter to come home. After that date, the newsletter will be sent home via e-mail and will be web based. A limited printed number will be available for those parents without internet access. It will contain an up-dated calendar with dates of up-coming events as well as any changes from scheduled dates in the agenda.

## **18. TRANSPORTATION OF STUDENTS**

Please **do not** drop off or pick up students on the north side of K.L.O. Road, this is a **very important safety issue**. Parents are asked to be considerate in this matter. When picking up students after school please park on the west side of the building to help avoid congestion in the front of the school. Students who drive must register their vehicles in the office and park at the rear of the school. A 20 km/hr speed limit on school property is strictly enforced.

## **19. PARENTS WHO CARE WITH PRAYER**

From October to June parents meet weekly for one hour to spend time in reflection and intercessory prayer for the school community. Parents are encouraged to attend whenever they are able. The weekly locations and times can be found on the school calendar accessible from the school website. Call Chris Schmidt @ (250) 763-4798 for more information.

## **20. REGISTRATION PACKAGES**

Registration Packages for the upcoming year go out during Catholic Schools Week.

## **21. PARENT DRIVERS**

Each school year, parents driving students on field trips or sporting trips must fill in a vehicle registration form. Current license and proof of insurance must be presented when filling out the form. A minimum of **two million** dollars liability is required when transporting students. Also, a criminal record check is required for parent drivers. The fee for such a check with the RCMP will be reimbursed by the school council.

## **22. STUDENT DRIVERS**

Students are **not permitted** to drive to or from school-sanctioned events without permission from the school administration. **Permission will be granted on only rare occasions.**

## **23. PROTOCOL FOR COMPLAINTS**

**The following is an excerpt from the Diocesan Policy Manual. A copy of the complete manual can be accessed at [http://www.cisnd.ca/policy\\_manual.htm](http://www.cisnd.ca/policy_manual.htm)**

### ***Procedure for Handling Parental Complaints Against School Personnel***

1. A parent with a complaint should first contact the person who is the subject of the complaint, if this approach is feasible.
2. If no solution to the problem is found in this way, the parent may contact the Principal for solution. The Principal will notify the Chair of the Education Committee of the School Council as to the nature of the complaint, and the ongoing process being followed.
3. If the parent is not satisfied with the results of procedures in items 1. and 2. above, (s)he may bring the matter in writing to the Superintendent of Schools. At this time, the chairpersons of the School Council and the Education Committee shall be informed by the Superintendent. School Council may provide additional information to the Superintendent. Alternately, the parent may seek assistance from the School Council Chair to facilitate communication with the Superintendent's Office. The Superintendent's written report of the incident and its resolution must be placed into the employee's file by the Principal immediately after a decision has been reached at this level.
4. If the matter is not resolved at this level, a further appeal, in writing, may be made to the Diocesan Appeals Committee through the Chancellor of Schools.
5. The decision of the Board of Directors of the Society shall be binding on all parties involved unless further appeal is made to the Ombudsman.

### ***Procedure for Handling Parental Complaints of a Non-Personnel Nature***

1. The parent(s) with a concern should first contact the teacher about the matter.
2. If no solution is found in this way, the parent(s) should bring the concern to the Principal.
3. If still not satisfied after involving the Principal, the parent(s) should write to the School Council stating the concern and the action taken to date.
4. If the matter is still not satisfactorily resolved, the parent(s) should contact the Superintendent of Schools in writing.
5. If the matter is not resolved at this level, a further appeal, in writing, may be made to the Diocesan Appeals Committee through the Chancellor of Schools.

## **24. VOLUNTEERS**

One of the strengths of Immaculata has been the assistance we have received from our volunteers. Starting in September of the 2006/07 school year, The Diocese of Nelson requires all volunteers (coaches, drivers, etc.) to obtain a criminal record check. The procedure would be to go to the RCMP detachment and complete an application. The form should be sent to Immaculata in care of John Campbell. The form will be kept on file in the principal's office.

#### **XIV. PRAYERS**

##### **THE LORD'S PRAYER**

Our Father, who art in heaven, hallowed be thy name;  
Thy kingdom come; thy will be done on earth as it is in heaven.  
Give us this day our daily bread; and forgive us our trespasses  
as we forgive those who trespass against us; and lead us not into temptation,  
but deliver us from evil. Amen

##### **THE HAIL MARY**

Hail Mary, full of grace, the Lord is with thee,  
Blessed are thou among women,  
and blessed is the fruit of thy womb, Jesus.  
Holy Mary, Mother of God, pray for us sinners,  
now and at the hour of our death. Amen

##### **THE DOXOLOGY**

Glory be to the Father, and to the Son, and to the Holy Spirit:  
as it was in the beginning, is now, and ever shall be, world without end. Amen