



Immaculate Conception School Parents Handbook

IMMACULATE CONCEPTION SCHOOL PHILOSOPHY

To provide a well-rounded education that will enable each individual student to develop spiritually, emotionally, physically, and intellectually according to his or her abilities and talents.

To promote and convey our Catholic tradition, fostering in each individual a spirit of love of God and neighbour, expressed in a prayerful, sacramental and virtuous life. These goals will be reflected in all the programs of the school community to positively influence the parish and the wider community in which we carry out our mission as the church.

INTENTION OF THIS HANDBOOK

This handbook is intended to give you some basic information about our school. Please do not hesitate to contact the school if you have questions about any aspects of school life.

Parents are the first educators of their children. As Catholic educators our goal is to work with you in the Catholic Christian formation of your children and strive for excellence in education by helping each student develop to their fullest potential.

IMMACULATE CONCEPTION SCHOOL

Immaculate Conception School is one of eight Catholic Independent Schools of the Diocese of Prince George. The school is classified by the BC Government as a Group 1 Independent School, which means that all teachers are certified, and all the Ministry required learning outcomes are being met. Therefore, we receive 50% operational funding from the government. We do not receive any capital funding. This allows us a certain amount of autonomy in carrying out our objectives as a Catholic school. Tuition fees make up some of the remaining funding required to operate the school.

In order to retain its standing as a Group 1 school, the school is evaluated regularly by the Ministry of Education.

The expectation of our Catholic community is that all our children participate or be respectfully present in the religious life of our school both in the classroom and at religious celebrations held at the school or at Immaculate Conception Church.

In order to demonstrate and celebrate our Roman Catholic identity, there are many outward, physical signs as well as planned activities and celebrations in our school.



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SCHOOL HISTORY

Immaculate Conception School opened in September of 1981, taking only six months to build! The idea to erect a school was that of Bishop Fergus O'Grady, OMI (RIP). He left the development of this project in the capable hands of Fr. Nicholas Forde, OMI (RIP), who was then pastor of Immaculate Conception Church. Fr. Forde then appealed not only to parishioners for help, but the Prince George community. People of many faiths donated equipment, time and financial assistance. We have many children in school today whose grandparents were directly involved in the actual building of the school.

When the school opened in 1981, it was staffed by the Sisters of Mercy from Callan, Ireland and by Frontier Apostles, men and women who offered their professional skills on a volunteer basis. The Domano Sisters of Mary Immaculate, founded by Bishop O'Grady in 1983, also staffed the school. Dedicated lay members have been on staff since 1989. The school is now entirely staffed by dedicated lay professionals. In 2006, the school celebrated its 25th anniversary. Several past pupils now teach at our school.

We owe a debt of gratitude to all who have gone before and helped establish such a fine Catholic school.

STAFF

Our dedicated staff include fully certified teachers and principal, qualified education assistants, and at times contracted specialists from our community. We are dedicated to fully implementing an effective education program according to our school philosophy. In addition to this, our administrative staff work hard to ensure you as parents and our educational personnel have the support needed to educate your child. A listing of our staff and contact information can also be found on our school website on our "About Us" page.

SCHOOL COUNCIL

Immaculate Conception School Council, along with all the school councils in the Prince George Diocese is constituted by the authority of the Catholic Independent Schools of the Diocese of Prince George and is an advisory body, directly responsible to Catholic Independent Schools, Prince George and the Bishop.

The Council consists of at least six members and the pastor or Bishop's delegate. Council members are elected for a two-year term and must be practicing Catholics. Elections take place at the Annual General Meeting, which is held in June. The School Council is responsible for all areas of the management and operation of the school in accordance with the



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Constitution, bylaws, guidelines, directives, policies and regulations of Catholic Independent Schools, Prince George (CISPG).

Parents are an integral part of the school community and are invited and encouraged to become involved in the activities and endeavors of the school. The School Council is the primary avenue for involvement of parents in the school. It is the responsibility of the School Council to approve and direct any parent group working or acting on behalf of the school. Regular monthly meetings are held and are open to parents except those portions dealing with confidential matters around personnel and finances.

If you wish to make a presentation as an individual or group to Council, you must make your request, in writing at least one week before as to be included on the agenda.

The officers of the Council are the Chairperson, Vice-Chair, Treasurer and Secretary. Subcommittees may include Finance, Maintenance, Retention and Recruitment, as well as various ad hoc committees. You do not need to be an elected member to work on the subcommittees. If you are interested in volunteering for any of the subcommittees, please contact the Council Chairperson.

Please check out our school website, www.icschool.ca, “About Us” page under “History and Governance” for names and contact information for the Council members.

ADMISSION POLICY

Catholic Independent School Prince George (CISPG) Policy 311 dictates the Priorities for (re) Admittance into CISPG Schools.

1. Students presently enrolled in the school.
2. Students with siblings presently enrolled in the school. (It is understood the school will make every effort possible to accommodate Catholic students.)
3. Students whose families are parishioners (defined as practicing Catholics – for the purpose of this policy “practicing Catholics” shall mean those individuals who are registered in a parish and attend Sunday Mass faithfully.)
4. Students whose families are not practicing Catholics, but accept the goals and philosophy of the school and sign the Family Statement of Commitment

In the case of Catholic families, the following must be presented at the time of registration:



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- Baptismal certificate
- First Communion and Confirmation certificates, where applicable
- Reference from the pastor

For the purpose of this policy, to be deemed as a 'Catholic family', a family must be practicing Catholics and meet the requirements outlined in CISPG Policy 311 which states: "Practicing Catholics shall mean those individuals who are registered in a parish and attend Sunday mass faithfully".

Immaculate Conception School shall contact the parishes when and if necessary to ensure families meet this requirement.

All families of Immaculate Conception School are required to complete the CISPG Family Statement of Commitment.

VOLUNTEERS

Catholic Independent School Prince George (CISPG) Policy 311 section B states:

"Once a student has been admitted to the school, parents will be required to participate in the various activities of the school, including fundraising."

Volunteers are necessary and very much encouraged within the school and in a variety of ways. Each family is encouraged to sign up at the beginning of the school year for the areas in which they are interested in helping with. There are many areas available for parent participation.

Our school community can only benefit from increased participation of our parent community. Volunteer hours are our way of supporting activities, events and programs for students.

All volunteers must complete a onetime CIS volunteer application form and submit a Criminal Records Check (CRC) online here <https://justice.gov.bc.ca/eCRC/home.htm> using Access Code: **CS2WPWH69E**.



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PARENT SUPPORT GROUP (PSG)

We are fortunate to have a very active PSG. PSG coordinates most of the volunteer activities in the school and exist to support the school in carrying out its objectives.

All parents are automatically a member of the Parent Support Group (PSG). Meetings are held monthly, and everyone is welcome. All parents are encouraged to contribute. There are many ways in which to contribute to school and community spirit as well as raise much needed funds.

HEALTHY HOT LUNCH PROGRAM

PSG volunteers offer the Healthy Hot Lunch Program each Friday for students, offering a wide variety of menu items over the course of the year.

FEES

Tuition

As an independent school, Immaculate Conception receives 50% of the local public district funding. One way to make up for this short fall is to charge a tuition fee. Current fees are posted on the school website at www.icschool.ca. A one-hundred-dollar deposit is due at re-registration in the spring.

These fees may be paid in full at the beginning of the year or in ten monthly installments. Accepted payment methods include post-dated cheques, payment at the school office by debit or credit, monthly automatic withdrawals by debit or credit, e-transfers or online payment by credit card through the school website. Receipts for tuition fees received will be sent out in February for Income Tax purposes.

Supply Fees

Supply fees are assessed each year and cover the costs associated with required supplies and consumable workbooks that classroom teachers provide to students. In addition, the fees assist with covering the costs of art materials, photocopying and the planner provided in Grades 1-7.

A list of supplies not provided by the school are purchased by parents. These lists are provided to parents at the end of the school year and are also available on the school website.



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RELIGIOUS EDUCATION

Every student attending Immaculate Conception School participates in the Diocese approved religion program “Alive in Christ”. No student is exempt from our program of religious studies.

The values and Catholic Christian atmosphere created by this program and the fact that we are a Catholic School, permeates the whole school day. We strive to integrate Gospel values in all aspects of the curriculum.

Although students receive on-going religious instruction in their classrooms, our parish places equal emphasis on the family’s involvement in preparing children to receive the sacraments. This parish communal preparation involves a series of sessions on the important journey in the faith life of our children. Notification of the dates and details of this programme will be sent out in our Parish bulletin or by contacting the Parish Office.

A Christian family life program goes hand in hand with our religion program. Parents will be informed by the teacher regarding the content of this program when it begins. While we support parents in teaching Christian sexuality at home, this topic will be taught in school. If parents wish, students may opt out of this portion of the program.

School Mass is usually held at the beginning of each month. Classes take turns preparing liturgies. Each month there is a focus on a specific virtue or teaching, which is introduced at our monthly assembly.

Feast Day December 8th, Feast of the Immaculate Conception

Our school is named after Mary, the Mother of Jesus who was born without any blemish or sin so that she could bear the Son of God, Jesus Christ. This is what in our faith tradition we call the Immaculate Conception.



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CURRICULUM

Immaculate Conception is a Group 1 Independent School. We follow all Ministry guidelines pertaining to the Independent Schools Act. We teach the BC Curriculum as mandated by the Ministry of Education.

Every six years we have a Ministry evaluation, which reviews every aspect of the school. The level of funding received from the Ministry depends on our meeting and exceeding the basic curriculum and other physical and safety requirements.

HOMEWORK

Homework assignments contribute to the educational growth of the pupil. A limited amount of homework is given to Primary students.

A general guideline for homework given to Intermediate students is about 30-45 minutes nightly. This may include unfinished classwork or re-doing unsatisfactory assignments.

Each teacher has their own set of classroom consequences. These may loss of privileges such as PE or class activity. If a student exhibits issues with completing homework, parents will be contacted by the teacher.

Parents may request homework for students during times of illness or injury if they feel the child is well enough to complete it effectively. The scope and amount of homework assigned is at the discretion of the teacher.

HOMEWORK FOR VOLUNTARY NON-ATTENDANCE (INCLUDING VACATION)

If parents choose to take child/ren out of school to accompany them on vacation during the school year, teachers will not be responsible for pre planning an educational package for your child. Teachers will keep a record of missed work and assignments. It will be the responsibility of the student to catch up on missed assignments on their own time and in a timely fashion. Not all missed assignments can be handed in as some missed work may entail a collaborative approach. Therefore, if you are voluntarily taking your child/ren out of school, parents must understand that this absence may be reflected in their child's learning, and it may not be possible to assess missed learning standards. If you are going on an extended vacation (longer than 4 weeks), if the teacher is provided with sufficient notice, then an educational plan may be put together for your child.



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COMMUNICATING STUDENT LEARNING

In accordance with Ministry of Education policies, Immaculate Conception School maintains a standards-based learning approach which focuses on students demonstrating an understanding or mastery of the knowledge and skills that they are expected to learn. This approach to learning and assessment ensures a more comprehensive understanding of the learning standards. It is based on learning intentions and performance standards, which are criterion or proficiency based and set out in provincial curriculum guides. Students are expected to be reflective, and assessment is based on the most recent evidence of learning.

Communication regarding student learning will take place throughout the year. A written report, Communicating Student Learning, will be issued in November and in March. A Summative Report of Student Learning will be sent home in June. In addition, parent teacher/student led conferences will be held in October and March.

Both formal and informal reports communicate to parents' significant aspects of the students' progress in the areas of intellectual, social, human and career development.

Communication of Student Learning must include a summary of student learning in **all learning areas studied during the school year** using the Provincial Proficiency Scale. Student-generated content, including Student **Self-Reflection of the Core Competencies** and **Student Goal Setting** are also included.

DAILY SCHEDULE

8:25 AM	-	Morning classes begin
10:15-10:30 AM	-	Recess
11:45-12:30 PM	-	Lunch/Recess
2:30 PM	-	Dismissal

During school hours, any messages for students can be left with office staff and students will be notified at recesses or at the end of the school day. We ask that students and classes not be disturbed during regular class times.

Supervision is provided in the morning starting only at 8:05 AM. If parents choose to drop their child (ren) off prior to 8:05 AM, they are doing so understanding that there will be no staff supervision, and they are accepting all liability in the event of injury.



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At afternoon dismissal time, there is supervision from 2:30-2:45 PM. Any students waiting to be picked up after 2:45 PM will wait at the school office and parents will be called.

PARKING LOT SAFETY AND REGULATIONS

Please **DRIVE SLOWLY**, even if you are late.

STOPPING AT THE TOP OF THE HILL OR CROSS WALK is not permitted for pick up and drop off. This affects the flow of traffic and during the winter months could cause accidents.

Students and parents MUST use the pedestrian crosswalk to cross the parking lot.

AM Drop Off – The row of parking stalls in front of the church are reserved for parishioners **ONLY!**

PM Pick Up – Parents are required to exit vehicle and pick up students in the designated pedestrian area in front of the school.

Accessible parking stalls are available ONLY for designated users. Please be respectful to those who require these parking stalls.

If parents wish to enter the school to see the teacher or visit the office, please park further back in the parking lot.

Parking is allowed in marked stalls only.

PUNCTUALITY AND ABSENCES

Lates

To ensure our school day starts on time and with no disruption to classes, parent co-operation in the punctual arrival of students is appreciated. The morning bell rings at 8:25 AM. Students are expected to be in class by 8:30 AM. If students arrive late, **they must report to the office for a late slip.**

Parents will be contacted regarding repeated lates.

Absences

Please contact the **school office AND the classroom teacher** before 8:30 AM, **preferably by EMAIL** if your child is ill, will be absent from school or will be arriving late.



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If the school is not contacted, the school administrative assistant will contact the parents.

Students must have an explanatory note for any absence from school. Email is sufficient and preferred. These must be submitted to classroom teachers.

Absentee notes are required for the enrolment audit in May when government funding is determined. Should a student's lack of attendance be lengthy and by choice, the school can levy the family an additional tuition charge to make up for the lost Ministry of Education Block Grant Funding, as calculated by the ES Audit.

LEAVING SCHOOL GROUNDS

If a student must leave school during regular class time for medical, dental or other valid reasons, parents must send a note or email indicating the time the student needs to leave. This note must be given to the classroom teacher and /or advise the school office. Students are able to return to classes after their appointments given that there is sufficient time left in the school day to warrant their return.

Under no circumstances may a student leave the building during class time without approval.

HEALTH AND SAFETY AND EMERGENCY MANAGEMENT PLAN

Drop/Cover/Hold On and Evacuation

Students are taught and given the opportunity to practice proper evacuation (fire) and drop, cover, hold on (earthquake) procedures in drill situations. Each classroom is equipped with a safety kit which includes first aid supplies, plastic bags, a class list, name tags with school and personal information. Lockdown procedures are reviewed and practiced with all staff and students.

Administering Medication

School staff **cannot** administer any pharmaceuticals (cough drops, Tylenol, etc.) to students unless the school has been provided with the **REQUEST FOR ADMINISTRATION OF NON-EMERGENCY MEDICATION AT SCHOOL** form signed by a parent or guardian. If your child requires any medication during school hours, parents must send the completed form with the medication to the school office. The student will receive the medication as specified on the form. All medication must be kept at the office unless there is medical documentation which supports the medication being in the classroom. All medication is administered by either the secretary or principal.



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Anaphylaxis

A specific **ANAPHYLAXIS EMERGENCY HEALTH CARE FORM** and a **REQUEST AND CONSENT FOR THE ADMINISTRATION Or INJECTION OF MEDICATION IN AN EMERGENCY** form must be submitted to the school before the start of the school year for any students with anaphylaxis requiring the use of an Epi Pen.

Nut Free School

Immaculate Conception School is a Nut Free School. There are students with severe life-threatening allergies. This is a medical condition that causes a severe reaction to specific foods and can result in death within minutes. As this affects the entire school community, we request that parents **DO NOT** send foods with students to school that contain nuts.

Special treats like cupcakes or birthday cakes should not be sent or brought to the school.

Illness or Accidents

Parents will be contacted by the school if their child is ill or has had an injury due to an accident while at school. If the parents or authorized emergency contact cannot be reached and immediate care is necessary, emergency procedures will be followed, and emergency services called if necessary.

Security, Visitors and Interruptions

- Any persons entering the school must be buzzed into the school by a staff member. For the security and safety of everyone, **all visitors, including parents, must report to the office** and sign in before visiting a classroom or using our facility during school hours.
- It is not appropriate for former students to visit friends at our school while school is in session, but they are invited to come after school.
- Parents may drop off lunches and homework at the office. Students may come to the office to pick up on their first available break or at the teacher's discretion.
- For security reasons, the rear entrances to the school will remain locked during the day. The main entrance will be locked at all times and persons wishing to enter the school may buzz into the office.
- If your child is to be picked up after school by anyone other than yourself, please notify the office either by a phone call or in writing.
- All written material sent home to parents, with the exception of teacher assignments, must first be authorized by the principal. Birthday party invitations are **NOT**



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distributed by the school. We are not able to give out class lists with addresses and phone numbers due to privacy regulations.

- Students attending any after school Parent Support Group functions **MUST BE** supervised by a parent. Due to potential liability issues, PSG and members of staff, reserve the right to refuse entry to any unsupervised child or student.

FIELD TRIPS

Students participating in field trip activities are to behave according to Immaculate Conception's Student Code of Conduct. This will be in effect from the beginning of the field trip until dismissed by the teacher.

All field trips are school activities and all aspects of field trips including fundraising are under the direction of a teacher or the Principal. The Principal has the authority to approve all field trips. Written parental consent must be obtained and parent involvement is encouraged. Having at least one male and one female supervisor on all field trips is preferable. All overnight field trips must be approved by CISPG.

In case of serious injury, parents will be contacted, and the student will be taken for medical attention.

Severe infractions will be dealt with appropriately on return.

All parents who wish to participate on any school field trip **MUST** have all **mandatory** documentation: (current) volunteer form, criminal record check, driver form, driver's abstract, insurance information, photocopy of license. **This documentation must be submitted to the office a week prior to a field trip.**

WINTER WEATHER POLICY

When the temperature is below -17°C in the morning, the teachers on supervision may let students enter the building. Students entering must stay in their classrooms and will be supervised by the teachers on supervision. Students must not be in the hallways or open the doors for other students to come into the building. Students must ask permission of the teacher on duty if they wish to visit the washrooms. "In day" signs will be posted at the main door and at the office.



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If a student arrives with a note for special permission to stay inside on any day, they must come through the front doors and remain in the office area with all their belongings.

An IN-DAY is called if temperatures are below -17°C for the two recesses or if there is significant wind chill. Students will be supervised in their classrooms. Students are expected to come dressed appropriately for varying weather conditions.

If it is not an in-day, those students who have brought notes requesting they stay inside must bring a book to read while in the office area. The students are not permitted to stay in their classrooms if the teacher is not there supervising them.

Student Safety-Inclement Weather

Student safety is the primary concern determining actions taken as a result of cold or inclement winter weather.

- Schools shall **not** be closed due to cold or inclement weather.
- The decision to keep a student at home for the day due to winter weather conditions shall be made by the parents.
- It is the parents' responsibility to ensure that students are appropriately dressed for all weather conditions.

SCHOOL SPORTS PROGRAMS

A variety of sports programs and intramurals may be offered throughout the school year:

Musical Theatre	Grades 5-7 (Sept-May)
Cross-country running	Grades 2 – 7 (Sept-Oct)
Volleyball	Grades 6 & 7 (Oct-Nov)
Basketball	Grades 6 & 7 (Jan-Mar)
Elementary Relays	Grades 3 – 7 (April)
Track and Field	Grades 3 – 7 (May-June)

To sign up:

- A meeting will be announced, and all interested students should attend.
- At the meeting, a permission slip containing all relevant information will be handed out.
- The permission slip must be signed by a parent/guardian and returned by the deadline.
- All rules, expectations and consequences will be listed on the permission slips.
- The school discipline policy is in effect during all after-school sports programs.



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AFTER SCHOOL ACTIVITIES BEHAVIOR RULES

- Only students who have definite transport arrangements may attend after school activities.
- Parents may give permission for students to remain after school and must have transportation arranged before students come to school.
- Remain in the designated area (usually the gym) until dismissed by the teacher.
- Leave the school premises immediately when dismissed by the teacher.
- All school rules must be observed during all interschool activities, whether in or away from the school.

EXTRA CURRICULAR PROGRAMS

Extra-curricular programs are offered at IC School and vary from year to year. These can include but are not limited to Musical Theatre, Red Cedar Book Club, Choir, Yearbook, Debate Club, Leadership, and Chess Club.

ADDITIONAL LOCAL SCHOOL POLICY

- Students who bring cell phones to school are not permitted to use them during school hours. These must be kept in the student's backpack and turned off during the school day. The school is not responsible for damage or loss of cell phones.
- Students should not bring electronic devices such as video games, iPads, Apple watches or cell phones to school unless they are approved and fall into the category of the Bring Your Own Device Policy. The school is not responsible for damage or loss to any personal devices. If students do use their devices during school hours, without permission, the device(s) will be held at the principal's office until a parent can pick it up after school.
- Students are not permitted to bring collector trading cards or other valuable items to school as we cannot be held responsible for their damage or loss.
- Students are required to have written permission from parents prior to taking part in extracurricular activities and field trips.
- Only those students who have definite transportation arrangements made before coming to school may attend after-school activities.
- Students must remain in designated areas during all school activities.



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SCHOOL POLICIES

Immaculate Conception School adheres to all CISPG policies.

These policies can be viewed online at www.cispg.ca or by clicking [HERE](#)



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DRESS CODE - GRADES ONE TO SEVEN EXPECTATIONS

Students in Grades 1-7 are expected to follow the school dress code. Uniforms can be purchased through our two uniform suppliers: Cambridge or NEXT.

SHIRTS – Plain white COLLARED shirt, blouse or golf shirt. Blouses must be collared - no ruffles, sparkles, designs. *The only acceptable logo is the school logo available from Cambridge Uniforms.*

PANTS – Charcoal grey dress pants. A dress pant is a pant with a single stitch on the side and no outside pockets.

NO cords, jeans, skinny jeans, jeggings, sweatpants, sweat pant style or pants with pockets down the side.

SKIRTS - PLAIN charcoal grey skirt. Grey or white tights OR knee socks may be worn under a skirt. NO LEGGINGS.

JUMPERS – PLAIN charcoal grey jumpers. **Plain grey regular dresses are not part of our dress code.** Grey or white tights OR knee socks may be worn under a skirt. **NO LEGGINGS.**

SHORTS – Charcoal grey dress shorts. No pockets on the sides. Dress shorts must be plain and of appropriate length and sizing.

SWEATERS – PLAIN burgundy sweaters from Cambridge Uniforms. No ruffles, sparkles, designs. *The only acceptable logo is the school logo available from Cambridge Uniforms*

CARDIGANS – PLAIN burgundy cardigans from Cambridge Uniforms. No ruffles, sparkles, designs. *The only acceptable logo is the school logo available from Cambridge Uniforms.*

VESTS - PLAIN burgundy vests from Cambridge Uniforms. No ruffles, sparkles, designs. *The only acceptable logo is the school logo available from Cambridge Uniforms.*

SHOES - All students are required to have both indoor and outdoor shoes on the first day of school.

PE STRIP – PLAIN white, grey or burgundy t-shirt. Grey or burgundy shorts or jogging pants. IC Kodiak t-shirts may be ordered through the school office.



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No make-up is permitted. Large noticeable jewelry, rings, earrings, high heeled shoes are also not permitted.

The official school uniform supplier is **Cambridge Uniforms**. Visit their website at <https://www.cambridgeuniforms.com/>

SCHOOL CODE OF CONDUCT

The Student Code of Conduct in place ensures each student in the school the excellent learning atmosphere they deserve. The code of conduct supports mutual respect among students and staff and regard for the dignity of each person in the school.

We believe that all students can behave appropriately in school. Students preventing a teacher from teaching, preventing another student from learning, or any behavior that violates the best interest of any individual in the school community will not be tolerated. Immaculate Conception School uses the following discipline plan.

General Rules and Expectations

- Respect all persons and act politely (no rude language, gestures or insulting remarks).
- Follow the directions of all staff and volunteers.
- No fighting, rough, dangerous play fighting or striking another student. Sharp or dangerous objects are not allowed in the school, playground or bus.
- **WALK** quietly in corridors at all times.
- Use school property, equipment, books, phone, etc., appropriately and under supervision.
- No gum chewing in school or on the playground.
- The personal use of electronics during the school day, including recess/lunch, is not permitted.
- Eating and drinking in the school will be allowed only at designated times and places.
- Students are expected to adhere to the school dress code guidelines and wear proper indoor footwear each day.
- Follow the classroom rules.
- Students should not be in the school building unsupervised or enter without permission.
- All rules and expectations outlined above apply to field trips and sports events.

Playground Rules

- Follow all general rules.
- Answer buzzer promptly and line up properly at entrances.
- Use playground equipment in a safe way.



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- Ask permission from a supervisor to enter the school.
- Place garbage in the containers provided.
- Contact sports are not permitted, the rule is 'HANDS OFF' and no rough play.
- No throwing rocks or snowballs.
- No riding bicycles, skateboards or rollerblades on the playground.

Incidents of Serious Behaviour

- A student willfully disrespects or disobeys a teacher/supervisor or severely disrupts a class.
- A student willfully inflicts physical harm or severely insults another person.
- A student willfully defaces, damages or destroys property.

In all situations of serious behaviour the principal and parents shall be involved.

Consequences of Serious Behaviour

Individual classroom teachers have their own in-classroom set of consequences which may include a noon recess detention (12:00-12:30 PM) to be served in an assigned area.

For repeated infractions, parents will be informed, and the Principal, if necessary.

When a student is sent to the Principal for recurring and serious infractions, the following may occur:

First Visit	Warning – name and rule broken is recorded. Consequences such as lunch time detention or loss of privileges.
Second Visit	Name and rule broken is recorded. Parents will be informed by letter and telephone. Consequences such as detention, loss of privileges, school trips, intramurals, extracurricular (whichever is deemed appropriate at the time). An in-school suspension is another potential consequence.
Additional Visits	Name and rule broken is recorded. Parents are informed. Appropriate consequences will result. Consultation with staff may result in suspension from school as per CISPG policy.



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SEVERE CAUSE

Criteria for Severe Cause:

- A student wilfully disrespects or disobeys a teacher/supervisor or severely disrupts a class.
- A student wilfully inflicts physical harm or severely insults another person.
- A student wilfully defaces, damages or destroys property.

If a student has demonstrated good behavior and then becomes involved in a problem area, the disciplinarian may consider the student's past record if deemed appropriate. Situational factors (e.g. problems at home) or the student's attitude toward the problem may be taken into account.

SOCIAL MEDIA

It is expected that both students and parents respect school administration, teachers, support staff and other school families. Parents are expected to speak positively in public forums and resolve conflict privately and respectfully. Using any social media platform to discuss concerns, issues or to defame staff members, students or other families may result in immediate dismissal from the school.

ADDRESSING A PARENTAL CONCERN

Parent-Teacher Communication

As it is easier to handle a concern before it becomes a problem, parents and teachers are expected to contact one another over any behavior, academic progress or policy concern they may have. When parents have a concern, it is imperative that they confer with the teacher first. If the concern cannot be resolved here, the principal should be informed so the best solution can be reached for the sake of the child. To facilitate positive communication between school and home, teachers are encouraged to make contact with all parents as early in the school year as possible.

The following policy mandated by the Catholic Independent Schools, Diocese of Prince George, (CISPG) outlines the formal procedure we use to address parental major complaints against school personnel:

Guidelines (Policy 310)

A parent/guardian who has a concern regarding any educational issue which significantly affects the education, health, or safety of the student has the responsibility to address the



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concern directly with the staff member(s) with whom the concern lies before taking the concern elsewhere.

If no resolution is achieved, the complainant may submit a written formal complaint to the school principal together with any relevant written material and may request a meeting with the principal at their earliest convenience. The principal or their designate will conduct a review of the complaint as promptly as possible.

1. Prior to the commencement of any investigation, it must be made clear to any person who has made allegations that the nature, not the details, of any allegations will be disclosed to the party who is the subject of the allegations.
2. The investigation will clarify the issue, document relevant matters and determine what policies of the CISPG and school apply.
3. A notice of the investigation should be provided to any employee who will be a subject of an investigation. The nature, not the details, of any allegations made against any employee should be provided to the employee at the commencement of the investigation. The employee may have an advocate to support them through the process. The employee is encouraged to immediately seek legal advice.
4. Any person who has made an allegation should be interviewed and questioned concerning the allegations.
5. Where the complainant is not the individual directly involved in the incident, the investigator should interview the person who is directly involved. When the person directly involved is not an adult, permission should be sought from the parent/guardian prior to conducting an interview. The parent/guardian may be present during the interview, provided that the he or she does direct interviewee.
6. Where there are witnesses to any incident that is subject to a complaint, they should also be interviewed by the investigator. The same questions should be asked of each witness. Where there are numerous witnesses, such as in a classroom where an incident occurs, a reasonable sample of witnesses may be sufficient to provide the necessary information.
7. No leading questions should be asked, but the individual should be asked to provide full disclosure.
8. Interviews should be on an individual basis, not a group basis.



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9. The investigator should take notes of any interviews conducted and should provide a copy of those notes to the person who has been interviewed and request a review of the notes by that individual. The individual who has been interviewed should also be requested to sign the notes to certify they are an accurate summary of the information provided.

10. After all information has been gathered concerning the complaint, the person who is the subject of a complaint should be provided with an opportunity to respond in writing to the allegations. If new information is provided, the investigator may be required to conduct further interviews to determine whether the new information is supported or denied by other witnesses.

11. Within seven days of the receipt of the complaint, the investigator shall inform both parties in writing of the outcome of the investigation and advise them of the appeal process. For a valid reason, an extension of the timelines mentioned in the policy, may be requested and approved in writing.

Please refer to [Policy 310 Major Complaint](#) in the CISPG Policy Manual.

Thank You for Your Support!

We hope this booklet outlines our policies for you. In co-operation with parents and School Council, the staff at Immaculate Conception School wish to ensure the best possible learning atmosphere for your child so that he/she can develop to their fullest potential as a child of God, now and in their journey through life.

Be sure to check out our school website. Information about our school, upcoming events, the monthly newsletter, and links for students and parents are all available at www.icschool.ca.