



Immaculate Conception School Parent Handbook

IMMACULATE CONCEPTION SCHOOL PHILOSOPHY

To provide an all round 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 faith tradition, fostering in each individual a spirit of love of God and neighbor, 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.

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Immaculate Conception School Parent Handbook

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 B.C. Government as a Group I Independent School which means that all teachers are certified and all the Ministry required learning outcomes are being met. We therefore 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 I school, the school is evaluated regularly by the Ministry of Education. These reports have been consistently very favourable.

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, O.M.I. (R.I.P.). He left the development of this project in the capable hands of Fr. Nicholas Forde, O.M.I., 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.



Immaculate Conception School Parent Handbook

THE 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.

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 the Society 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 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 in order to be included on the agenda.

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

Please check the September Newsletter for names and telephone numbers of Council members.

VOLUNTEERS

Volunteers are necessary and very much encouraged to be involved in the school in a variety of ways. You can check with the Parent Support Group, teacher or principal if there is an area in which you are interested. All volunteers or parents who are **helping or visiting within school hours**, must undergo a Criminal Records Check as required by CISPG.



Immaculate Conception School Parent Handbook

PARENT SUPPORT GROUP

We are fortunate to have a very active Parent Support Group. They co-ordinate most of the volunteer activity in the school and exist to support the school in carrying out its objectives. There are many activities to be involved in.

All parents are automatically a member of the Parent Support Group. There are monthly meetings and everyone is welcome to contribute and help out in the many ways which contribute to school and community spirit as well as raise much needed funds.

HOT LUNCH PROGRAM

Volunteer parents offer a healthy hot lunch program each Friday for students. A wide variety of menu items are served over the course of the year.

We also offer a Dine in Tuesday food program, where each week a different restaurant is featured and parents can order their children a lunch from a varied menu.

ADMISSION POLICY

A. Immaculate Conception School determines a student's eligibility for enrollment of new students using the following four steps:

1. First priority is given to Catholic students with siblings already in the school
2. Second priority is given to new Catholic students to our school
3. Third priority is given to non-Catholic students with siblings already in the school
4. Fourth priority is given to new non-Catholic students in our school

B. Proof of Catholicity is to be provided at the time of registration with a minimum requirement of a copy of the applicant's baptismal certificate.

C. 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 501 which states: 'Practicing Catholics shall mean those individuals who are registered in a parish and attend Sunday mass regularly.' Immaculate Conception School shall contact the parishes when and if necessary to ensure families meet this requirement.

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



Immaculate Conception School Parent Handbook

FEES

Tuition

As an independent school, Immaculate Conception receives 50% of the local public district funding. As one way to make up this short fall families are charged a tuition fee. Current fees are posted on the school website at www.icschool.ca.

These fees may be paid in full at the beginning of the year or in ten monthly installments. Post-dated cheques are the preferred as monthly statements will then show receipt of such payments. Receipts for tuition fees received will be sent out in February for Income Tax purposes. Debit and credit cards can now be used to pay tuition, as of December 2013.

Busing

A limited busing service is available. For information on routes contact Diversified Transportation at 250-563-5431 or contact the school office. Busing costs are available on the website.

Supplies

A fee is assessed for each student every year to help cover the costs of art materials and photocopying paper used by the students throughout the year. The fee is included in the annual class supply list. In addition each class has a list of required supplies and consumable workbooks that each student must acquire. The workbooks are purchased at our school. Current supply lists can be viewed on the school website at www.icschool.ca.

RELIGIOUS EDUCATION

Every student attending Immaculate Conception School participates in the Diocese approved religion program, "Alive in Christ". This usually consists of 20 to 30 minutes per day of formal instruction in their class program. 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 all children receive on-going religious instruction in their classrooms, our parish puts equal emphasis on the family's involvement in preparing children to receive the sacraments. This parish communal preparation involves a series of sessions on this important journey in the faith life of our children. Notification of the dates and details of this programme will be sent out early in the school year.



Immaculate Conception School Parent Handbook

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

There is School Mass at the beginning of each month. Classes take turns preparing liturgies. Each month we also focus on one of the Seven Sacred Teachings from the First Nations culture which closely tie into our virtues and these are introduced at our monthly assembly.

CURRICULUM

Immaculate Conception is a Group 1 Independent School. We follow all Ministry guidelines pertaining to the Independent Schools Act. We teach the B.C. 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 plant and safety requirements.

HOMEWORK

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

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

Incomplete Homework

Each teacher has their own set of classroom consequences. These may include a detention or loss of privilege such as P.E. or class activity. If this is an ongoing problem, parents will be contacted.

Homework During Student Absences

- Absence due to Illness or Injury – Parents may phone to request homework for students during times of illness or injury if they feel the child is well enough to complete it effectively. Teachers require time to prepare this work and consideration of this is appreciated. The scope and amount of homework assigned is completely at the discretion of the teacher.



Immaculate Conception School

Parent Handbook

COMMUNICATING STUDENT LEARNING

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

Teachers will be using Fresh Grade to communicate student learning. Teachers are encouraged to keep in contact with parents, both with positive news and when concerns need addressing. All students from Grades 2-7 purchase a planner and use it daily to record any homework assignments and notes home and/or from home to the teacher. The planner is also used as a means of communication between home and school.

Primary Grades

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

The performance scale for Primary students indicates, in words or as a graph, the student's level of performance in relation to the expected learning outcomes set out in the provincial curriculum for each subject and grade.

Use of the performance scale to show progress in language arts (including reading, writing, and speaking/listening), mathematics, social studies and science is mandatory.

For Grades K to 3, performance is described as one of the following:

- Beginning
- Developing
- Applying
- Extending

These performance indicators are determined according to established criteria and based on:

- The teacher's every day observation, knowledge and measurement of the student's ability, participation and knowledge in a particular area
- Daily class work
- Exercise books (accuracy, clarity, care, neatness)
- Homework
- Behavior (attention, effort, co-operation, participation)

Letter Grades

At Immaculate Conception, we focus on 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. Students are expected to reflective and assessment is based on the most recent evidence of learning.



Immaculate Conception School Parent Handbook

Criterion-referenced letter grades in Grades 4 to 12 indicate students' level of performance in relation to the Learning Standards set out in provincial curriculum guides for each subject or course and grade, and the learning standards for board authorized courses and independent directed studies.

For more information please refer to the BC Ministry of Education website :
<http://www2.gov.bc.ca/gov/content/education-training/administration/legislation-policy/public-schools/student-reporting>

These grades are available upon formal request by parents or guardians.

DAILY SCHEDULE

8:45 a.m.	-	Morning classes begin
10:30-10:45 a.m.	-	Recess
12:00-12:45 p.m.	-	Lunch
2:50 p.m.	-	Dismissal

Supervision is provided in the morning from 8:20 a.m. Buses pick up students after school at 3:00 p.m. There is supervision until the buses leave ten minutes after school. Students waiting to be picked up wait inside after that time.

Students to be picked up wait outside near the Kindergarten entrance door. If parents wish to enter the school to see the teacher, etc., please park further back. The parking lot situation after school is hazardous. **There is no parking except in the marked stalls. Please DO NOT park in the accessible parking spots, unless you have visible documentation.**

ABSENCES

Students are expected to be in class by 8:50 a.m. If your child/ren come in late, **they must report to the office for a late slip.** A student is deemed to be late if they enter the school after morning announcements have begun.

Please telephone the school before 9:00 a.m. if your child is ill or will be absent from school or will be arriving late. If you do not phone the school, the school secretary will phone you. We expect your child to bring a note to explain any absence from school. These notes are needed for the audit in May when government funding is determined.



Immaculate Conception School

Parent Handbook

Absence Due to holidays or Voluntary Non-Attendance – At times during the school year and during regular in-class days, parents choose to take children out of school such as on family trips or holidays. Plenty of advance notice to the classroom teacher and the school office is appreciated in these situations. Homework may be requested but assigning any work is at the discretion of the teacher. It takes a lot of extra time and effort to personalize an educational plan and it may not be possible to accommodate a request for work during voluntary non-attendance during regular in-class sessions. Your understanding of this issue is appreciated. Every effort will be made to ensure your child covers the entire program, but we cannot guarantee this if parents choose to withdraw a child during regular class time for an extended period of time

HEALTH AND SAFETY

Fire and Earthquake Alarm – Students are taught and given the opportunity to practice fire and earthquake alarm procedures in drill situations. Each classroom is equipped with a safety kit which included first aid supplies, plastic bags, a class list, name tags with school and personal information. Lockdown (code red) procedures are reviewed and practiced with all staff and students.

Administering Medication – We **must not** administer any pharmaceuticals (cough drops, Tylenol, etc.) to students unless these have been brought in for your child and you sign an administration permission form. If your child needs to be given medication of any kind during school hours, parents should call and/or send a note with such medication to our office where the child will receive this at the specified time.

Sickness and Accidents – Parents will be called if their child is sick or has had an injury due to an accident. If you or your emergency contact cannot be reached and immediate care is necessary, an ambulance will be called.

Parents will be notified if there is a child in a particular class that has a severe allergy. If, and when this happens, you will receive more detailed information from the school.

Security, Visitors and Interruptions –

1. For the security and safety of everyone, **all visitors, including parents, must report to the office** before visiting a classroom or using our facility during school hours. Signs to this effect are posted at the main entrances to our school. It is not appropriate for former students to visit friends at our school while school is in session.
2. If the visitor is expected, the secretary will take or direct him/her to the appropriate location.
3. If the visitor is not expected, he/she will be asked to wait at the office while the secretary checks with the principal, classroom teacher or, if necessary, the student's parent or guardian.
4. To reduce the number of interruptions to the classrooms, parents are expected to drop off lunches and homework at the office. The secretary will deliver these at the next break in classes.
5. For security reasons, the rear entrances to the school remain locked during the day and the main entrances may be locked by 3:45 p.m. if there are no extracurricular activities happening. The kindergarten door will be locked after 9:00am until 2:30pm.
6. 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.**



Immaculate Conception School Parent Handbook

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

PLEASE NOTE:

The Parent Support Group organizes and runs several family gatherings and/or dances each year. They are concerned that there could be a liability issue if children are dropped off at these special events and parents do not stay to supervise. Therefore, they, and members of our school's staff, reserve the right to refuse entry to any unsupervised child or student.

SCHOOL POLICIES

Immaculate Conception School adheres to all CISPG policies. These policies can be viewed online at www.cispg.ca.

In addition to this the school also has locally developed policies as follows:

ADDITIONAL LOCAL SCHOOL POLICY

1. Students are not allowed to bring electronic devices such as video games, iPods, iPads, cell phones, collector trading cards or other valuable items to school as we cannot be held responsible for their damage or loss. The only exception to this is outlined in the school Bring Your Own Device Policy.
2. Students are required to have written permission from parents prior to taking part in extracurricular activities and field trips.
3. Only those who have definite transportation arrangements made before coming to school may attend after school activities.
4. Students must remain in designated areas during all school activities.

These local policies can be viewed in full on our school website at www.icschool.ca

DISCIPLINE PLAN

In order to guarantee each student in the school the excellent learning atmosphere they deserve, we use the following discipline plan. We believe that all students can behave appropriately in school. We will tolerate no student preventing a teacher from teaching, or a student from learning, nor any behavior that violates the best interest of any individual in the school community.

GENERAL RULES AND EXPECTATIONS

1. Respect all persons and act politely (no rude language or gestures, nor insulting remarks).
2. Follow the directions of **all** staff and volunteers.
3. No fighting, rough and dangerous play fighting or striking another student. Sharp or dangerous objects are not allowed in the school, playground or bus.



Immaculate Conception School Parent Handbook

4. **WALK** quietly in corridors at all times.
5. Use school property, equipment, books, phone, etc., appropriately and under supervision.
6. No gum chewing in school or in the playground.
7. The personal use of electronics during the school day, including recess/lunch, is not permitted.
8. Eating and drinking in the school will be allowed only at designated times and places.
9. Students are expected to wear school uniform and indoor footwear each day
10. Follow your classroom rules.
11. Students should not be in the school building unsupervised or enter without permission.
12. All rules are the same for field trips and sports events.

PLAYGROUND RULES

- 1) Follow all general rules.
- 2) Answer buzzer promptly and line up properly at entrances.
- 3) Use playground equipment in a safe way.
- 4) Ask permission from the supervisor to enter the school.
- 5) Place garbage in the containers provided.
- 6) Contact sports are not permitted, the rule is 'HANDS OFF' and no rough play.
- 7) No throwing rocks or snowballs.
- 8) Do not ride 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.

FOR FIELD TRIPS

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

This information represents a summary of the full discipline plan. A full description of that plan including an outline of the consequences for breaches of discipline are included in the Parent Handbook which is available at the school office or on-line at www.icschool.ca.

CONSEQUENCES OF INAPPROPRIATE BEHAVIOR

- A. Each teacher has his/her own in-classroom set of consequences which may include a noon recess detention (12:15-12:45 p.m.) 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:
- 1st visit: Warning – name and rule broken is recorded. Consequences such as detention, loss of privileges, picking up garbage, etc.,
 - 2nd visit: Name and rule broken is recorded.



Immaculate Conception School Parent Handbook

Parents will be informed by letter and phone. Consequences such as detention, loss of privileges, school trips, intramurals, extracurricular (whichever is deemed appropriate at the time). Another consequence may be an in-school suspension.

If more visits occur: Name and rule broken is recorded. Parents are informed. Appropriate consequences will result. Consultation with staff may result in suspension from school as per CIS policy.

SEVERE CAUSE – Skip 1 and 2

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.

GENERAL POLICY FOR FIELD TRIPS:

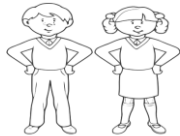
All field trips are school activities and all aspects of field trips including fundraising are under the direction of a teacher or the Principal. The Principal has the authority to approve all field trips. Written parental consent must be obtained and parent involvement is encouraged. Having at least one male and one female supervisor on all field trips is preferable. Students participating in field trip activities are to behave according to Immaculate Conception's Discipline Policy. This will be in effect from the beginning of the trip until dismissed by the teacher. All over-night field trips must be approved by CISPG.

Severe infractions will be dealt with appropriately on return. In case of serious injury, parents will be contacted and the child will be taken for medical attention.



Immaculate Conception School Parent Handbook

DRESS CODE



IMMACULATE CONCEPTION SCHOOL DRESS CODE (Reviewed May 2018)

GRADES ONE TO SEVEN EXPECTATIONS

BOYS:

- White shirt with collar (can be a dress shirt or a golf shirt).
- Grey dress pants or dress shorts, (no jeans or cords no cargo pants, no pockets or zippers on the side).
- Burgundy sweater, vest, cardigan or sweatshirt, (must be the proper shade of burgundy)
- Indoor runners (non-marking soles only).
- No turtle necks are permitted

GIRLS:

- White shirt with collar (can be a dress shirt or a golf shirt).
- Plain grey dress pants (no jeans or cords, no cargo pants, no yoga pants or leggings worn as pants, no pockets or zippers on the side).
- Plain grey skirt/jumper/cotton tunic or grey dress shorts.
- Burgundy vest, sweater, cardigan or sweatshirt (must be proper shade of burgundy).
- Either white or grey tights.
- Full length grey leggings may be worn under a skirt or dress (only grey in leggings).
- Indoor runners (non-marking soles only).
- No make-up permitted.
- No tartan is permitted
- No turtle necks are permitted

Please label with your child's name, all gym strip, sweaters, sweatshirts and vests, as these items are worn by all students and impossible to identify without such markings.

THE FOLLOWING WILL NOT BE PERMITTED AS PART OF THE SCHOOL UNIFORM:

T-shirts (except for P.E.), rugby pants, **jogging pants**, jeans of any color, white or grey sweaters, large noticeable jewelry, i.e. rings, necklaces, earrings (this applies to boys as well as the girls), high heeled shoes or patterned tights or makeup. **No oversized shirts and blouses are to be worn.**

ALL STUDENTS ARE EXPECTED TO HAVE THE FOLLOWING FOR PHYSICAL EDUCATION:

A plain white, grey or burgundy T-shirt (only the school logo is allowed on the shirts) and plain white, grey or burgundy shorts or jogging pants.

UNIFORM SUPPLIER

- Uniforms can be purchased through our two suppliers: NEXT and Cambridge Uniforms. (see link on our school website). Though somewhat expensive compared to some box store prices, the quality of the product has continued to receive very positive reviews from parents.



Immaculate Conception School Parent Handbook

WHY WEAR A UNIFORM?

Uniforms are an important part of our school tradition and there are many good reasons for continuing this tradition:

- Uniforms enhance the identity of the school.
- Uniforms create the foundation for a strong sense of community.
- Uniforms teach valuable lessons in order and discipline.
- Uniforms help students focus on learning and academic priorities rather than fashion trends.
- Uniforms save parents an average of \$180.00 per year over non-uniform fashion brands.

WINTER 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 be supervised by the teachers on supervision. Students must not be in the hallways or opening the doors for other students to come into the building. They 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.

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 at 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. Children will be supervised in their classrooms.

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

BUSING

The Catholic Independent Schools have contracted Diversified Transportation to provide busing service to our schools. There are three buses operating in most areas of the city. Details are available at the school office.

All students riding the bus must be registered. Students requiring busing must register for the whole year and pay the busing fee – check the school website for current fees. The school has to pay the busing system \$63.00 per student every month for students who register and the school must pay this each month whether they continue to ride on the bus or not. For enquiries about the route, etc., please contact the Diversified Busing at 250-563-5431.

Behavior of Students: There is no place for misbehavior in any shape or form. Students must act in a manner that does not jeopardize their own safety or the safety of other students. At all times they must follow the directions of the driver, who is in full charge.

The Motor Vehicle Act: A student is only allowed to bring luggage onto the bus that he/she is able to fit comfortably on his/her lap. The Motor Vehicle Act is very explicit about carrying luggage (i.e. ski



Immaculate Conception School Parent Handbook

poles, toboggans, sleds, skateboards, skates) onto the bus that will be a safety hazard to other students in the case of an accident.

Be certain that your child/ren are at the bus stop on time, at least 5 minutes before the scheduled time. In case of delay, students should return home 15 minutes after the scheduled time. Parents must make provision for this type of situation.

Should it be necessary for your child to ride a bus other than the one he/she is registered on, a written request must be submitted to the bus driver.

WINTER WEATHER POLICY

Pupil 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.
- In case of school bus delays or cancellation, announcements shall be made via the local radio stations on the affected day.
- School bus service shall be cancelled for the day on a route considered to be too dangerous due to snow or ice conditions. Announcements shall be made via the local radio stations.
- The decision to keep a pupil at home for the day due to winter weather conditions shall be made by the parent.
- Pupils shall not be expected to wait for a school bus more than fifteen minutes past the scheduled pick up time. If the bus has not arrived by that time, pupils should return to their homes or another prearranged place of shelter.
- It is the parents' responsibility to ensure that students are appropriately dressed for the winter weather conditions.

AFTER SCHOOL SPORTS PROGRAM

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

Cross-country running	-	Grades 2 – 7 (Sept.-Oct.)
Volleyball	-	Grades 6, 7 (Oct.-Nov.)
Basketball	-	Grades 6, 7 (Jan.-March)

Elementary Relays	-	Grades 3 – 7 (April)
Track and Field	-	Grades 3 – 7 (May-June)
Soccer	-	Grades 6, 7 (May)

To sign up:

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



Immaculate Conception School Parent Handbook

AFTER SCHOOL ACTIVITIES BEHAVIOR RULES:

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

EXTRA CURRICULAR PROGRAMS

Additional extra-curricular programs vary from year to year but usually include Red Cedar Book Club, Choir, Yearbook, Leadership, and Chess.

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 complaints against school personnel:

Guidelines

- Step 1 A parent or guardian having a complaint about a teacher or other personnel should contact the person in question as the first step to resolution. If the complaint cannot be resolved satisfactorily proceed to Step 2.
- Step 2 The parent or guardian should contact the principal. If still unsatisfied, the parent or guardian should proceed to Step 3.
- Step 3 If the parent or guardian is not satisfied with the resolution of the complaint after contacting the principal, the parent or guardian can request the matter be dealt with by the school council. The parent or guardian shall address the complaint, in writing, to the school council. **Individual members of the School Council shall not entertain complaints.**
- Step 4 If the parent or guardian does not receive satisfaction from the school council, an appeal, in writing, can be made to the Board of Directors through the Director of Education.
- Step 5 The Board of Directors will arrange for an investigation of the appeal.



Immaculate Conception School Parent Handbook

Thank You For Your Support!

We hope this booklet outlining our aims and policies is helpful to you. In co-operation with you, the Council and 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.

For the most current up date information about our school please go to our website at www.icschool.ca.