



Immaculate Conception School

Parent Handbook

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Immaculate Conception School

Immaculate Conception School is one of the Catholic Independent Schools of the Diocese of Prince George (CISPG). As a Catholic independent school community, we are committed to providing a faith-centred education that supports the academic, spiritual, social, emotional, and physical development of each student.

The school is classified by the Province of British Columbia as a **Group 1 Independent School**. This classification recognizes that the school meets provincial requirements, including employing certified teachers and delivering educational programs aligned with the learning standards established by the British Columbia Ministry of Education and Child Care.

As a Group 1 Independent School, Immaculate Conception School receives partial operational funding (50%) from the provincial government but does not receive government capital funding. The school's remaining operational costs are supported through tuition, fundraising initiatives, and contributions from the school community.

This independent status allows Immaculate Conception School to maintain its Catholic identity and mission while providing a learning program that meets provincial curriculum requirements.

To maintain its classification and ensure accountability, the school participates in regular external and monitoring inspections conducted by the Ministry of Education and Child Care. These reviews provide opportunities for reflection, growth, and continued commitment to educational excellence. Immaculate Conception School has consistently received positive feedback through this process.

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.(R.I.P), 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.

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

School Vision

We are an inclusive learning community rooted in our Catholic Christian faith and values. Students will be supported and nurtured in all aspects of their education and development through the collaborative efforts of parents, Pastor, staff, and parishioners of the Immaculate Conception faith community.

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 faith 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.

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 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:

- 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

Immaculate Conception School values the partnership between home, school, and parish and recognizes that parent and guardian involvement is an important part of our Catholic school community.

In accordance with Catholic Independent Schools of the Diocese of Prince George (CISPG) Policy 311, Section B, families are expected to support the life of the school through participation in school activities, including volunteer service and fundraising initiatives.

Volunteers make a significant contribution to the success of our school by supporting students, staff, and school programs in a variety of ways. Opportunities for involvement may include classroom support, school events, extracurricular activities, fundraising, hot lunch programs, field trips, and other community-building initiatives.

At the beginning of each school year, families are invited to indicate the areas in which they are interested in volunteering. We encourage every family to contribute their time and talents in ways that reflect their interests, skills, and availability.

Volunteer participation strengthens our school community and helps enrich the educational experiences available to our students. Through the generous support of our families, we are able

to provide a wide range of activities, events, and programs that enhance student learning and foster a vibrant Catholic school community.

All volunteers are required to comply with school policies and procedures, including the completion of a valid Criminal Record Check where required, before participating in volunteer activities involving students.

All volunteers must complete a onetime CIS volunteer application form and submit a Criminal Records Check (CRC) online [here](#) using the following access code: CS2WPWH69

PARENT PARTICIPATION PROGRAM

Immaculate Conception School values the important partnership between families, the school, and the parish community. The Parent Participation Program was established to encourage and support meaningful family involvement in the many volunteer opportunities that contribute to the success of our school.

Parent and guardian participation strengthens our school community, supports student programs and activities, and helps create a welcoming environment where students and families feel connected.

Program Expectations

Each family must provide a cheque for \$150 in September. They are encouraged to contribute a minimum of **10** volunteer hours to Immaculate Conception School during the school year. Families are welcome and encouraged to contribute additional time based on their interests, availability, and talents.

A wide variety of volunteer opportunities are available, including support for school events, classroom activities, fundraising initiatives, and community-building programs.

Families are required to record their completed hours on the link available of the school website. This record helps the school recognize and track family participation throughout the year.

Alternative Participation Option

Families who are unable to complete the volunteer commitment may choose an alternative contribution of \$150 in lieu of volunteer participation.

Purpose of the Program

The purpose of the Parent Participation Program is to encourage active family involvement and strengthen our school community. The program is intended to promote partnership, service, and connection among families—not to serve as a fundraising initiative.

We are grateful for the generosity, time, and talents of our families. Together, we are able to provide enriched learning experiences and meaningful opportunities for all students.

PARENT SUPPORT GROUP (PSG)

Immaculate Conception School is fortunate to have a dedicated and active Parent Support Group (PSG). The PSG plays an important role in fostering a strong partnership between families, the school, and the parish community while supporting the mission and goals of the school.

All parents and guardians of enrolled students are members of the Parent Support Group. The PSG meets regularly throughout the school year, and all families are encouraged to attend meetings, share ideas, and participate in school initiatives.

The Parent Support Group coordinates many of the school's volunteer opportunities, community-building activities, and fundraising initiatives. Through the generosity of our parent community, the PSG helps enhance student learning experiences and supports programs, resources, and events that benefit the entire school.

Families are encouraged to contribute in ways that reflect their interests, skills, and availability. Every contribution, whether through volunteering, attending meetings, or supporting school events, helps strengthen our Catholic school community.

HEALTHY HOT LUNCH PROGRAM

The Parent Support Group coordinates a Healthy Hot Lunch Program for students, typically offered each Friday throughout the school year.

This volunteer-led program provides students with a variety of nutritious meal options while serving as both a valued service for families and a fundraising initiative that supports school programs and activities.

We are grateful to the volunteers whose time and commitment make this program possible.

FEES

Tuition

As a Group 1 Independent School, Immaculate Conception School receives partial operational funding from the Province of British Columbia. Because this funding does not cover the full cost of operating the school, tuition fees are an important part of supporting the school's educational programs and services.

Current tuition rates are published on the school website and are reviewed annually.

A \$100 non-refundable re-registration deposit is due at the time of spring re-registration and is applied toward the student's tuition.

Families may choose from a variety of payment options, including:

- payment in full at the beginning of the school year;
- ten monthly instalments;
- post-dated cheques;
- debit or credit card payments at the school office;
- pre-authorized monthly debit or credit payments;
- e-Transfer; or
- online credit card payment through the school website.

Tuition receipts for income tax purposes are issued annually, typically in February.

Please refer to the school website for current tuition rates, payment schedules, and additional financial information.

School Supply Fees

An annual supply fee is charged to support the purchase of classroom supplies, consumable learning materials, and resources provided by the school.

Supply fees help cover items such as:

- classroom supplies and consumable workbooks;
- art materials;
- photocopying and printing;
- student planners (Grades K–7); and
- other classroom resources supplied by teachers.

Families are also responsible for purchasing a limited number of personal school supplies. Grade-specific supply lists are distributed before the start of each school year and are available on the school website.

UNIFORM

The school uniform promotes a sense of community, school pride, and equality among students while minimizing distractions to learning. Students are expected to arrive at school each day in the approved school uniform and maintain a neat, clean, and well-groomed appearance.

Approved Uniform

Shirts

Students may wear:

- Plain white collared shirts, blouses, or golf shirts.
- Blouses must have a collar and be free of ruffles, sequins, decorative designs, or embellishments.
- The only approved logo is the official school logo available through Cambridge Uniforms.

Pants

Students may wear:

- Plain charcoal grey dress pants.

Dress pants must:

- Have a single stitched side seam.
- Be free of exterior cargo or patch pockets.

The following are not permitted:

- Jeans or denim of any kind
- Corduroy pants
- Skinny jeans or jeggings
- Sweatpants
- Cargo pants or pants with side pockets

Skirts

Students may wear:

- Plain charcoal grey uniform skirts.
- Grey or white tights or knee socks may be worn with skirts.
- Leggings are not permitted as part of the school uniform.

Jumpers

Students may wear:

- Plain charcoal grey uniform jumpers.

Grey or white tights or knee socks may be worn with jumpers.

Plain grey dresses are not considered part of the approved school uniform.

Leggings are not permitted.

Shorts

Students may wear:

- Plain charcoal grey dress shorts.

Shorts must:

- Be an appropriate length and fit.
- Be free of side cargo pockets or decorative details.

Sweaters, Cardigans, and Vests

Students may wear:

- Plain burgundy sweaters
- Plain burgundy cardigans
- Plain burgundy sweater vests

These items must:

- Match the approved burgundy colour available through **Cambridge Uniforms**.
- Be free of ruffles, sequins, decorative designs, or embellishments.
- Display only the official school logo available through Cambridge Uniforms.

Footwear

All students are required to have:

- One pair of outdoor shoes.
- One pair of clean indoor shoes to be worn inside the school.

For safety reasons, footwear must be appropriate for school activities. No sandals or Croc style shoes are permitted.

Physical Education Uniform

Students should wear:

- A plain white, grey, or burgundy T-shirt.
- Plain grey or burgundy shorts or jogging pants.

Official IC Kodiak T-shirts may be purchased through the school office.

Accessories and Personal Appearance

To support a safe and distraction-free learning environment:

- **Makeup is not permitted.**
- Large or conspicuous jewelry, including oversized earrings, rings, and similar accessories, is not permitted.
- High-heeled shoes are not permitted.

Uniform Suppliers

The school's approved uniform suppliers are **Cambridge Uniforms** and **Next Uniforms**. Uniform items bearing the school logo must be purchased through the approved supplier.

Labelling Uniform Items

Parents and guardians are asked to clearly label all sweaters, cardigans, vests, gym clothing, and other personal items with their child's name. Many uniform items look alike, and proper labelling helps ensure lost clothing can be returned promptly.

Compliance

Students are expected to wear the approved school uniform each school day. Families who have questions or require assistance in meeting uniform expectations are encouraged to contact the school administration.

RELIGIOUS EDUCATION AND FAITH FORMATION

As a Catholic school within the Catholic Independent Schools of the Diocese of Prince George, Immaculate Conception School is committed to nurturing the faith development of every student. Religious Education is an integral part of the school's mission and educational program.

All students enrolled at Immaculate Conception School participate in the Diocese-approved Religious Education program, **Alive in Christ**. As a Catholic independent school, participation in Religious Education is a requirement of enrolment.

The values and teachings of the Catholic faith extend beyond the Religious Education classroom and are woven throughout all aspects of school life. Guided by the Gospel, we strive to foster a Christ-centred learning community where faith, service, compassion, respect, and justice are reflected in our relationships, curriculum, and daily interactions.

Sacramental Preparation

While students receive ongoing Religious Education at school, preparation for the Sacraments is a shared responsibility of the parish, the family, and the school.

Our parish offers sacramental preparation programs that support families as they prepare their children to celebrate the Sacraments. Information regarding registration, program dates, and preparation sessions is communicated through the parish bulletin and the Parish Office.

Christian Family Life Education

Christian Family Life Education complements the Religious Education program by supporting students' understanding of human dignity, healthy relationships, personal development, and Christian sexuality from a Catholic perspective.

Teachers will communicate with parents and guardians before this component of the program begins and will provide information about the topics to be covered. Recognizing parents and guardians as the primary educators of their children, families may choose to have their child excused from the Christian sexuality component of the program.

School Masses and Faith Celebrations

The school community gathers to celebrate Mass, typically at the beginning of each month, as well as on significant feast days and liturgical celebrations throughout the year. Classes share responsibility for preparing the liturgy, providing students with opportunities to participate actively in the prayer life of the school.

Each month, the school also focuses on a Catholic virtue or Gospel value, which is introduced during the monthly assembly and reinforced through classroom learning and school-wide activities.

Feast of the Immaculate Conception – December 8

Immaculate Conception School is named in honour of the **Blessed Virgin Mary** under the title of the **Immaculate Conception**.

The Feast of the Immaculate Conception, celebrated on **December 8**, commemorates the Catholic belief that Mary was conceived free from original sin through God's grace, preparing her to become the Mother of Jesus Christ. This feast is an important celebration in the life of our school community and provides an opportunity to reflect on Mary's faith, humility, and willingness to respond to God's call.

CURRICULUM

Immaculate Conception School is a **Group 1 Independent School** operating under the **Independent School Act** of British Columbia.

The school delivers the **British Columbia curriculum** in accordance with the requirements of the **Ministry of Education and Child Care**. Classroom instruction is guided by the provincial curriculum, including the **Big Ideas**, **Curricular Competencies**, and **Content** for each subject area, while integrating the Catholic faith and Gospel values throughout the educational experience.

As a Catholic independent school, we are committed to providing a high-quality educational program that supports students' academic, spiritual, social, emotional, and physical development.

To maintain Group 1 status, Immaculate Conception School participates in regular external inspections conducted by the Ministry of Education and Child Care. These inspections review the school's educational program, governance, student records, health and safety practices, facilities, and compliance with provincial legislation and standards.

Maintaining compliance with provincial requirements ensures that the school continues to meet the standards expected of Group 1 Independent Schools and remains eligible for provincial operational funding.

HOMEWORK

Homework should support student learning by reinforcing classroom instruction, promoting independent learning habits, and fostering responsibility. Homework should be purposeful, appropriate, and considerate of students' developmental levels and individual learning needs.

General expectations include:

- Homework assigned to primary students should be minimal and focused primarily on reading and home learning routines.

- For intermediate students, homework should generally not exceed an average of 30–45 minutes. This may include independent reading, unfinished classwork, or revisions to improve learning.
- Homework should:
 - have a clear learning purpose;
 - be straightforward and developmentally appropriate;
 - reinforce or extend classroom learning;
 - encourage consistent learning routines (e.g., daily reading);
 - include clearly communicated timelines and due dates; and
 - reflect reasonable expectations while recognizing the diverse strengths, needs, and circumstances of individual learners.

HOMEWORK DURING STUDENT ABSENCES

Absence Due to Illness or Injury

If a student is absent due to illness or injury, parents/guardians may request learning activities if the student is well enough to participate. The nature and amount of work provided will be determined by the classroom teacher based on the student's circumstances and the learning taking place in class.

Absence Due to Family Vacation or Voluntary Non-Attendance

When parents/guardians choose to have their child absent from school for vacations or other voluntary reasons during the school year, teachers are not expected to prepare individualized learning packages in advance.

Teachers will maintain records of learning experiences and assignments that occur during the student's absence; however, it is the responsibility of the student, with family support, to make reasonable efforts to catch up on missed learning upon their return.

Families should be aware that some learning experiences—such as collaborative projects, discussions, hands-on activities, assessments, and demonstrations of learning—cannot be replicated outside the classroom. As a result, extended voluntary absences may affect opportunities for assessment and the student's progress toward learning standards.

For planned absences longer than four weeks, families are asked to notify the school in writing as early as possible. Where sufficient notice is provided and circumstances permit, the classroom teacher may develop a learning plan; however, the extent of support provided remains at the teacher's professional discretion.

COMMUNICATING STUDENT LEARNING

Effective communication between home and school is an essential part of supporting student learning and growth. Teachers are expected to provide timely, meaningful, and ongoing communication with students and their families throughout the school year.

In accordance with the **BC Ministry of Education and Child Care Student Reporting Order**, Immaculate Conception School provides:

- **Communicating Student Learning (CSL)** updates during the school year.
- **A Written Learning Update** in December and March.
- **A Summative Written Learning Update** in June.
- Parent-teacher conferences in the fall.
- Student-led conferences in the spring.

Teachers are expected to maintain regular communication with families regarding student progress, celebrating successes while also addressing concerns promptly and collaboratively.

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.

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 AND STUDENT DROP OFF/PICK UP PROCEDURES

The safety of our students, families, staff, and parish community is our highest priority. We ask all drivers to exercise caution and follow the school's traffic procedures at all times.

- Please **drive slowly** and remain alert throughout the parking lot, even if you are running late.
- **Stopping or parking at the top of the hill or within the pedestrian crosswalk is not permitted.** These areas must remain clear to ensure safe traffic flow and visibility, particularly during winter conditions.
- Students and parents/guardians must use the designated pedestrian crosswalk when crossing the parking lot.

Morning Drop-Off

- The row of parking stalls directly in front of the church is reserved for parishioners and church business. Please do not use these spaces for student drop-off.

Afternoon Pick-Up

- Parents and guardians are asked to park in a designated parking stall, exit their vehicle, and meet their child in the designated pedestrian pick-up area in front of the school.
- For the safety of all students, children should not be called across traffic or walk unaccompanied through the parking lot.

Parking

- Accessible parking stalls are reserved exclusively for individuals displaying a valid accessible parking permit. Please respect these designated spaces.
- If you plan to enter the school to meet with a staff member or visit the office, please park in one of the designated parking stalls.
- Parking is permitted only in marked parking spaces. Please do not park in fire lanes, loading zones, or other restricted areas.

Thank you for helping us maintain a safe and orderly environment for everyone in our school and parish community.

ATTENDANCE, LATE ARRIVALS, AND ABSENCES

Regular attendance and punctuality are essential to student learning, classroom routines, and the overall success of each child. Families are asked to support their child's learning by ensuring students arrive at school on time and attend regularly.

Late Arrivals

The morning bell rings at 8:25 a.m., and students are expected to be in their classrooms and ready to learn by 8:30 a.m.

Students arriving after 8:30 a.m. must report to the school office to sign in and obtain a late slip before going to class.

Repeated late arrivals disrupt learning for both the student and the class. The school will contact parents or guardians to discuss ongoing concerns regarding punctuality and to work collaboratively to support regular, on-time attendance.

Student Absences

If your child will be absent, arriving late, or leaving early, please notify the school office before 8:30 a.m. by email or telephone whenever possible.

If the school has not received notification of a student's absence, the school administrative assistant will contact the parent or guardian to confirm the student's whereabouts as part of our safe arrival procedures.

Written confirmation of all absences is required. Email notification is preferred and satisfies this requirement.

Attendance records are maintained in accordance with Ministry of Education and Child Care requirements. Documentation of student absences is required for provincial enrolment audits and helps ensure accurate student records.

Families planning an extended absence that is not related to illness should contact the principal in advance to discuss the educational impact and any implications under provincial independent school funding requirements. In some circumstances, extended voluntary absences may affect the school's provincial funding, and additional tuition charges may apply in accordance with Catholic Independent Schools of the Diocese of Prince George (CISPG) policies and Ministry requirements.

LEAVING SCHOOL GROUNDS

To ensure student safety and accurate attendance records, parents and guardians must notify the school whenever a student needs to leave during the instructional day for a medical, dental, or other legitimate appointment.

Parents or guardians should provide advance notice by email, written note, or telephone, indicating the time the student will be leaving. This information should be communicated to the classroom teacher and/or the school office.

Students must sign out through the school office before leaving the building and sign back in upon their return.

Students are encouraged to return to school following their appointment whenever there is sufficient instructional time remaining in the day.

For the safety and security of all students, **no student may leave the school or school grounds during the instructional day without authorization from the school office and parent or guardian permission.**

EMERGENCY PREPAREDNESS

The safety and well-being of our students and staff is a priority at Immaculate Conception School. Throughout the school year, students and staff participate in regularly scheduled emergency drills to ensure they are familiar with school emergency procedures and are prepared to respond appropriately.

Students are instructed in and practice the following emergency procedures:

- Evacuation (Fire Drills)
- Drop, Cover, and Hold On (Earthquake Drills)
- Lockdown Procedures

Each classroom is equipped with an emergency preparedness kit that includes essential safety supplies, such as a class list, student identification information, first aid supplies, and other emergency materials.

Emergency procedures are reviewed regularly with staff and students, and drills are conducted in accordance with provincial requirements and school emergency preparedness plans to help ensure a safe and coordinated response in the event of an emergency.

ADMINISTERING MEDICATION

To ensure the safety of all students, school staff may administer medication only when the appropriate authorization has been completed by a parent or guardian.

If a student requires medication during the school day, parents or guardians must:

- complete and sign the Request for Administration of Non-Emergency Medication at School form;
- provide the medication in its original, clearly labelled container; and
- deliver both the completed form and the medication to the school office.

Medication will be administered only as authorized on the completed form.

Unless otherwise supported by medical documentation or an individualized health care plan, all student medication must be stored securely in the school office. Medication can only be administered by the principal or the school secretary.

ANAPHYLAXIS

Immaculate Conception School is committed to providing a safe learning environment for students at risk of anaphylaxis.

Before the start of each school year, parents or guardians of students with a diagnosed risk of anaphylaxis must provide:

- a completed Anaphylaxis Emergency Health Care Plan; and
- a completed Request and Consent for the Administration or Injection of Medication in an Emergency form.

Parents or guardians are responsible for ensuring that the student's prescribed epinephrine auto-injector (e.g., EpiPen®) is current, clearly labelled, and available at school as outlined in the student's health care plan.

School staff receive training in anaphylaxis awareness and emergency response in accordance with CIS policy and provincial guidelines.

NUT AWARE SCHOOL

Immaculate Conception School is a nut-aware school. We have students with severe, life-threatening allergies, and the cooperation of all families is essential in helping to reduce the risk of accidental exposure.

Parents and guardians are asked not to send foods containing peanuts or tree nuts in student lunches or snacks.

While the school makes every reasonable effort to reduce exposure to allergens, it cannot guarantee a completely nut-free environment. Families are encouraged to read food labels carefully and choose alternatives that help support the safety of all students.

To help protect students with food allergies, special treats such as cupcakes, birthday cakes, or other shared food items may not be brought to school unless prior approval has been obtained from the principal.

We appreciate the cooperation of our school community in helping to provide a safe and inclusive learning environment for all students.

STUDENT ILLNESS AND INJURY PROCEDURES

The health and safety of our students is a priority at Immaculate Conception School.

Parents or guardians will be contacted if their child becomes ill or experiences an injury during the school day that requires attention or monitoring.

If a parent, guardian, or authorized emergency contact cannot be reached and the situation requires immediate medical attention, the school will follow established emergency procedures and seek appropriate medical assistance, including contacting emergency services when necessary.

Parents and guardians are responsible for ensuring that the school has current contact information, including updated emergency contacts, medical information, and any relevant health care plans.

SECURITY, VISITORS, AND SCHOOL INTERRUPTIONS

The safety and security of students and staff is a shared responsibility. Immaculate Conception School has procedures in place to maintain a safe learning environment while ensuring that families and visitors are welcomed appropriately.

Visitor Procedures

- All individuals entering the school during school hours must enter through the main entrance and be granted access by a staff member.
- For safety and accountability, all visitors, including parents and guardians, must report to the school office and sign in before visiting classrooms or using school facilities.
- Classroom visits, meetings, and volunteer activities should be arranged in advance whenever possible.
- Former students are welcome to visit and reconnect with the school community after school hours. Visits with current students during instructional time are not permitted.

Student Deliveries and Pick-Up Arrangements

- Parents and guardians may drop off lunches, homework, or other necessary items at the school office.
- Students may collect items from the office during their next available break or at a time determined appropriate by the classroom teacher.
- If a student will be picked up by someone other than their regular parent/guardian, families must notify the school office in advance by telephone, email, or written communication.

Building Security

- Rear entrances remain locked during the school day.
- The main entrance remains secured, and visitors must use the buzzer system to request entry through the office.
- Staff members are expected to follow school security procedures and ensure doors are secured when appropriate.

School Communications and Privacy

To ensure consistent and appropriate communication:

- Written materials intended for families, other than regular classroom assignments or teacher communications, must be approved by the principal before distribution.
- Birthday party invitations may not be distributed through the school.
- Class lists containing personal information such as home addresses or telephone numbers will not be provided due to privacy legislation and the school's responsibility to protect personal information.

After-School Activities

Students attending after-school Parent Support Group (PSG) activities or events must be supervised by a parent, guardian, or designated adult.

To support student safety and manage liability responsibilities, PSG volunteers and school staff reserve the right to require supervision arrangements or restrict participation for students who are not appropriately supervised.

FIELD TRIPS

Field trips are an extension of the classroom learning environment and are considered official school activities. They provide students with opportunities to apply learning in meaningful, real-world contexts while building community and enriching the educational experience.

Planning and Approval

- All field trips must be planned under the direction of a teacher and receive approval from the principal before being communicated to students and families.
- All aspects of a field trip, including planning, supervision, transportation, fundraising, and safety considerations, are the responsibility of the supervising teacher and school administration.
- Written parent/guardian consent is required for student participation.
- Parent and guardian involvement is encouraged where appropriate.
- Adequate supervision must be arranged based on the nature of the activity, student needs, and safety requirements. When possible, a balance of adult supervisors should be considered.

- All overnight or extended field trips require approval through Catholic Independent Schools of the Diocese of Prince George (CISPG).

Student Expectations

Students participating in field trips are expected to follow the **Immaculate Conception School Student Code of Conduct** at all times.

The Student Code of Conduct applies from the beginning of the field trip until students are formally dismissed by the supervising teacher.

Students are expected to:

- demonstrate respect for others, the community, and the locations being visited;
- follow directions provided by supervising adults; and
- represent the school positively through their words and actions.

Significant behavioural concerns or serious infractions will be addressed appropriately and may result in further follow-up after the field trip.

Health and Safety

Student safety remains the highest priority during all field trips.

In the event of a serious illness or injury:

- appropriate first aid and emergency procedures will be followed;
- parents or guardians will be contacted as soon as possible; and
- emergency medical services will be contacted when required.

Parent and Volunteer Requirements

Parents and guardians who participate as field trip volunteers must complete all required documentation before attending.

Required documentation may include:

- current volunteer registration forms;
- a valid Criminal Record Check;
- driver information forms (when transportation is provided);
- driver's abstract;
- proof of vehicle insurance; and
- a copy of a valid driver's licence.

All required documentation must be submitted to the school office at least one week prior to the scheduled field trip.

WINTER WEATHER POLICY

The safety and well-being of students is the primary consideration when making decisions related to cold or inclement weather conditions. Families are responsible for ensuring students arrive at school prepared with appropriate clothing and footwear for changing weather conditions.

Cold Weather Procedures

When morning temperatures are below -17°C , or when significant wind chill creates unsafe conditions, supervising teachers will consult with administration regarding student entry procedures.

If students are permitted to enter the building before the regular start of the day:

- students must remain in their assigned classrooms;
- students will be supervised by designated staff members;
- students must not gather in hallways or move throughout the building without permission;
- students must not open exterior doors for other students;
- students must ask permission from the supervising teacher before leaving the classroom for the washroom; and
- “In-Day” notices will be posted at the main entrance and office area when applicable.

Indoor Recess (“In-Day”)

An **In-Day** may be called when temperatures are below -17°C during scheduled recess periods or when wind chill or other weather conditions create safety concerns.

During an In-Day:

- students will remain indoors and be supervised in their classrooms;
- teachers will provide appropriate indoor activities and supervision; and
- students are expected to follow classroom expectations and demonstrate respectful behaviour.

Students are expected to come to school dressed appropriately for outdoor conditions unless otherwise communicated by the school.

Students Requesting to Remain Indoors

If a parent or guardian requests that a student remain indoors due to a medical or other specific concern, written notification must be provided to the school.

On days when there is not an In-Day:

- students with approved permission to remain indoors must enter through the front doors;
- students must report to and remain in the office area with their belongings;
- students should bring a book or quiet activity;
- students may not remain in classrooms unless they are directly supervised by a teacher.

Inclement Weather and School Operations

Student safety guides all decisions related to winter weather conditions.

- Schools will remain open during cold or inclement weather unless otherwise determined through established school procedures.
- Parents and guardians are responsible for deciding whether their child should attend school during severe weather conditions.
- Parents and guardians are responsible for ensuring students are dressed appropriately for the weather, including suitable clothing, footwear, and outdoor gear.

The school appreciates the cooperation of families in helping ensure that students remain safe, comfortable, and ready to learn throughout the winter season.

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, Debate Club, Leadership, and Chess Club.

School Sports Programs

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-Mar) |
| • Elementary Relays | Grades 3 – 7 (April) |
| • Track and Field | Grades 3 – 7 (May-June) |

To sign up:

- A meeting will be announced for interested students.
- Students and families will receive information regarding expectations, schedules, requirements, and participation details.

- A permission form must be completed and signed by a parent or guardian and returned by the required deadline.
- Permission forms will outline relevant information, including activity expectations, behavioural responsibilities, and any applicable consequences.
- Students participating in after-school activities are expected to follow the **Immaculate Conception School Student Code of Conduct** at all times.

After-School Activity Behaviour Expectations

Students participating in after-school sports and activities are expected to demonstrate responsible and respectful behaviour.

Students must:

- have confirmed transportation arrangements before participating in after-school activities;
- remain in the designated supervised area until dismissed by the supervising staff member;
- follow directions and expectations established by coaches, teachers, and supervisors;
- leave the school grounds promptly once dismissed; and
- follow all school expectations and behaviour guidelines during activities, practices, games, and events, whether on or off school property.

Participation in extracurricular activities is a privilege. Students are expected to represent Immaculate Conception School positively through their actions, attitude, and commitment.

AFTER SCHOOL CARE PROGRAM

The Immaculate Conception After School Care Program provides a safe, welcoming, and nurturing environment for students in Kindergarten through Grade 7 following the conclusion of the regular school day.

The program has a limited number of spaces available and operates in accordance with established supervision requirements, including a staff-to-student ratio of **one staff member for every twelve students**.

Applications for the program are available through the school website. Families interested in registering their child are encouraged to submit applications early, as space is limited.

Program Goals

The After School Care Program provides continuity of care while supporting the growth and development of the whole child. The program strives to nurture students spiritually, socially, academically, emotionally, and physically within the Catholic school environment.

Through purposeful activities and positive relationships, the program encourages:

- curiosity, creativity, and a sense of wonder;
- independence and responsibility;
- positive social interactions; and
- opportunities for students to relax and engage in meaningful activities.

Program Activities

Students participating in After School Care will have opportunities to:

- relax and participate in supervised play;
- engage in creative activities, including arts and crafts;
- participate in age-appropriate games and recreational activities;
- enjoy their own after-school snack provided by their family; and
- take part in quiet activities such as reading, colouring, and homework completion toward the end of the care period.

The After School Care Program is committed to providing a caring and supportive environment where students feel valued, safe, and connected to the Immaculate Conception School community.

ADDITIONAL LOCAL SCHOOL POLICY

Immaculate Conception School recognizes that personal devices may be part of students' lives; however, the primary purpose of the school day is learning, relationship-building, and active participation in the school community. To support student safety, focus, and responsible decision-making, the following expectations apply.

Personal Electronic Devices

- Students who bring cell phones to school must keep them stored in their backpacks and turned off or silenced during the instructional day.
- Cell phones and personal electronic devices may not be used during school hours unless specific permission has been granted by a staff member for an educational or safety-related purpose.
- Students are discouraged from bringing personal electronic devices, including cell phones, smart watches, iPads or tablets, gaming devices, or other non-school technology items to school.
- The school is not responsible for the loss, theft, or damage of personal electronic devices or other valuables brought to school.

If a student uses a personal device without permission during the school day, the device may be collected and stored at the principal's office. A parent or guardian will be required to retrieve the device.

Personal Items and Valuables

Students should not bring valuable personal items, including collector trading cards or other items of significant value, to school.

The school cannot accept responsibility for lost, damaged, or misplaced personal belongings. Families are encouraged to clearly label personal items brought to school.

Extracurricular Activities and Field Trips

Participation in extracurricular activities and field trips requires:

- written parent/guardian permission before participation;
- compliance with school expectations and the Student Code of Conduct; and
- appropriate preparation and participation in required procedures.

Students attending after-school activities must have confirmed transportation arrangements in place before arriving at school.

Student Supervision and Safety

Students must remain in designated supervised areas during all school activities, including extracurricular activities, events, and field trips.

Students are expected to follow directions from supervising staff and demonstrate respectful, responsible behaviour that reflects the values of the Immaculate Conception School community.

SCHOOL POLICIES

Immaculate Conception School adheres to all CISPg policies.

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

