

IMMACULATA REGIONAL HIGH SCHOOL

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

STUDENT HANDBOOK '2009-2010'

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This agenda belongs to:

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I. WELCOME TO IMMACULATA

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

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

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

II. SCHOOL HISTORY

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

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

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

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

III. GOALS

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

A. OPENNESS TO GROWTH

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

B. INTELLECTUAL COMPETENCE

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

C. SPIRITUAL

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

D. LOVING/SHARING/CARING

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

E. COMMITMENT TO SOCIAL JUSTICE

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

IV. SCHOOL STAFF

ADMINISTRATION:

Mr. John Campbell, B.Sc., Dip.Ed., M.Ed.
Mr. Edward Frison, B.Ed.

CHAPLAIN:

Fr. Wayne Pfliger

SCHOOL SECRETARIES:

Ms. Paula Despina Mrs. Nadine Casorso

LIBRARIANS:

Mrs. Chris Schmidt Ms. Lois Ehman, B.Ed.

Mrs. Nadine Casorso Mrs. Tanis Rantucci, CEA

COUNSELLORS:

Mrs. Christa Kueber, B.Ed.

Mr. Brian Drosdovech, B.PE, B.Ed.

RELIGIOUS EDUCATION COORDINATOR:

Mrs. Mary Gallagher B.Ed.

TEACHERS:

Mr. John Barriault, B.A., B.Ed. Mr. Paul Freire, B.Ed.

Mr. Kevin Judd, B.A., Dip.Ed. Mr. Blaine Melnyk, B.A., B.Ed.

Mr. Toni Pavlic, B.Ed. Mr. Bob Mack, B.Ed.

Mrs. Freya Vos, B.Sc., Dip.Ed. Mr. Bruno Oliveira, B.Ed.

Mr. Robert Mainella, B.Mus, Dip.Ed.

Mr. Ed Kwasniewski, B.Sc.,Dip.Ed., M.Sc.

Mrs. Stephanie Rottacker, B.Sc., Dip.Ed.

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

Mr. Adam Marischuk, B.A., Dip.Ed.

V. SCHOOL CALENDAR

SEPTEMBER

Tuesday, 8 School Opens
Thursday, 17(Evening) Meet the Teachers and Barbeque Night
Friday, 18 Professional Development Day, No School

OCTOBER

Monday, 12 Thanksgiving Day, No School
Friday, 16 Professional Development Day, No School
Friday, 23 Professional Development Day, No School

NOVEMBER

Wednesday, 11 Remembrance Day, No School
Thurs.-Fri., 26-27 Parent-Teacher-Student Interviews

DECEMBER

Thurs.- Sat., 3 - 5 Sr. Girls VB Provincials @ Immaculata
Thursday, 17 Last Day of Classes before Christmas
Friday, 18 Staff Spiritual Retreat, No School

JANUARY

Monday, 4 School Re-opens
Wed.- Sat. 13-16 B.C. Catholic Schools B.B. Tournament
Tuesday, 26 Jr. & Sr. Midterm & Final, Prov. Exams Begin
Friday, 29 Professional Development Day, No School

FEBRUARY

Sun.-Sat. 1-6 Catholic Schools Week

MARCH

Sat. - Sun. 6-21 Spring Break
Monday, 22 School Re-Opens

APRIL

Friday, 2 Good Friday, No School
Monday, 5 Easter Monday, No School
Wed.-Fri., 14-16 Senior Midterm Exams
Thurs.-Fri., 22-23 BC Catholic Educator Conf., No School

MAY

Thurs.-Fri., 6-7 Parent-Teacher-Student Interviews
Monday, 24 Victoria Day, No School

JUNE

Thursday, 17 School Final Exams Begin
Monday, 21 Provincial Exams Start
Monday, 28 Undergrad Mass and Awards
Tuesday, 29 Graduation Commencement Exercises
Wednesday, 30 Graduation Prom and Banquet

VI. CODE OF STUDENT BEHAVIOUR

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

1. EXPECTATIONS

There are three expectations for all students:

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

2. DISCIPLINE PROCESS

PRELIMINARY STAGE - CLASSROOM-BASED

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

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

Consequences as appropriate:

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

STAGE ONE - REFERRAL TO ADMINISTRATION

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

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

Consequences as appropriate:

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

STAGE TWO - PARENTAL NOTIFICATION

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

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

Consequences as appropriate:

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

STAGE THREE - DEFINITE SUSPENSION

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

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

Consequences as appropriate:

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

STAGE FOUR - INDEFINITE SUSPENSION

For repeated misbehaviour of above or for an extremely serious offence.

Examples of serious offences are: drug, alcohol or weapons offences, assault or abuse of a student or teacher, malicious vandalism, etc.

Consequence:

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

3. DRESS CODE

Students will attend school in neat and clean clothes that are in good repair (no frays), and in **keeping with modesty and good taste**. Presentable dress is at the discretion of the administration.

Some examples of unacceptable dress are:

- tops with unacceptable images or messages
- tank tops, spaghetti straps, revealing or inappropriately altered tops
- skirts or shorts of immodest length
- spandex clothing
- shirts or shorts used for P.E
- **ALSO** - NO PERFUME - due to many allergies to some students
 - CELL PHONES and Mp3 PLAYERS are to be **shut off** during classes
 - HATS ARE NOT TO BE WORN IN THE SCHOOL.

4. SMOKING

Students are not permitted, at any time, to smoke or chew tobacco within two blocks of the school property while under the jurisdiction of the school, including lunch times and breaks.

5. DRUGS AND/OR ALCOHOL

The use, possession, or sale of alcohol or drugs by an Immaculata Regional High School student while under the school's jurisdiction, shall result in an Indefinite Suspension, involvement of parents and possibly the R.C.M.P.

6. CLOSED CAMPUS - GRADES 8-10

Grade 8, 9 & 10 students are on a closed campus, meaning once they arrive at school, they may not leave the school grounds without permission of a teacher. This includes the break and lunch times.

VII. STUDENT PROGRAMMING AND EVALUATION

1. GRADUATION REQUIREMENTS

To graduate, student must accumulate 80 credits during his/her senior (Gr. 10, 11 & 12) years. Details are published in the Graduation Programme Booklet, but the outline is as follows:

- a. Foundation and Required Courses:
 - Religious Studies 10, 11 & 12
 - English/Communications 10, 11 & 12
 - Social Studies 11
 - a Mathematics 10, 11 course (3 options)
 - a Science 10, 11 course (5 options)
 - a Fine Arts 10, 11 or 12 course (4 options)
 - an Applied Skills 10 course (7 options)
 - Planning 10 and a Portfolio related course
- b. Selected Studies - a variety of Grade 10, 11 and 12 courses.

VIII. Time Schedule 1

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

Time Schedule 2

Time Schedule 3

2:08 Assembly Schedule	11:30 Assembly/Mass Schedule
Homeroom 8:43 - 8:53	Homeroom 8:43 - 8:53
Period 1 8:55 - 9:42	Period 1 8:55 - 9:40
Period 2 9:47 - 10:34	Period 2 9:45 - 10:30
Break - Warning Bell (10:44)	Period 3 10:38 - 11:23
Period 3 10:48 - 11:35	Assembly 11:27 - 12:32
Lunch - Warning Bell (12:20)	Lunch - Warning Bell (1:17)
Period 4 12:25 - 1:12	Period 4 1:22 - 2:12
Period 5 1:17 - 2:04	Period 5 2:17 - 3:05
Assembly 2:08 - 3:05	

2. REPORT CARDS AND CONFERENCES

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

A 86 - 100	(4.0)	C+ 67 - 72	(2.5)	C- 50 - 59	(1.0)
B 73 - 85	(3.0)	C 60 - 66	(2.0)	F 0 - 49	

Interim reports are issued whenever a teacher deems there is a need.

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

3. UNASSIGNED LEARNING TIME

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

IX. AWARDS AND RECOGNITION

1. HONOUR ROLL

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

2. PRINCIPAL'S HONOUR LIST

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

3. SPECIAL MERIT AWARD

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

4. PROVINCIAL SCHOLARSHIPS

Provincial Scholarships based on performance in examinations established by the Ministry of Education are awarded to students annually in B.C. Students are required to write three Grade 12 scholarship examinations and the English 12 provincial exam to qualify. Provincial exams can be written in the following subjects:

Biology 12	Geography 12	French 12
Chemistry 12	Geology 12	Math 12
Eng. Lit. 12	Physics 12	History 12

5. DISTRICT SCHOLARSHIPS

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

6. OTHER SCHOLARSHIPS AND AWARDS

Scholarships and bursaries are also administered directly by various post - secondary institutions. Students are required to complete the proper application forms to be eligible for the awards, some of which are related as much to need as to grades.

7. BURSARIES

Bursaries are available to the students from various organizations and individuals within Kelowna and from within the Diocese. Applications must be made by the students for such bursaries. Information regarding these bursaries is given to the students in January of each year, or may be obtained from the counselling department.

8. PASSPORT TO EDUCATION

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

Eligibility: Number of students receiving passports is based on the total number of students enrolled in grades 10, 11 and 12 in the province.

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

Amounts:

Gr 10 - \$250 Gr. 11 - \$250 Gr 12 - \$500

X. STUDENT ACTIVITIES

1. STUDENT COUNCIL

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

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

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

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

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

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

2. ATHLETICS

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

3. INTRAMURALS

An intramural program operates to give all interested students an opportunity for recreational sports usually occurring at lunch hours.

4. FIELD TRIPS

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

5. SCHOOL DANCES

School dances are sponsored by the Student Council. For all dances, students are subject to the Code of Student Discipline. Students are also subject to any special regulations set by the dance sponsors. Student who will be late for the dance must sign up on the late list with the administration prior to the dance. Invited guests to be placed on the Guest List with the administration. Parents assist with chaperoning.

6. CLUBS

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

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

XI. STUDENT SERVICES

1. HOMEROOM TEACHERS

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

2. SCHOOL COUNSELLORS

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

3. SPECIAL EDUCATION TEACHERS

The Learning Horizons Team is available to assist students in need of extra support, in order to enable them to function in the regular classroom as successful learners.

4. RESOURCE CENTRE/LIBRARY

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

6. MESSAGES

Students should listen to and read the announcements for messages.

7. TELEPHONE

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

8. SCHOOL NEWSLETTER

A newsletter is published on-line at the beginning of each month highlighting school activities and other noteworthy information. A limited number of paper copies will be available in the office.

9. STUDENT PARKING

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

10. BUSES

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

11. LOST AND FOUND

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

XII. GENERAL INFORMATION**1. FIRE /EARTHQUAKE / LOCKDOWN DRILLS**

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

2. CARE OF SCHOOL PROPERTY

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

3. P.E. WEAR

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

4. TEXTBOOKS

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

5. COURSE CHANGES

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

6. HOMEWORK AND STUDY

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

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

7. EXAMS

Mid - term and final exams are written in all academic courses 8 - 12.

8. ATTENDANCE POLICY

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

9. WITHDRAWAL FROM SCHOOL

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

10. VISITORS

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

11. LATE POLICY

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

12. LUNCH TIME PROCEDURES

All students are encouraged to eat their lunches on the school premises. Meals are served daily in the cafeteria. Punch cards are available.

13. LOCKERS

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

XIII. PRAYERS

THE LORD'S PRAYER

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

THE DOXOLOGY

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

THE HAIL MARY

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

GRACE BEFORE MEALS

Bless us, O Lord,
and these your gifts
which we are about to receive from
your bounty;
through Christ our Lord. Amen