



*Immaculate Conception High
School*

STUDENT HANDBOOK

Ad Astra Per aspera
“Through Difficulties to Excellence

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Our Vision

An environment where goodness and honesty are exemplified and promoted, where excellence is encouraged and the potential of each individual is patiently nurtured, ensuring an enriching educational experience which in turn generates competent, virtuous and happy citizens.

Our Mission

We, the members of the Immaculate Conception High School family, inspired by the zeal and love of the early founders of this institution, are called to continue the important ministry of teaching which the Franciscan Sisters from Glasgow began in Kingston in 1858. We are committed to the total education of young ladies of high school age and seek to provide an enriching environment where Christian values are promoted and exemplified and where excellence is encouraged.

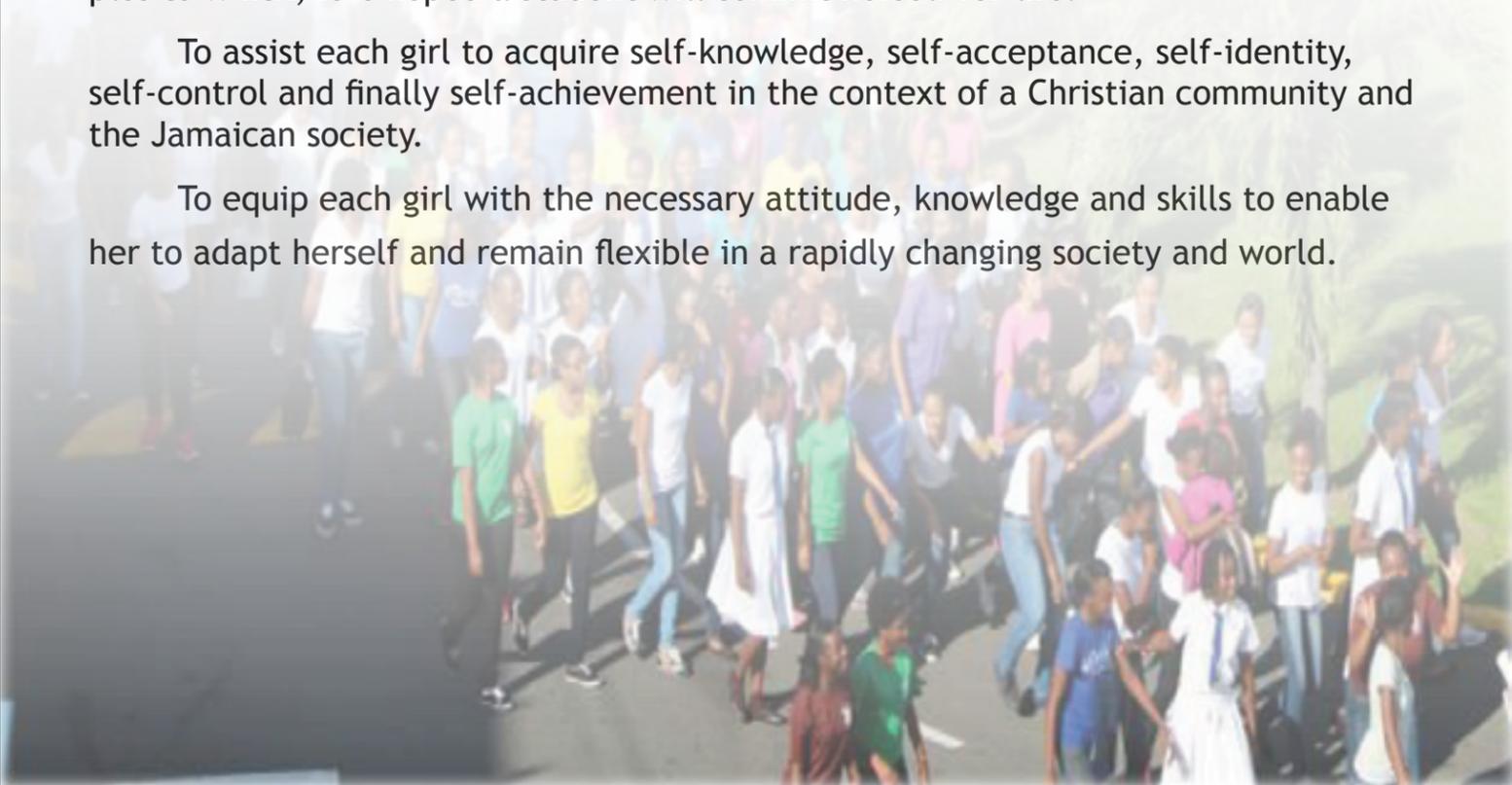
Aims and Objectives

The aims and objectives of the Immaculate Conception High School are:

To develop a well integrated person according to Christian values and principles to which, it is hoped a student will commit herself for life.

To assist each girl to acquire self-knowledge, self-acceptance, self-identity, self-control and finally self-achievement in the context of a Christian community and the Jamaican society.

To equip each girl with the necessary attitude, knowledge and skills to enable her to adapt herself and remain flexible in a rapidly changing society and world.



ICHS VALUES STATEMENT

We believe that reverence for God, self, others and the environment is essential in today's society and we therefore dedicate our effort towards fostering this value which we hope will in turn generate competent, virtuous and happy citizens who will actively contribute to the general upliftment of people everywhere.

Reverence for God

Reverence for Others

Reverence for the Environment

Reverence for Self

At Immaculate,
Reverence GOES!

History of the School

The Early Years

In January 1858, the Scottish Franciscan Sisters set up a Preparatory and Secondary School for girls at Duke Street in Kingston. The School was dedicated to and named after Our Lady of Immaculate Conception.



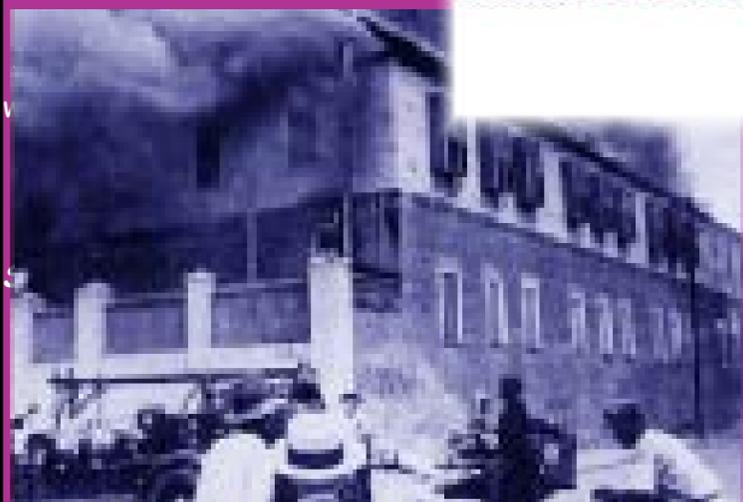
Immaculate at the Duke Street location

In January, 1879, the Scottish Franciscans handed over the school to the Franciscan Sisters of Allegany (who still sponsor this institution).



1937 to Present

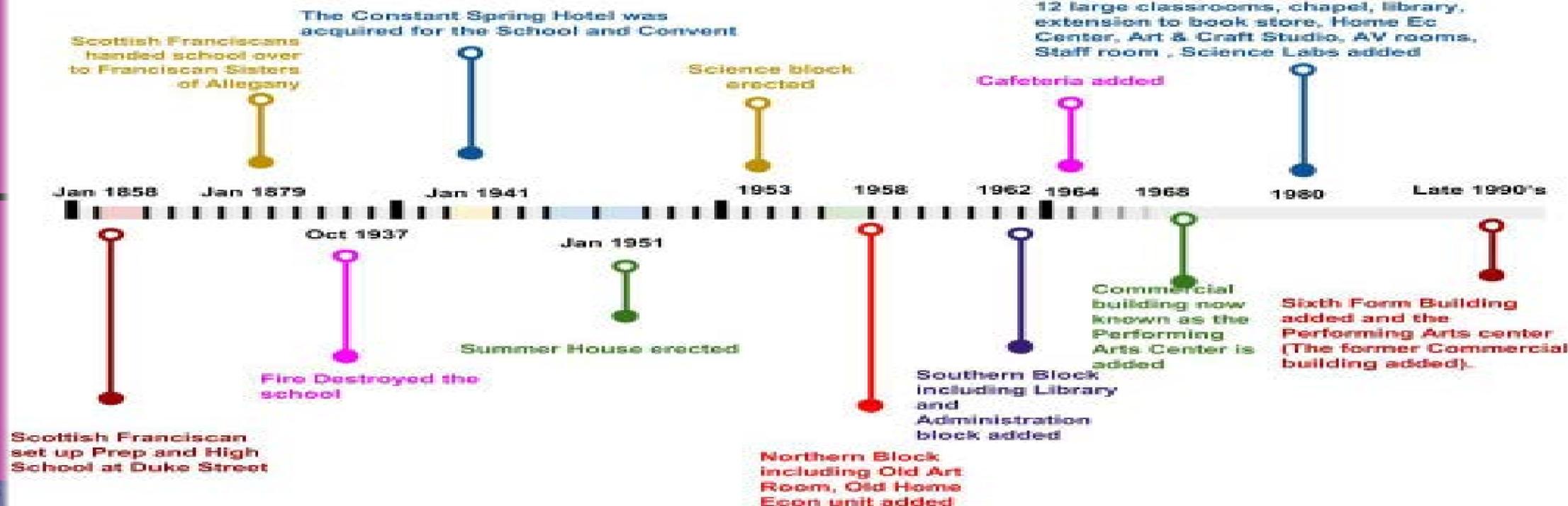
On Saturday October 23, 1937, the Convent at Duke Street was reduced to ashes in a disastrous fire.



School during Fire

Life began anew at Alvernia on Old Hope Road, which was used temporarily as a school. In January 1941, the Constant Spring Hotel was acquired by the Franciscan Sisters of Allegany for the Immaculate Conception High School and Convent.

In 1951, the Summer House was erected and in 1953, the Science block was erected below the Sunken Gardens. The northern block of the new school building together with the Old Art Room and the Old Home Economics Unit, were added in 1958.



In 1962 came the Southern Block including the Library and the Administration Block.



Constant Spring Hotel

The Cafeteria was built in 1964 and the Commercial building in 1968.

On December 8, 1980, through fundraising efforts, a new complex which includes the faculty, chapel and art and craft rooms was blessed at a Liturgical Celebration with official ceremonies.

In the late 1990s a new Sixth Form building was added and the Commercial centre, together with the Performing Arts Centre. The school continues today as one of the most beautiful High School campuses in Jamaica.

The Principals

In 1936 Mother M. Alacoque, who had been in charge of the High School for fifteen years, was obliged to retire from active service owing to serious illness. She appointed Sister M. Davidica, who had been teaching in the school since 1922, to the post of Headmistress of the newly Government-inspected Grant-In-Aid school.

year as Principal.

Sister H. Angella Harris was appointed Principal in September 2005 and continues to serve as Principal of the school.



Sister Davidica served in this post until 1963, when she was succeeded by Sister Maureen Clare who retired in 1990 after being an outstanding Principal for 28 years.

In 1992 Sister Mary Catherine took over the school's leadership from Mrs. Fong Kong who had been Acting Principal for two years. Sister Mary Catherine retired in 2004. Miss B. Pinto acted for a

Lower School (First to Fifth Form)

Students are placed at Immaculate by the Ministry of Education. They usually are high achievers obtaining averages of over 90 % in the GSAT programme. They are expected to maintain this high standard throughout their years at Immaculate as aided by their able teachers.

Students will do at least 13 subjects in grades 7, 8 and 9 including Physical Education, Music and Drama over different periods of the first three years. At the end of grade 9 students request the subjects they desire to pursue. However, these subjects are given to students based on their performance in these areas in previous years. Students will do a minimum of 8 subjects in grade 10 in preparation for their CXC CSEC examinations at the end of their Grade 11 year.





Sixth Form

At the Immaculate Conception High School the Grades 12 and 13 students are a group of young women who achieved a measure of academic success having met the requirements for matriculation to Sixth Form.

Each Sixth Former is a part of the school's leadership team, whether she is a Prefect or not. They are expected to lead first by example, being role models for the younger students to look up to and respect. Students have the opportunity to become involved in the wide range of co-curricular activities that are offered. The various clubs, teams and societies look to the Sixth Formers to provide leadership. Workshops, seminars and special classes are held to assist in leadership development.

Sixth formers are subject to the same rules as the students in Grades 7–11, and are expected to obey these rules as they appreciate their importance in establishing and maintaining an organized and orderly environment. Students who do not measure up to the standards of deportment expected will be penalized and can be asked to leave the programme.

Students will take a minimum of four Unit 1 subjects in Grade 12 including Communication Studies. A Grade 13 student is expected to take four Unit 2 subjects including Caribbean Studies. This is the prerequisite for most tertiary level programmes both here and abroad.

Work Attitude

Success at advanced studies is dependent to a large degree on a student's ability to organize herself and use her time wisely. Every student must: take responsibility for her learning, for example, by reading ahead, and in depth; meet deadlines for class assignments and projects for Internal Assessment.

One of the features of the Sixth Form timetable is the non-contact periods which students carrying four Units will have. It is important that students use these sessions to keep up with the work load and not merely use the time for rest and recreation. Sixth Form students have their own indoor and outdoor area to use during their non-contact sessions; the gazebos and the sixth form lounge.

Once a student is at school, attendance at class is mandatory. Students must be punctual for all classes. If a student is reported to have skipped more than three classes, her parent will be called in to a meeting with her Coordinator and if the discipline continues she will be barred from the Sixth Form Programme.

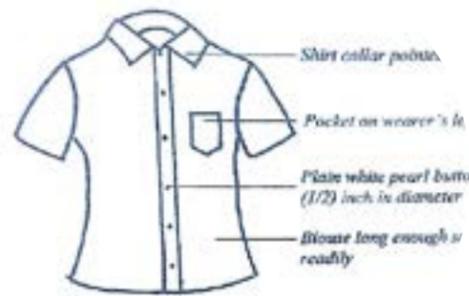
Promotion from Grade 12 to 13 is not automatic. A student who has failed more than one Unit runs the risk of not being promoted.

The School Uniform

The ICHS School Uniform is of two types - the Lower School and the Sixth form. It is to be worn with the utmost respect, which includes ensuring that it is well-ironed each time it is worn, buttoned up completely, clean and well-maintained (having no rips or tears).

Lower School

The Lower School Uniform consists of a white blouse and a white, pleated skirt, tie and brown shoes and socks.



The blouse has a breast pocket on the left side and a turndown point collar. The sleeves are to be approximately 2 inches above the elbow.

The skirt carries 3 pleats - one box and two others - on each side, both on the front and the back, making a total of 12 pleats. It has one pocket on the right side, must be secured with a zip-



per and button/hook on the left side and must fall 2 inches below the knee.

The blue tie is to be fashioned in the Half-Windsor knot (see attachment/link/video/image). The TOP BUTTON of the blouse is to be buttoned at all times and be covered by the knot of the tie.

Brown socks turned down at the ankles and well-polished brown school shoes are to be worn at all times. The heel of the shoe must not be more than 2 inches.

Please note, suede shoes, sneaker-like shoes, (ballet) flats, boot cut shoes, flip-flops and crocs are absolutely NOT permitted. Ankle socks or tennis socks are NOT permitted. .

Half Windsor



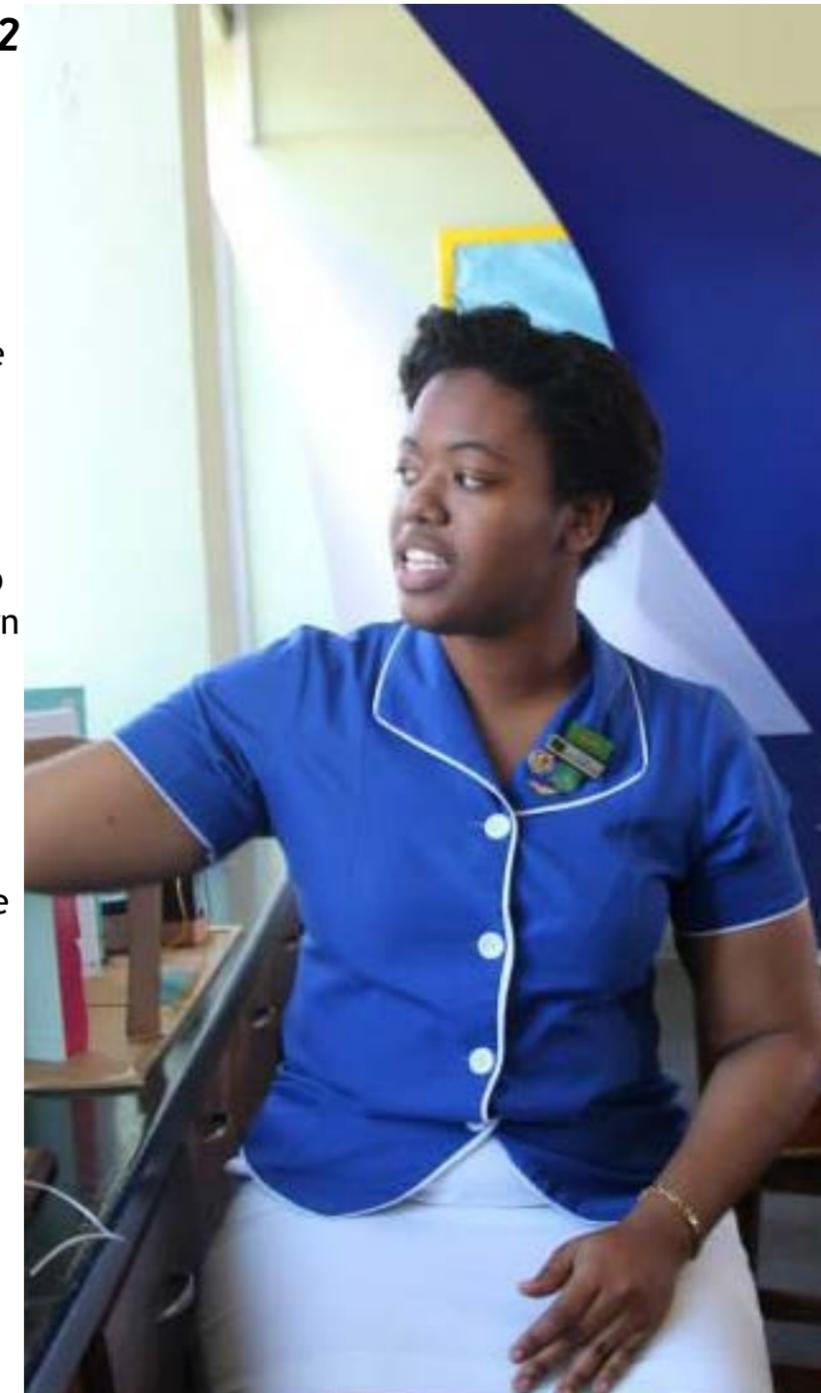
The Sixth Form (grades 12 and 13) Uniform

The Sixth Form uniform consists of a Blue Jacket with white piping on the hems of the sleeves, collar and coat and a White A-Line Skirt.

The Jacket has "Shawl lapels", a Princess line (seam) from shoulder to hem, four (or five) buttons and falls below the waist. It has no pockets. The sleeves are to be worn 2 inches above the elbow.

The Skirt is an A-Line skirt and is to be worn with a slip/half-slip. It must NOT have a split, must be secured with a zipper on the back of the skirt and must fall on or a little below the knee.

Sixth Form students are to wear white socks turned at the ankle with black school shoes. Sneaker-like shoes, boot-cut shoes, (ballet) flats, crocs and flip-flops are NOT permitted. Ankle socks and tennis socks are not permitted.



For all Students:

Hair Clips

All hair clips and headbands must be of regulation school colours: Blue, Brown, White and/or Black.

Jewellery

Students are permitted to wear ONE pair of silver or gold knobs as earrings. The knobs must be of a moderate size and are to be worn in the lowest piercing on the ear lobe. Sixth Form students are allowed to wear their graduation ring, A modest watch may be worn by the student, if she so wishes to. No other jewellery is allowed

Sweaters

In times of chilly/cold weather, students are allowed to wear a sweater that is of the school colour (Blue, Brown, Black OR White). Printed sweaters, sweaters with logos and pullover sweaters are not permitted and they must NOT be tied around the waist when not in use. If a Hoodie is worn, the hood must not be used unless in times of rain. School sweaters are available at the School Bookstore.

The House Badge

All students are to wear their house badge at ALL times. A student caught without the House Badge pinned to her uniform will be considered as not wearing the full school uniform. For Lower School students, the badge must be pinned to the blouse, above the breast pocket. For Sixth Form students, the badge is to be pinned to the left side shawl collar of the jacket.



Life in the Classrooms *Life in the Classrooms*

IN THE HOMEROOM

Developing Class Spirit

The standard of excellence achieved by a class depends on the effort and cooperation of each girl in that class with her Homeroom Teacher, Subject Teachers, Grade Captain, Student Councillor, Prefect, Co-ordinator and the other members of her class. Interest should be shown in all grade and school activities by active participation, in order to develop the virtues and good qualities necessary in the formation of a good citizen and a Christian character.

To develop this spirit of unity, co-operation and mutual responsibility, spiritual help is provided in part by daily prayer, class discussions and a Day of Recollection. There is also a full Home Room period each week with the Homeroom Teacher as well as a weekly session with the grade prefect. Alumnae also visit each Home Room once per month for 'Big Sister' sessions with students.

Attendance and Homeroom Protocol

- Students are to be in homerooms by 7:45am. Students arriving after this time will be marked late.
- Any student who arrives after 8:00a.m. must comply with school rules by going directly to the Front Office and signing in.
- All students, including Sixth Formers are to return to homerooms after the final lesson for the day and to listen in silence to announcements.

The Grade Coordinator

- Senior Teacher given charge of overall guidance of the block they are assigned to .
- Letters of excuses for absence and for special permission are presented by students to her/him.

The Home Room Teacher

- First point of contact for students.
- Helps to maintain in his/her class a high standard of discipline and class spirit.

The Grade Prefect

- A Sixth Form student assigned to act as a guide, helping the girls to understand, appreciate and observe the school rules and regulations
- Assists homeroom in carrying out the various projects planned by the Prefect Council.

The Grade Captain

- A member of the class who is considered to be a responsible leader is chosen by her classmates with the approval of her teachers.
- She strives to lead her classmates in proper order and discipline, particularly between class periods and in the absence of a teacher at any other time.
- She also assists and directs the performance of class duties and the general neatness and tidiness of the classroom and surrounding areas.
- She may recommend to her Home Room teacher any classmate for punishment, whenever necessary.
- The Grade Captain sits on the Prefect Council.

The Student Councillor

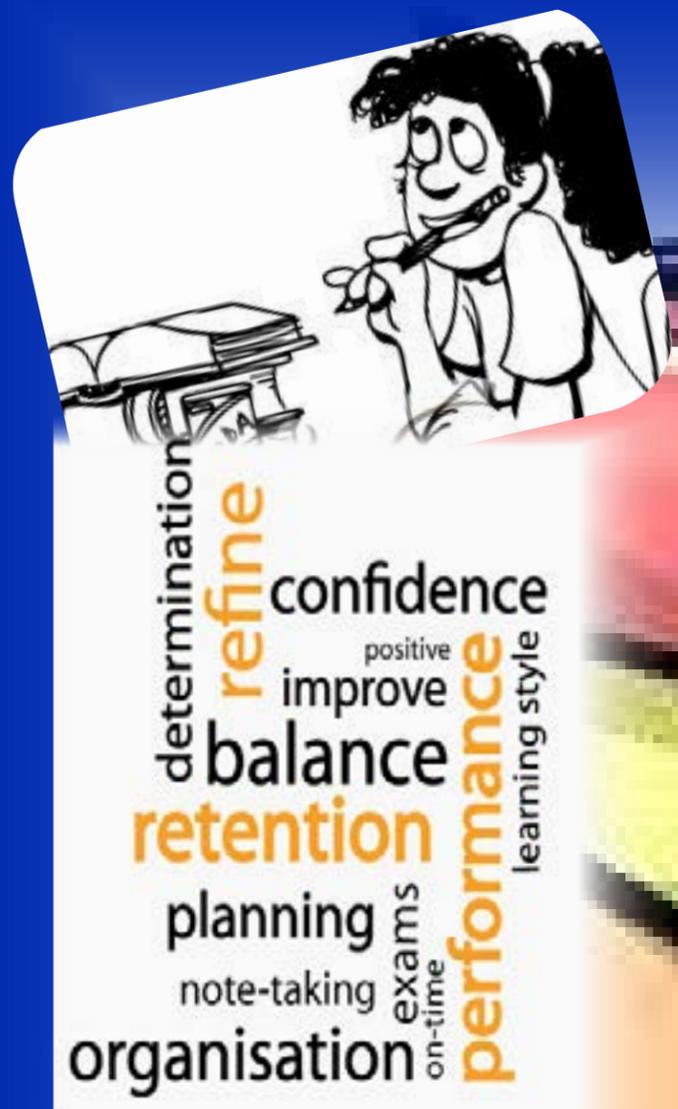
- The Councillor is elected by the members of the Home Room. She must be a student who abides by the rules of the school.
- Sits on the Student Council
- Represents the views, problems and concerns of her form (not her own) at Student Council meetings.
- Reports to the Home Room after each council meeting as to the discussion

Big Sisters

- Past Students who wish to work with our students volunteer as Big Sisters to current students during the school year.
- Big sisters are assigned to one homeroom with whom they make monthly visits.
- They share past experiences, give advice regarding career choices, school life and social encounters and collaborate on small classroom activities.

The Big Sister programme contributes to students' growth into the Phenomenal Young Ladies that Immaculate aims to produce. The programme is open to all Alumnae who wish to participate. This can be done by inte with the School's Department).

Each student is given a Locker in her Home Room in which she may leave her books and bag which she will not be using during the day. In Sixth form, in addition to the few in the homerooms, some lockers are in front of the Audio Visual Rooms She may leave books which are not needed overnight in the lockers, leaving nothing in or on her desk after dismissal. Each student must provide her own padlock to secure her locker. Students are not allowed to go to lockers during classes.



Paying Attention in the Classroom

- Look over your notes from the previous class.
- If you have questions about material from the previous class or text ask the teacher before the next class begins.
- Read ahead and if possible, prepare a few questions on new materials to be taught.
- Have an attentive expression and posture: do not sprawl.
- When appropriate ask questions for more clarity.
- Train yourself not to give into distractions in the classroom.

Each student is encouraged to record all assignments in her homework book immediately as they are given by the teacher. Each student is required to do a certain amount of individual study outside of school hours. The following can be used as a guide for the minimum amount of time needed daily to complete work for each grade:

Grade	Hours for Homework/or study
7	1.5 to 2
8	2.5 to 3
9	2.5 to 3
10	3 to 4
11	3 to 4

12 & 13 As much time as required to complete work satisfactorily

Tips to Improve Study Skills

1. Learn time management skills. Set out a plan before you begin and stick to it.
2. Make sure you have all stationery you need.
3. Do not try to do a marathon session of studying as you will not be able to remember everything all at once. Take breaks between chapters or subjects to give your brain a rest.
4. Block out distractions. Shut off your devices and the TV and close your door. If you really want to be successful, you need to focus.
5. Cramming is not the answer. Do not put off studying for a test until the last minute. Study small sections at a time over a span of days and you are likely to remember more. Then you can make an overall review just before your test.
6. Make notes while doing your readings.
7. Make sure you understand one topic before moving on to the next.
8. Do not get behind in your studying.

Life in the Wider Community

Clubs and Societies

We commit to not just providing for our students academically but nurturing a well rounded student and as such we encourage each student to get involved in their school life, making the best of the experience by becoming members in at least one club or sport. The active clubs and societies are divided as follows:

SPORTS

- | | |
|--------------|---------------|
| Badminton | Track & Field |
| Lawn Tennis | Dance Troupe |
| Karate | Netball |
| Table Tennis | Water Polo |
| Hockey | Football |
| Swimming | |

INTERESTS

- | | |
|---|----------------------------------|
| Modern Languages | Chess Club |
| Beginner Strings | Concert Band |
| Math Club (ISUM) | Sign Language |
| The Glee Club (Choir) | Steel Band |
| Baking | Junior Achievement |
| Fitness Club | Orchestra |
| Catholic Club | United Nations |
| Inter Schools Christian Fellowship (ISCF) | Debating |
| Bible Study Society of the West Indies | Photography |
| Sixth Form Association (SFA) | Schools Challenge Quiz |
| Writers Club | Film Makers |
| Drama Club | Immaculate Reading Society (IRS) |

SERVICE AND AWARENESS

- | | |
|--|---------------------------|
| Immaculate Conception Environmentalists (ICE) | Heritage Club |
| Tourism Action Club (TAC) | Tutors |
| Protecting Animal Wellness Society (PAWS) | Girls With A Cause (GWAC) |
| Red Cross Club | Octagon Club |
| Scientific Environmental Technological Health (SETH) | Interact Club |
| Girl Guides | Campus Ministry |
| Key Club | |



In the service clubs students will learn the spirit of volunteerism and in the sports teams, discipline. The overall purpose of these clubs and societies is to foster in a more particular way the spirit of community and co-operation as well as the spiritual, cultural, artistic and other interests and the talents of the students. Meetings are held at least once per week after school for approximately one hour.

Houses

There are seven houses:

Immaculata 	St. Clare 
St. Joan of Arc 	St. Tekakwitha 
Franciscan 	Davidica 
St. Rose of Lima 	

OFFICERS

Each House has a House Captain, Deputy House Captain, Secretary, Treasurer, Games Captain, and Grade Representative. A teacher serves as House Master or Mistress for each House.

MEMBERSHIP

As soon as a new student is placed in a grade, she is assigned to a House by the Vice Principals and remain in this House for the duration of her time at Immaculate.

MEETINGS

House meetings are held on the first Wednesday of each month, and every student is obliged to attend her respective House Meeting.

ACTIVITIES

Each year, the houses compete in different competitions. The Netball Rally is held in October; the Swim Meet is held in early November; Dance/Drama/Singing competition is held on the last two days of school in December; the Cheerleading competition is held in February, usually the day before Ash Wednesday on the day of Sports Day

At the end of the school year a Cup is awarded to the House receiving the most Merits, a Shield to the House receiving the least number of Demerits and Order Marks, and the Monica Wright cup to the House accumulating the most points in all competitive sporting events.

1. The Immaculata House - named after Our Lady of the Immaculate Conception. The House colour is blue and signifies the fidelity of Our Lady.

2. The Franciscan House - named after St. Francis of Assisi, founder of the Franciscan Order. The house colour is brown and signifies the humility of St. Francis.

3. The St. Joan of Arc House - named after St. Joan of Arc of France. The House colour is gold and signifies the courage of St. Joan.

4. The St. Clare House - named after St. Clare, founder of the Poor Clares Order. The House colour is green and signifies hope.

5. The St. Tekakwitha House - named after the Indian Martyr St. Tekakwitha. The House colour is red and signifies martyrdom.

6. The St. Rose of Lima House - named after the first canonized saint in the Western Hemisphere. The colour is rose-pink and signifies joy and inner beauty.

7. The Davidica House - named after the late Sister M. Davidica, former headmistress of ICHS for many years. The colour is purple and signifies self-discipline and dedication.

THE PREFECT COUNCIL

The Head Girl and Deputy, the seven House Captains, Prefects, the sub-prefects and the Grade Captains of each grade make up the body of the council. The members of the Prefect Council help to maintain discipline at all times and act as liaison between the student body and Administration. The Head Girl is the Leader of the Prefect Council.

The Prefects take turns keeping order

in the Cafeteria during the lunch period, keeping the corridors free of loitering students in the mornings and the line orderly at the bus stop after school.

The Grade Captains may not punish but are bound in conscience and honour to report the misconduct of any girl to a teacher who will give the necessary punishment. At general Council meetings, each Grade Captain gives a report of her grade

Each grade is assigned a Prefect who acts as Counsellor and works with the Grade Captain and girls in consultation with the Homeroom Teacher and Co-ordinator.

Grade Prefects must complete their visits to Home Rooms and return to their own Home Rooms before the ringing of the 7:45am bell.

A Disciplinary Committee is set up to monitor students who may need individual help. It has the authority to impose and collect fines as it sees fit.

A Staff Advisor sits in on Council meetings.

THE STUDENT COUNCIL

The Student Council is a representative body of the students elected by their peers to give voice to the opinions, concerns and desires of the students. It is the official organ of united students' expression to the Administration of the school. Through the Council, lines of communication are kept open between the student body, faculty and Administration. The President of the Student Council sits on the ICHS Board of Management.

Each Homeroom, at the beginning of each school year, the Council elects a representative to sit on the school's Board of Management. Each Homeroom elects two student councillors who relay queries, concerns, suggestions and opinions of the homeroom to the Council during their Council meetings.

A Staff Advisor sits in on Council meetings.

YOU CAN BECOME HEAD GIRL...
Keep your record clean.
Take your time at ICHS seriously.
Remember that character matters.

THE GUIDANCE AND HEALTH DEPARTMENT

The Guidance and Health Department is served by two full-time Guidance Counsellors and the School Nurse. It is responsible for the delivery of a preventive health education programme. In addition, the counsellors offer educational and vocational planning services and help with the personal problems of students.

When necessary, the Counsellors provide students with intensive support over extended periods and may also make external referrals with the consent of parents.

The School Nurse handles all medical matters that arise at school. Students who are ill at home, especially those with contagious diseases must not be sent/taken to school. Students who are on medication must deposit these drugs with the School Nurse who will dispense them.



THE ALUMNAE ASSOCIATION

The Immaculate Conception High School Alumnae Association was formed in March 1932. Its main objectives are:

To foster the interest of ICHS in past students.

To keep graduates in close and constant contact with each other and with the school.

To assist their Alma Mater and other charitable and educational institutions.

All past students of the school are eligible for membership and an application addressed to the Secretary is required. Graduates are invited to join the Association each year at a special function held in their honour just before their graduation.

Active Chapters are in Florida, New York, Washington, Toronto and Europe.

REWARDS

Merits may be gained for noteworthy effort, behaviour or academic achievements. Students of notably responsible character may qualify for the GOOD CITIZENSHIP AWARD given at the end of the school year.

- Students who gain 80% or over for the average of the marks in the year's average' column of the end of year report and who are not failing in any subject will receive the HONOUR STUDENT PIN.
- At a Prize-giving ceremony in the early part of the following school year, Good Citizenship Awards, Honour Students Pins, and Certificates for those students achieving first, second and third places in all subjects from Grades 7 to 10 and 12 will be given.
- The Grade Co-ordinator's Award is given to a student in that grade who is approaching the ideal ICHS student.
- The Principal's award: Previously given each year to the graduate who comes closest to achieving the standard of character expected in the ideal ICHS student. Effective April 2012 the Grade Thirteen student who comes closest will receive this award.

THREE SPECIAL AWARDS are presented at Prize-giving Ceremony held in November of each year. They are donated by the Alumnae Association.

- The Davidica Award - Given as financial assistance to cover the cost of books and other minor expenses incurred during the first year of tertiary studies to the Grade 13 student who has been recommended to the Awards committee

- The student should have attended ICHS since Grade Seven and intends to pursue tertiary studies within a year. She must display loyalty to the school and exemplify Christian spirit, attitude and way of life.
- The Sr. Anne Memorial Award - Given in memory of a former Vice-Principal and the first Head of the Modern Language Department. It is a monetary award presented to the graduate or Grade 13 student of the year who has excelled in Modern Languages and who has been recommended by the Modern Languages Department. The awardee must also have the intention to pursue further studies in Modern Languages.
- The Sr. James Vincent Award - Given in memory of a former Vice-Principal and Head of the Science Department. It is a monetary award presented to the top Biology student in the graduating class.

THE GRADUATION CEREMONY is the event at which the school gives its blessing to

Grade Eleven students whose academic performance and conduct meet the school's standards. Participation in the ceremony is not automatic. The school reserves the right to hold, or not to hold a ceremony. It also reserves the right to invite students deemed to have attained certain standards, to attend the ceremony.

a disciplined life is
dependent solely upon
you and your daily choices...

you are not only the problem;

you are also the solution.

I WILL FOLLOW THE RULES

Maintaining Discipline

General School Rules

- Wear the complete school uniform for all school occasions and always be neat.
- Dress simply. Heels must not be more than two inches.
- Do not take any item to school that is not needed for educational purposes.
- Label all items with your name and grade.
- If you must take a large sum of money to school, leave it in the front office for safekeeping.
- Be punctual and prompt.
- If the last class for the day is not in your Home Room, after you have been dismissed, return to your Home Room, help to tidy the room, close windows and have dismissal prayers.
- Students whose general conduct and attitude have been unsatisfactory may be barred from the graduation exercises. The following are considered unsatisfactory (but not limited to)
 - i) students who have been persistently late or delinquent in attendance;
 - must not be late more than 45 times in any grade and
 - ii) must not be late for more than 160 times over five years.
- students who have deliberately skipped classes or exams
- students who have shown little or no improvement even after these misdemeanours have been brought to the attention of themselves and their parents.
- In order to be admitted to Sixth Form, a student's record of punctuality and general conduct must be good. A student may be allowed to participate in the Graduation Ceremony but not be admitted to Sixth Form

Know the Rules



Showing Respect

For the Environment

- Surroundings must be kept clear of garbage
- Classrooms must be kept neat and tidy.
- Walkways should be used at all times so as to avoid trampling the grass.
- Books and other paraphernalia must not be left anywhere in the corridors or on the school grounds.

For Each Other

- Student should stand whenever a teacher or visitor arrives at or leaves the classroom.
- Students must use the back doors of classrooms, labs and other rooms used for classes, leaving the front doors free to be used by teachers and visitors.
- Students should be still and listen attentively wherever they are during announcements.
- Students should step aside to allow teachers or visitors to pass by, in the corridors or on the stairs.
- Students must have a polite manner and tone of voice when addressing teachers, administrative staff, other students and any persons with whom they come in contact.
- The security guards on campus are to be respected and obeyed, especially by students using the pedestrian crossing.

Safety and Order

- Orderly queues must be formed at bus stops
- Pedestrians should use the narrow gates at the entrance to campus, and all roadways should always be crossed briskly at the crosswalks
- Students should keep to the left along corridors and on stairways.
- There should be no running along the corridors.
- Emergency drills are held at least once per term.
- It is not safe or wise to use cell phones off campus and/or while walking on the roads.

Out of Bounds

These areas are out of bounds (without authorization):

- The sunken garden
- The administration block and all staff rooms.
- The lobby of the convent
- The science laboratories
- The medical room
- The sunken area around the swimming pool
- Front steps of the school
- The Home Economics Centres, the Lecture Hall, Geography room, and computer labs outside of class time
- The Prep school
- Ancillary Staff Rooms, maintenance workshop, guard house

What to do about.....

Lateness

If you arrive to your homeroom after 7:45 am then you are considered late. Report to your Home Room teacher and give your excuse politely. If you arrive after the first class period has begun, report directly to the Front Office and collect a late slip. Report to your class for that period and ask the subject teacher to sign the late slip. At the second roll call after lunch, give the signed slip to your Home Room teacher. After lunch if you arrive after the line has entered the classroom, you are considered late. After every four instances of lateness in a month, you are liable for a lateness detention. This detention is recorded on your report.

Absence:

From School

You must bring to school with you a written excuse signed by your parent or guardian. Students absent for more than 3 days must bring a doctor's certificate where applicable. Present the letter to your Homeroom Teacher or Coordinator in order to be readmitted to class. Any student who does not bring a letter of absence on her return will be sent to the front office until the letter is received.

From a test

If you missed a test because of absence from school, on the day that you return to school you must consult with the teacher who gave the test.

From an exam

You must be present for all examinations during the exam period at the end of the school year. If, for a grave reason, a student misses an examination, the parent/guardian must visit the school and speak with the Coordinator or Home Room teacher on the day of the exam and submit the reason, in writing, on the day the student returns.

Leaving School before the end of the day

A letter from parent/guardian addressed to the Vice Principal in charge of Student Affairs (Miss Pinto) must be brought by the student to the front office before 7:45 a.m. The letter must indicate:

- the reason for the request (medical appointment, visa interview, etc.)
- the desired time of leaving and
- how the student will be transported.

The student will be handed an off campus permit when she presents herself at the Front Office at the stated time of departure.

This permit must be given to the security guard at the gate. No student will be allowed to leave the premises before dismissal unless the written request from the parent/guardian is received.

For examination groups:

CXC examinations traditionally begin in May. Once formal classes have ended, Fifth and Sixth Formers are free to come and go as they please, but they must wear full school uniform once they come on campus.

Sickness

Report to your subject teacher who will give you a pass to visit the school nurse in the Medical Room accompanied, if necessary, by another student. You may not go to the Medical Room during class time without permission. Students will not be readmitted to class without a note from the nurse.

Lost or Found

Report to the Students' Secretary in her office (next to the Audio Visual Rooms).

Visiting

You are not allowed to have visitors. If there is an emergency, any person needing to see a student during school must make inquiries at the Front Office and not go directly to any of the classrooms or other areas. Parents are advised not to bring any lunch for students.

Being excused from any rule or regulation

A letter must be presented in writing to the Principal or Vice-Principal stating the request and explaining why an excuse is being sought. The student is not excused until the Principal/Vice Principal advises the parent/guardian.

NB Please present all correspondence addressed to a teacher, Vice Principal or Principal in an envelope.

LIBRARY RULES

All students of Immaculate Conception High School have the right and privilege of using the Library for reading, reference work and study. Co-operation, self-reliance and good citizenship are qualities expected of students who appreciate the services of a spacious, beautiful, well-stocked Library.

Remember:

- Silence must be observed in the Library and in the corridor outside.
- Books must be used with care- clean hands, no ink, no paint, no paste, no food or drink.
- Books lost or damaged must be reported to the Librarian at once.
- Borrowed books are on loan for one week only, and are to be signed out at lunch time or after school by the Librarian at the issue desk. A fine is charged for books which are kept after the date stamped.
- Secure your bags in the lockers provided with a padlock from the Librarian. You may also use your own padlock and key.
- Reference books are for use only in the library.
- Leave the tables empty and clean. Chairs should be left in place when you leave.
- Keep books in their right places. A misplaced book is as useless as a lost book.
- No food or drink is to be taken into the Library.
- The computers in the Library are for research. Each student has a limited time to use a computer.
- A student who disobeys a Library rule may be barred by the Librarian from using the Library for a specified period.

CAFETERIA RULES

The Cafeteria is operated by a Concessionaire

1. Cash or the student card is used in the Cafeteria for the purchase of food.
2. Students must join a queue.
3. Students must never handle food before paying for it.
4. A student may purchase lunch for one other person, but this must be arranged before joining the queue.
5. Students are expected at all times to observe good table manners.
6. No one is allowed to eat on the stage or rest items on the piano.
7. Students are to clear up and leave the tables in a tidy condition.
8. Garbage must be disposed of in the designated receptacles. Clearly marked bins are provided for plastic containers.
9. Only Prefects on duty are allowed behind the serving area or in the kitchen at any time.
10. A designated member of a group that has a Vice Principal's permission for a sale must take a signed form from the Vice Principal to the manager of the Cafeteria at least one day prior to the sale.
11. The Cafeteria is closed at 4:00p.m.

Disciplinary Measures

All pupils in a school benefit when behaviour is good. High standards of behaviour are important in helping students to feel safe and learn well. The following represent the different types of disciplinary measures that the school enforces.

A **DETENTION** is given for incomplete or undone assignments, or for being unprepared for classes. A student who does not turn up to serve a Detention will be given a second detention. If the student misses the second detention then she will receive two order marks. The teacher who gave the detention assigns work to be done during the detention and writes the student's name in the Detention Folder. A note is sent to parents.

A **LATENESS DETENTION** is given to a student every fourth time that she is late in a month. Lateness Detention must be served on Wednesdays.

Detentions must be served on the Monday, Wednesday, or Thursday following the day given from 2:45pm to 3:45 pm. On completion of the detention period the teacher in charge of the Detention Room then gives the student a form to take to her parent to be signed and returned the next morning to the teacher who had given the detention

A **CLASS DETENTION** is given for general class misconduct. This is not recorded on students' reports.

An **ORDER MARK** is given for any minor infraction of the school rules or regulations. Depending on the seriousness of the offence, two order marks may be given. Three order marks equal one demerit.

A **DEMERIT** is given for any major infraction of the school rules. Notice is sent home when a girl receives a demerit.

An accumulation of **TWO DEMERITS** requires parents/guardian to see the Principal or a Vice Principal before the student is allowed to re-enter classes.

An accumulation of **THREE DEMERITS** will result in the suspension of the student from school for three (3) days

For grave offences, **SUSPENSION** is imposed by the Principal for up to ten days and the student's parents/guardian informed. During suspension a student is not allowed to wear the school uniform or come on the campus. If the suspension is for ten days, the student will attend a hearing after which the School Board will make a decision about her future at ICHS. The student's parents/guardians also attend the hearing.

The following rules are grouped according to the punishment given for breaking them:

Misdemeanour	Sanction
No Home-work	Detention
Incomplete Home-work	Detention
Unprepared for class	Detention
Every four times late in a month	Late Detention
Rudeness and Disrespect	Order Mark
Noise along corridors, stairways, bathrooms and other unsupervised areas, especially when classes are in session	Order Mark
Chewing Gum	Order Mark
Leaving Classroom without Permission	Order Mark
Remaining in Homeroom during lunch time without the presence or permission of a teacher.	Order Mark
Absence from PE Class without written excuse.	Order Mark
Eating in classrooms (except in case of rain), science laboratories, AV Rooms, IT Labs, Bathrooms, patio, library.	Order Mark
Alighting from a vehicle in front of a school.	Order Mark
Not wearing full white slip.	Order Mark
Wearing sweaters/jackets that are not solid white, blue, black or brown in colour.	Order Mark
Denim jackets, Cropped Jackets, Pullovers, Big shirts.	Order Mark
Wearing earrings that are not tacks or small knobs.	Order Mark
Not wearing earrings in the bottom most holes of the ear lobes.	Order Mark
Wearing chains, Decorative watches, bands, rings (except for Graduation Rings by Sixth Formers).	Order Mark
Visible body piercings	Order Mark
Wearing long nails, false acrylic nails, nail polish, nail hardener instead of natural nails.	Order Mark
Wearing Make-Up of any sort	Order Mark
Beads, decorative clips, scarves, cloth bands that are NOT solid white, black, blue or brown and NOT more than 1.5 inches wide	Order Mark
Coloured contact lenses- tested or otherwise.	Order Mark
Thick socks and/or ankle socks.	Order Mark
Socks NOT turned at the ankles.	Order Mark
Wearing incorrect footwear e.g. crocs, Skechers, Champion or similar style without seeking permission from coordinator to wear anything except regulation footwear.	Order Mark
Sixth Formers dropped off or picked up in the staff parking lot. (They must use the parking lot beside the Physics lab.)	Order Mark

Misdeameanour	Sanction
Visiting/Eating in Public Places in uniform without a parent.	DOUBLE Order Mark
Headphones or earplugs must never be worn by any student of any grade while in uniform.	DOUBLE Order Mark
Braiding which uses extensions or wigs	DOUBLE Order Mark
Colouring of hair, streaking, bleaching of hair	DOUBLE Order mark
Wearing the School Uniform for out of school activities without permission from relevant authorities.	DOUBLE Order Mark
Visitng a shopping centre, mall, supermarket, in uniform without a parent.	DOUBLE Order Mark
Possession of radios, cassette recorders, iPods, iPod touch, MP3 Players, MP4 Players or other audio-visual devices. Sixth Formers are allowed to carry a laptop and/or tablet	DOUBLE Order Mark

Gross rudeness and/or disrespect, Insolent behaviour	Demerit
Not attending classes, skipping classes while on campus	Demerit
Obscene publications	Demerit
Visible tattoos or markings on the skin	Demerit
Cheating	Demerit
Posting announcements without permission from the Principal.	Demerit
Defacing or intentionally damaging school property is forbidden.	Demerit
Using expletives	Demerit
Student driving on the campus at any time whether in or out of uniform.	Demerit
Possession of cellphone(s) (except after school for a brief conversation and only in pick-up areas).	Demerit and phone confiscated for FIVE days

Misdeameanour	Sanction
Entry in Beauty and Fashion shows, modelling or any event of this nature, while still a student. (For ads, permission must be sought from the Principal)	Suspension
Fights and brawls	Suspension
Leaving campus without permission	Suspension
Illegal drugs-use of and/or trading drugs	Suspension
Weapons-guns, knives, ice-picks, inflammable materials etc.	Suspension
Use of alcohol	Suspension
Smoking (of any sort)	Suspension
Buying and selling of any items on the school compound.	Suspension
Behaving in a manner which is indecent, suggestive, inappropriate and compromising and which conflicts with the school's values and mission.	Suspension
Appearing in any public medium or domain (this includes the internet)in a manner which is in any way suggestive, indecent, inappropriate and/or compromising, and which conflicts with the school's values and mission.	Suspension
All forms of intimidation e.g. bullying, extortion, the issuing of threats	Suspension
Posting, displaying or sharing of any photograph of a student or students in uniform over the internet, or using an electronic device especially if it in any way puts the student(s) or the school in disrepute.	Suspension





For Parents

1. Parents who drive their children to school and pick them up after school are requested to enter the campus via the main entrance and either drop them off or wait for them in designated areas. It is also expected that parents observe the speed limit (10mph) and the traffic signs posted.
2. Parents are asked to know the Grade and Room number of their daughters so that they can be more easily identified.
3. If you wish to see the Principal, an appointment must be made by telephone or in person at the main office. You may email her at ichsprincipal@cwjamaica.com
4. All Teachers and the Guidance Counsellors are available to see any parent who wishes to talk with them. An appointment should be made in advance by telephone or in person.
5. Visiting students during school hours is not permitted. If there is an emergency, please go to the main office.
6. When a student is absent from school, upon returning, a note written and signed by parent or guardian must be pre-sented to her Grade Co-ordinator to be readmitted to class.
7. Home School Association meetings are held once per term. Parents are to attend these meetings. Registration takes place prior to the start of the meeting. Transportation is provided for parents going to Spanish Town, Downtown Kingston, Portmore and in the direction of Stony Hill after the meeting.
8. Parents are asked to pay their annual contribution to the HSA faithfully and to support all fundraising efforts so that we can offer the services and the school climate which your children deserve.
9. There are also additional special meetings arranged for parents/guardians of the varying grade levels at different times of the year. Details will be sent to parents as the date draws near.

10. Students should be picked up as soon as possible after school. All students are to be picked up by 6:00p.m. If a student is still on campus after 6:00p.m. on a regular basis, the parent will be requested to come in to dialogue with a Vice Principal or the Principal.
11. Parents are required to give one full term's notice prior to the withdrawal of a student. This notice must be in writing and addressed to the Principal
12. Requests for visa letters, embassy letters and other correspondence from the school, must be made in writing and addressed to the Principal. Ordinarily, these will be ready in three days. The fee attached must be paid at the front office.
13. Requests for students' transcripts are to be made at the Front Office. Please note that during the Christmas term when many requests for transcripts are made, it may take up to a week for one to be completed. The fee attached is to be paid at the front office. Transcripts to tertiary institutions are faxed or mailed. At an additional cost, a transcript may be sent by courier.

Contact Information for ICHS:

Telephone	924-1719
Fax	969-3076
Email	ichs@cwjamaica.com

Re Exams and Reports

Parents are able to monitor students' progress by logging on to Renweb and viewing the marks posted by teachers for assessment done during the term. School exams take place at the end of the school year in June (except for the grades doing C.X.C. examinations who begin these exams in May).

Reports are generated electronically on Renweb at the end of each term (Christmas, Easter & Summer). The Christmas and Easter reports carry a term average for each subject as well as the overall average. The Summer term report is a cumulative report and bears the Summer term average, exam grade and the year's average for each subject. This report also records an overall average.

All queries about reports must be submitted to the Principal by email by the second Friday after school resumes.

In case of a legitimate absence for any paper in a particular subject, 'abs' is placed in the Exam column, and the year's average for that subject is an average of the student's term marks.

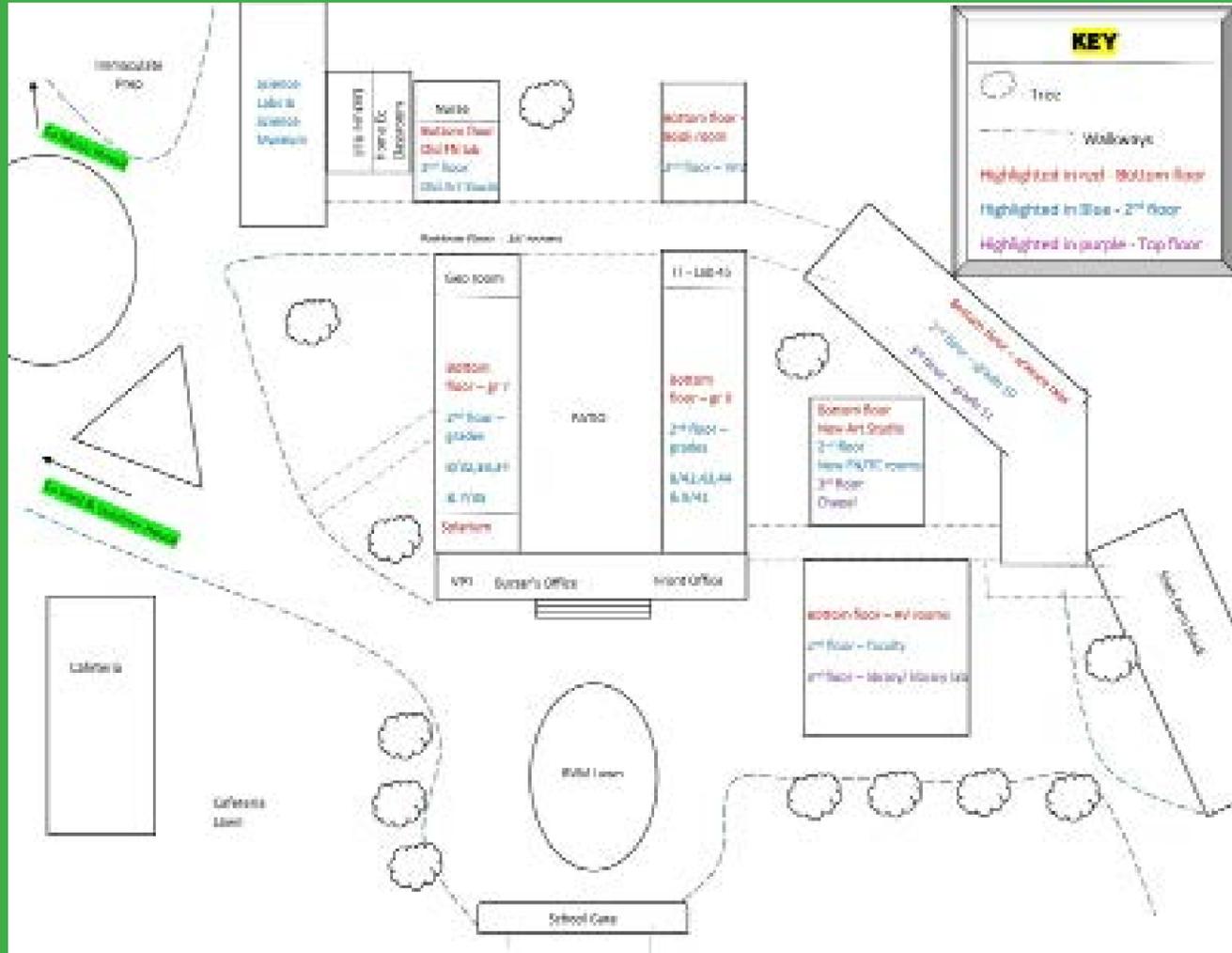
In the case of an unexcused absence for any paper in a particular subject, the student receives a zero in the Exam column, which is averaged in with her term marks to give her year's average.

The pass mark at this school is 60% for all year groups.

The year's average for each subject is computed from the three term marks and the Final Exam Mark.

Our Campus

CHS has a student population of approximately 1,700 ranging in age from 11 to 19. Our campus not only accommodates the High School but also the Prep School and the Convent. Hence the campus itself is extensive and is enhanced with flora.



1. The Administrative Block

This is located at the front of the main building. This block contains the Offices of the Principal and one Vice-Principal (with responsibility for Teachers, the Secretaries and the Bursar. The office of the other Vice-Principal (with responsibility for students) is directly above the book store.



2. The Faculty

The Faculty (Staff Room) is located at the front of the building on the southern side of the Administrative Block.

3. The School Chapel

This beautiful structure occupies a central spot between the classrooms of the old and new buildings on the second floor, serving as a constant reminder of God's presence and care in the midst of the school community. The Campus Minister's office is located in the chapel.



4. The Library

This is located on the second floor opposite the School Chapel. Books (fiction and non-fiction), encyclopedias, dictionaries, reference books, books on reserve and magazines are all available for the use of both teachers and students. Computers are available for students' use.



The person who does not read good books has no advantage over the person who can't read them. -Mark Twain, attributed

5. The Classrooms

The Grade Seven Home Rooms are located on the first floor of the northern block with one room on the second floor to the front of the buildings. These rooms are numbered: 26, 27, 28, 29, 30 & 35.

The Grade Eight Home Rooms occupy the next three rooms on that second floor [32, 33 & 34] as the room at the other end is the Geography Room. The other three Home Rooms occupied by the rest of the Grade Eight are found on the second floor of the southern block and are numbered 42, 43 & 44.

The Grade Nines are to be found in the last room of that southern block on the second floor, Room 41 together with the five rooms on the first floor numbered 36, 37, 38, 39 & 40.

The Grade Tens are housed in the six rooms on the second floor facing the chapel, numbered: 46, 47, 48, 49, 50, and 51 while the Grade Elevens are to be found on the third floor in Rooms 52, 53, 54, 55, 56, & 57.

Grades Twelve and Thirteen have their classrooms on the Sixth Form Block. The Sixth Form area is meant to be exclusively for Sixth Form students. On occasion, other grades have classes there. Otherwise, students from other grades are not permitted on the Sixth Form Block.



6. The Medical Room

This can be found at the entrance of the Old Home Economics Room. Students who have fallen ill during the school hours are cared for here by the School Nurse.

7. Offices of the Guidance Counsellors

One of these offices is located on the second floor of the southern block near the Geography room and another office on the Sixth Form building on the top floor beside the grade 13A classroom.

8. The Book Store

This is situated at the end of the lower corridor of the southern block. The store handles the rental (not sale) of textbooks. Stationery, P.E. gear and other school supplies are on sale.

9. The Science Laboratories

Five up-to-date laboratories for the teaching of Biology, Chemistry, Physics and General Science are to be found on the Science Block at the foot of the Sunken Garden.

Laboratories are also located on the basement level on the Grade Ten and Grade Eleven block. An additional lab is also found on the bottom floor of the sixth form building.

There is also a Science Research Room on the ground floor Three Science Labs are

10. The Home Economics Centers

Next to the Science block, is the Old Home Economics Unit, equipped for the practical and theoretical study of both Food and Nutrition. Another Home Economics Unit is to be found opposite the Faculty Room.



11. The Art Studios

Directly above the Old Home Economics Centre is one Art Studio. Another Art and Craft Studio is located at the basement level of the New Home Economics Unit.



12. The Computer Labs

There are five computer labs.

These can be found in the Sixth Form Building, adjacent to the Library, inside the Library, in room 45, on the second floor



of the eighth and ninth Grade Block and in the Basement, beyond the New Art Studio. AUDIO-VISUAL CENTRE (A-V ROOMS 1, 2, AND 3)



13. The Audio Visual Rooms

There are three audio-visual rooms fitted with folding doors to be used as single rooms or opened out as one large auditorium. This Centre is located at the basement level opposite the new Art and Craft Studio.

14. The Cafeteria

To the left of the main driveway, a cafeteria is operated for the convenience of all students as well as the faculty. This building also serves as an auditorium.

15. The Music House



THE SCHOOL SONG

Alma Mater

Her children hail the splendour of her fame
Enshrine the mem'ries clust'ring around her cherished name
Let grim and withering years not dim, nor dull her radiant glory
But add fresh chapters to her lovely story.
Triumphantly we'll sing, 'til the vaults of heaven ring!

Chorus:

Alma Mater, Alma Mater,
Immaculate Conception, Alma Mater,
Alma Mater, Alma Mater,
Assisian brown, our Lady's blue beneath.
Thy children loyal and true.
Hymn their joyous praise of you.
Alma Mater, Alma Mater,
Immaculate Conception, Alma Mater.

(Lisa Narcisse)

<<Click link below for song>

<https://www.youtube.com/watch?v=RSerJrTj2ag>

THE SCHOOL LOGO



The School Emblem (or logo) is the Franciscan Coat of Arms.

One arm of Jesus Christ is represented as crossed with one arm of St. Francis of Assisi, over the Cross which drew them together.

Please print this page and sign and return to the front office

Dear Parents and Students,

The information contained in this student handbook pertains to your enrolment at the Immaculate Conception High School. It is important that you read and understand this entire document. Once you have read this document please sign and date below and return to the front office.

My signature signifies I have read and understand the information contained in this handbook.

Student Name: _____

Grade : _____

Parent/Guardian Name(s): _____

Student Signature

Date

Parent/Guardian Signature

Date