

IMMACULATE CONCEPTION HIGH SCHOOL

HANDBOOK FOR STUDENTS

Continuing to facilitate the growth and development of phenomenal women



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

Table of Contents

| | |
|---|----|
| INTRODUCTION | 4 |
| <i>OUR MISSION</i> | 4 |
| <i>VISION</i> | 4 |
| <i>ICHS VALUES STATEMENT</i> | 4 |
| <i>VALUES</i> | 4 |
| AIMS AND OBJECTIVES | 5 |
| HISTORY OF THE SCHOOL | 5 |
| <i>THE EARLY YEARS</i> | 5 |
| <i>THE PRINCIPALS</i> | 5 |
| CAMPUS GUIDE | 7 |
| LIFE IN THE CLASSROOM | 9 |
| <i>THE GRADE CO-ORDINATOR</i> | 10 |
| THE HOME ROOM TEACHER | 10 |
| THE GRADE PREFECT | 10 |
| THE GRADE CAPTAIN | 10 |
| THE STUDENT COUNCILLOR | 10 |
| <i>LOCKERS AND CUPBOARDS</i> | 11 |
| <i>HOMEWORK ASSIGNMENTS</i> | 11 |
| <i>PAYING ATTENTION IN THE CLASSROOM</i> | 11 |
| <i>TIPS TO IMPROVE STUDY SKILLS</i> | 11 |
| LIFE IN THE WIDER SCHOOL COMMUNITY | 12 |
| <i>CLUBS AND SOCIETIES</i> | 12 |
| THE PREFECT COUNCIL | 14 |
| THE STUDENT COUNCIL | 14 |
| THE ALUMANE ASSOCIATION | 15 |
| THE GUIDANCE AND COUNSELLING DEPARTMENT | 15 |
| DEAN OF DISCIPLINE | 15 |
| MEDICAL ROOM | 16 |
| WHAT TO DO ABOUT ... | 16 |
| <i>LATENESS</i> | 16 |
| <i>ABSENCE</i> | 16 |
| <i>LEAVING SCHOOL BEFORE THE END OF THE DAY</i> | 17 |
| <i>SICKNESS</i> | 17 |
| <i>LOST OR FOUND</i> | 17 |
| <i>VISITING</i> | 17 |

| | |
|-------------------------------------|----|
| EXAMS AND REPORTS | 18 |
| MAINTAINING DISCIPLINE | 18 |
| REWARDS | 18 |
| SHOWING RESPECT: | 20 |
| LIBRARY RULES | 20 |
| CAFETERIA RULES | 21 |
| GENERAL RULES | 21 |
| DISCIPLINARY MEASURES | 22 |
| THE SCHOOL RULES AND SANCTIONS | 22 |
| ADDENDUM FOR ONLINE LEARNING | 25 |
| Email Usage | 25 |
| Social Networking: | 25 |
| Student Work, Tests and Assignments | 25 |
| VIRTUAL DETENTION PROTOCOLS | 27 |
| FOR PARENTS | 27 |
| THE SCHOOL SONG | 29 |
| PARENT AGREEMENT FORM | 30 |

INTRODUCTION

This handbook is designed to provide detailed information about school policy and expectations. Please make every effort to familiarize yourself with the information present and sign the accompanying Parent Agreement Form and return to your homeroom teacher.

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.

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.

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.

VALUES

Reverence for God. We value and promote reverence for God as Creator and Sustainer, in and with us at every moment.

Reverence for Self. Recognizing ourselves as God's handiwork we are motivated to be dignified, responsible for our own well-being, accepting of ourselves, self-disciplined, joyful and good.

Reverence for Others. Beginning from the premise that God created all things good, we recognize the intrinsic value and potential of others and treat them with respect regardless of circumstances. This leads us to be compassionate, hospitable, forgiving and caring.

Reverence for Environment. We recognize that God has given us the wonderful gift of the world and that we are entirely dependent on the environment for every aspect of our

existence. We therefore help keep the air clean, the water pure and the land verdant and healthy.

Honesty. We believe in the value of truth and integrity and seek to promote purity of thought, word and deed in our everyday lives.

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.

HISTORY OF THE SCHOOL

THE EARLY YEARS

The 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 name after our Lady of Immaculate Conception High School. In January 1879, the Scottish Franciscans handed over the school to the Franciscan Sisters of Allegany (who still sponsor the institution). Notable were the zeal and the dedication of the early pioneers, particularly Mothers Paula and Veronica, who set a high standard of achievement which today still being preserved. During the first eighty years at Duke Street therefore, the Sisters were to see their good works bear fruit.

THE PRINCIPALS

In 1936 Mother M. Alacoque, who had been in charge of the High School for fifteen years, was obligated to retire from active service owing to serious illness. She appointed Sister M. Davidica, who had been teaching in schools since 1922, to the post of Headmistress of the newly Government-inspected Grant-In-Aid school. Sister Davidica served in this post until 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 year as Principal. Sister H. Angella Harris was appointed Principal in September 2005 to December 2019. Ms. B. Pinto acted from January 2020 to August 2020. Mrs. Stacey Wilson-Reynolds was appointed Principal in September 2020.

1937 to Present

On Saturday October 23, 1937, the Covenant at Duke Street was reduced to ashes in a disastrous fire and the entire school was destroyed. 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 Franciscan Sisters of Allegany for the Immaculate Conception High School and Convent. Soon amid such ideal surroundings 600 ft. above sea level, both the Boarding and Day School began to flourish.

In 1951, the Summer House was erected beyond the main building for Physical Education, 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 which is at the entrance of the school. The Cafeteria was built in 1964 and the Commercial building in 1968. Due to the increasing number of students, the school had to acquire some cottages to the west of the main block to house the Sixth forms. When the cottages were beyond repair, they were torn down in the summer of 1976, and the 6A Home Room re-located in the Geography Room, with the 6B Home-Room in the History Room.

A massive building expansion programme was launched in October 1978 and Fund Raising Plans and drives were accelerated. The dream became a reality on December 8, 1980, when the new complex comprising twelve large classrooms, a school chapel, new library, extension to Book Store, Home Economics Centre, Art and Craft Studio, Audio Visual Rooms, spacious Staff Room with conveniences, new General Science Laboratories were blessed at a Liturgical Celebration and formally opened with official ceremonies.

In the late 1990's a new Sixth Form Building and a Performing Arts Centre (the former Commercial Building) were added. A new Food and Nutrition Laboratory was renovated in 2019, it is situated below the Old Art Studio in the vicinity of the Science Block.

CAMPUS GUIDE

1). THE ADMINISTRATIVE BLOCK

This is located at the front of the main building. This block contains the Office of the Principal and administrative staff.

2. OFFICE OF THE VICE PRINCIPALS

The Vice Principal for lower school's office is situated on the grade 7 block beside the New Home Economic Building. The office of the Vice Principal for upper school is directly above the Book Store.

3. THE FACULTY ROOM

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

4. 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), encyclopaedias, 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.

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 rooms at the other end is the Geography Room. The other three Grade Eight Home are found on the second floor of the southern block (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 & 51 while the Grade Elevens are 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. Students from other grades are not permitted on the Sixth Form Block.

6. THE PERFORMANCE ARTS CENTRE

This is located to the right of the Convent, opposite the Music House; near Oliver Road.

7. THE FIVE COMPUTER ROOMS

These can be found i) in the Sixth Form Building ii) adjacent to the Library, iii) Inside the library iv) in room 45, on the second floor of the eighth and ninth Grade Block and v) in the Basement, beyond the New Art Studio.

8. THE MEDICAL ROOM

This is located on the same level as the school's Front Office, directly across from the Staff Room. Students who have fallen ill during the school hours are cared for here by the School Nurse.

9. OFFICES OF THE GUIDANCE COUNSELLORS

One of these offices is located on the second floor of the southern block and two offices are located on the Sixth Form Building.

10. 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.

11. THE SCIENCE BUILDING

Five up to-date laboratories for the teaching of Biology, Chemistry, Physics and General Science are to be found in the Science Block at the foot of the Sunken Garden. There is also a Science Research Room on the ground floor. Three Science Labs are located on the basement level of the Grade Ten and Grade Eleven Block.

12. THE HOME ECONOMICS CENTRE

This state of the art facility has two labs which were completed in September 2018. Funding was provided through the combined efforts of the ICHS Alumnae Chapters.

13. THE ART STUDIOS

Directly above the Home Economics Centre is one Art Studio (Old Art Studio). Another Art Studio (New Art Studio) is located at the basement level, near the audio-visual rooms.

14. AUDIO-VISUAL CENTRE (A-V ROOMS 1, 2 AND 3)

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.

15. THE CAFETERIA

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

16. THE MUSIC HOUSE

Going up from the Preparatory School (toward the Performing Arts Centre) at the left is the building which houses the Music Department.

17. THE GAMES AREA

This is found behind the Convent and Hostel building and includes the playfield, swimming pool, tennis and netball courts, the Summer House and changing rooms.

18. DEANS OF DISCIPLINE

The office of the Dean is located on the ground floor of the sixth form building

LIFE IN THE CLASSROOM

DEVELOPING CLASS SPIRIT

The standard of excellence achieved by a class depends on the effort and co-operation of each girl in that class with her Home-room Teacher, Subject-Teachers, Grade Captain, Student Councillor, Prefect, Co-ordinator and 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 Home Room 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.

THE GRADE CO-ORDINATOR

Each year group also has a Co-ordinator, who is a Senior Teacher appointed to see to the smooth and efficient functioning of the classes under his/her jurisdiction, as well as to inspire

a spirit of co-operation and unity among all the classes in his/her particular grade through special activities and block meetings. Letters of excuses for absence and for special permission are presented by students to him/her.

THE HOME ROOM TEACHER

Each Home Room is supervised by a Home Room Teacher, whose duty it is to guide and counsel the girls under his/her care particularly during the weekly Home Room period. The Home Room Teacher also helps to maintain in his/her class a high standard of discipline and class spirit.

THE GRADE PREFECT

A Prefect is assigned to each class to act as a guide, helping the girls to understand, appreciate and observe the school rules and regulations and assist them in carrying out the various projects planned by the Prefect Council for the improvement of students conduct and in striving to achieve the ideals and goals of the school. The girls may also discuss with the grade prefect any problems or difficulties they may have pertaining to school life in general.

“Example is not the main thing in influencing others. It is the only thing.”

(Albert Schweitzer)

LEAD BY EXAMPLE

THE GRADE CAPTAIN

For this post, a member of the class who is considered to be a responsible leader is chosen by her classmates with the approval of her teachers. Aided by her Home Room Teacher and by her own good example, 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, wherever 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. The Student Councillor:

- 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 Teacher after each council meeting pertaining to discussion, as well as ensures that each council meeting, the views, problems or other concerns of the grade or form are brought to the council's attention.

LOCKERS AND CUPBOARDS

Each girl is given a locker in her Home Room where she may leave her books that she will not be using during the day. 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.

HOMEWORK ASSIGNMENTS

Each student is to record all assignments in a special 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 for each of the grades:

| | |
|------------------|--|
| Grade 7 | 1 ½ to 2 hours |
| Grades 8 and 9 | 2 ½ to 3 hours |
| Grades 10 and 11 | 3 to 4 hours |
| Grades 12 and 13 | as much time as required to complete work satisfactorily |

PAYING ATTENTION IN THE CLASSROOM

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

TIPS TO IMPROVE STUDY SKILLS

1. Learn time management skills. Set out a plan before you begin and stick to it. For example, make a study timetable.
2. Make sure you have everything you need – books, paper, pencil, pen, etc.
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. Turn off your TV, phone, shut off your Instant Messages and all social media platforms. 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. Take 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 or homework.

LIFE IN THE WIDER SCHOOL COMMUNITY

CLUBS AND SOCIETIES

For her own discipline, each girl is urged to participate in at least one extra-curricular activity by joining a club or society of her choice. 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.

The active clubs and societies are:

SPORTS

- Badminton
- Karate
- Hockey
- Football
- Netball
- Track and Field
- Lawn Tennis
- Table Tennis
- Swimming
- Water Polo
- Chess
- Lacrosse

SERVICE AND AWARENESS

- Immaculate Conception Environmentalists (ICE)
- Protecting Animal Wellness Society (PAWS)
- Scientific Environmental Technological Health Every time (SETH)
- Key Club

- Interact Club
- Girls with a Cause
- Heritage Club
- Tourism Action Club (TAC)
- Red Cross Club
- Girls Guide
- Campus Ministry
- Octagon Club
- Tutors
- Christians in Action (CIA)
- Angels of Love

INTERESTS

- Inter Schools Christian Fellowship (ISCF)
- Sixth Form Association (SFA)
- Jamaica Automobile Association (JAA)
- Modern Languages *German *Spanish
- Math Club (ISUM)
- Baking
- Advanced Baking

- Schools Challenge Quiz
- Debating
- Orchestra
- Steel Band
- Concert Band
- Beginner Strings
- Guitar
- The Glee Club (Choir)
- Dance
- Fitness
- Drama
- Film Makers
- Photography
- United Nations
- Sign Language
- Democracy Club
- Between the Pages
- Robotics
- Engineering
- Computer
- Productivity
- Youth Empowerment
- Medical

HOUSES

There are seven houses:

- Immaculata (Blue)
- Franciscan (Brown)
- St. Joan of Arc (Yellow)
- St. Clare (Green)
- St. Tekakwitha (Red)
- St. Rose of Lima (Rose-Pink)
- Davidica (Purple)

Each House has a Captain, House Mistress, Secretary, Treasurer, Games Captain and Upper School Grade Representative.

As soon as a new student is placed in a grade, she is assigned to a House. For the duration of her stay in the school, she is expected to develop House Spirit and a sense of loyalty towards her House and participate whole-heartedly in its projects and activities. Activities to help towards this end are varied.

House meetings are held once per month and every student is obliged to attend her respective House Meeting. 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 most amount of merits, and the Monica Wright Cup to the House accumulating the most points in all competitive sporting events given at Prize Giving.

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 the 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 Clare’s 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 and the Prefects form the Executive Body of the Prefect Council and numbers seventy (70) approximately. The rest of the council is made up of the Captains of each grade. The members of the Prefect Council help to maintain discipline at all times and act as liaisons between the student body and Administration.

- 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.
- Each grade is assigned a Prefect who acts as Counsellor and works with the Grade Captain and girls in consultation with the Grade Teacher and Co-ordinator.
- At general Council Meetings, each Grade Captain gives a report of her grade.
- The Student Council President will represent the student body on the school’s Disciplinary Committee.
- 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.

At the beginning of each school year, the Council elects a representative to sit on the School's Board of Management.

A Staff Advisor sits in on Council meetings.

THE ALUMANE ASSOCIATION

The Immaculate Conception High School Alumnae Association was formed in March 1932.

Its main objectives are

1. To foster the interest of ICHS in past students
2. To keep graduates in close and constant contact with each other and with the school.
3. To assist their Alma Mater and other charitable and educational institutions.

All past students of the school are eligible for membership and an application in writing addressed to the Secretary is required. The annual subscription of five hundred dollars (\$500.00) is payable in two instalments. Graduates who are still studying may pay only half of the subscription.

Regular Executive Meetings are held to plan and arrange the annual events which include 'Alumnae Day' Mass and Communion Breakfast (in December close to the School's Patronal Feast of the Immaculate Conception). Fund-raising activities for the various social projects and a Reunion Dinner in the Summer. Graduates are invited to join the Association each year at a special function held in their honour just before graduation.

Active Chapters are Florida, New York, Washington, Toronto and the International Chapter.

THE GUIDANCE AND COUNSELLING DEPARTMENT

The Guidance and Counselling Department is served by three full-time Guidance Counsellors. The counsellors offer educational and vocational planning services and help with the personal problems of students.

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

DEAN OF DISCIPLINE

The Dean of Disciplines is responsible for the overall conduct of the students. He/she provides intervention for students' disciplinary issues; develops appropriate programmes to

promote positive behaviour; monitors develops and implements student behavioural contracts; keeps a log of students' attendance and truancy issues. He/she evaluates and processes disciplinary matters and/or makes the necessary recommendations to the Principal. Cases involving all disciplinary matters are decided upon by Vice-Principals and or Principal, Grade Co-ordinators, or Grade Teachers on a case by case basis.

MEDICAL ROOM

The Medical Room is responsible for preventative health education programmes. 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. The School Nurse is not legally responsible to administer drugs to neither students nor staff, but if granted written permission by parent(s)/ guardian(s) she may administer medication that is provided by them.

WHAT TO DO ABOUT ...

LATENESS

A student is late for school if she comes into the classroom after the bell has rung at 7:45 am. If you arrive after 7:45 am 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 signal slip to your Home Room teacher. After every four instances of lateness in a month, you are liable to receive a late detention. This detention is recorded on your report. If you arrive after the line has entered the classroom, after lunch, you are considered late.

ABSENCE:

From School

You must bring to school with you a written excuse signed by your parent or guardian, which you are to present to your Co-ordinator in order to be readmitted to class. Students absent for more than 3 days must bring a doctor's certificate where applicable. This is to be presented to the Co-ordinator or Home Room Teacher. 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 a Vice Principal on the day of the exam.

LEAVING SCHOOL BEFORE THE END OF THE DAY

A letter from the parent/guardian addressed to the Vice Principal in charge at the block level must be brought by the student to the front office before 7:45 a.m. The letter must indicate

- i) the reason for the request (medical appointment, visa interview, funeral etc).
- ii) the desired time of leaving and
- iii) 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 a written request from the parent/guardian is received.

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

Students should report to the Student Secretary if you have lost or found an item. (It is located next to the Audio Visual Room).

VISITING

Visiting with a student at school is not permitted. Arrangements must be made for relatives who reside out of town or overseas to visit with a student outside of school hours. 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 take any lunch for students. In the event that a student leaves her lunch at home the parent(s)/guardian(s) may take the lunch or money to school and leave it at the Front Office.

Requests for Exemptions

A letter must be presented in writing to the 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.

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 sitting C.X.C. examinations in May/June who also sit mock examinations for C.X.C. in January).

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 Vice Principals by email within two weeks 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 these instances, a letter from a parent/guardian must be submitted to the Vice Principal for the respective block.
- 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 exam marks to give her year's average.
- The pass mark at the school is 60%.
- The year's average for each subject is computed from the three-term marks and the Final Exam Mark.

MAINTAINING DISCIPLINE

Self-discipline is of utmost importance. A disciplined student helps to create a community in which there is order and peace. A student must take responsibility for her behaviour by using her time well, focusing on the study and having a high regard for her school and the members of the school family. There are opportunities for rewards and there are rules to help students maintain the high standards of ICHS. Remember, a disciplined school begins with you!

REWARDS

1. MERITS may be gained for noteworthy effort, behaviour, or academic achievement.
2. Students of notably responsible character may qualify for the GOOD CITIZENSHIP AWARD given at the end of the school year.
3. 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.

4. 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 from Grades 7 to 10 and 12 and 13 will be given.
5. The Grade Co-ordinator's Award is given to a student in that grade who is approaching the ideal ICHS student.

FIVE SPECIAL AWARDS are presented at Graduation Ceremonies. 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 by the Grade 13 teachers. 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 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 Language and who has been recommended by the Modern Language 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 graduating class.

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.

THE GRADUATION CEREMONY is the event at which the school gives it's 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.

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.

SAFETY AND ORDER

- Orderly queues must be formed at bus stops.
- Pedestrians should use the narrow gate at the entrance to campus, and all roadways should always be crossed briskly at the cross-walks.
- Students should keep to the left in corridors and on stairways.
- There should be no running in the corridors.
- The security guards on campus are to be respected and obeyed, especially by students at the pedestrian crossing.
- Emergency drills are held at least once per term.
- Use of the back gate is prohibited during school hours (7:45 a.m. to 2:45 p.m.), it closes at 4:00 p.m.
- It is not safe or wise to use phones off campus

These areas are out of bounds (without authorization)

- The sunken garden
- The administration blocks and all staff rooms.
- The lobby of the convent.
- The science laboratories.

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:

- The Library is a place of work. Silence must be observed in the Library and in the corridor outside.
- Books must be used with care- clean hands, no ink, no paint, and no paste.
- 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.

- Bring only the books you will need to the Library. Secure your bags in the lockers provided with a padlock.
- Reference books are for use **only** in the library.
- Leave the table 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. No eating in 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. 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.

GENERAL RULES

1. Wear the complete school uniform for all school occasions and always be neat (The complete uniform for the lower school includes badges, full-uniform, full white slip).
2. Dress simply. Heels must not be more than two inches and socks must be neatly folded and not rolled.
3. Do not take any item to school that is not needed for educational purposes. Label all items with your name and grade.
4. If you must take a large sum of money to school, leave it in the front office for safekeeping. Please ensure that it is placed in a labeled envelope that must be sealed.
5. 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.
6. Be punctual and prompt.

7. In order to participate in the Graduation Ceremony, a student:
 - i) must not be late more than 45 times in any grade
 - ii) must not be late for more than 160 times over five years.
8. Students whose general conduct and attitude have been unsatisfactory, for example (but not limited to) who have been persistently late or delinquent in attendance; who have deliberately skipped classes or exams, who have shown little or no improvement even after these misdemeanors have been brought to the attention of themselves and their parents may be barred from participation in the Graduation Exercises.
9. Seventh to Ninth-grade students must maintain a year average of 60 percent or more in a minimum of eight subjects or they will be asked to repeat the academic year. In Grade Ten must maintain a year average inf 60 percent or more in a minimum of five subjects or they will be asked to repeat the academic year.
10. 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.

DISCIPLINARY MEASURES

IMMACULATE CONCEPTION HIGHSCHOOL

Merit & Demerit System

2021

Purpose

The merit and demerit system will be used to encourage students to make positive choices and thereby create a positive learning environment. There is a definite need for positive reinforcement for desirable and worthy behaviour. Learners that show a consistent attitude, which demonstrates itself in positive behaviour that goes beyond the normal or accepted, deserve to be acknowledged.

Which members of staff can administer merits and demerits?

Any staff member i.e. administrative or a faculty member can issue merits and order marks but only Grade Coordinators, Deans of Discipline, Vice Principals or Principal can issue demerits. Suspensions are issued by the Principal.

If a subject teacher believes a child should receive a demerit the incident must be communicated to the Grade Coordinator. A report also has to be written and given to the Grade Coordinator for the matter to be investigated.

MERIT SYSTEM

Positive behaviours can earn a student the following merits from any member of staff on a term-by-term basis. To earn merits, students must exhibit positive behaviors on a **CONSISTENT BASIS.** Merits will not be assigned based on grades only. Merits are not to be awarded frivolously, but with due observation. Our ultimate goal is to develop students who are self-disciplined and good citizens.

Conduct

A student who displays any of the following behaviour traits can be awarded ONE Merit.

- Demonstrating Leadership to Peers
- Volunteered Community Service
- Promptness - (no tardiness for a month)
- Attendance - (perfect attendance for the month)
- Appropriately Handling/Walking Away from Conflict and/or Confrontation
- Consistent Recognized Class Participation
- Taking a stand for right in the face of peer pressure
- Trustworthiness (honesty, returning lost items)
- Citizenship (pride in school, observes the dress code i.e. wears the school badge, consistently performs duties) This can only be assigned by the homeroom teacher.

Academic

Students must get three consecutive scores in the following areas to get the merits

- an average of 90-100% = 2 merits;
- an average of 80 - 89% = 1 merit;

Merits for Improvement

In order to encourage improvement in behaviour the following merit system will be implemented. Students who are referred for disciplinary issues may be provided with Discipline Plan of Action for monitoring improvement.

Conduct

A student who improves in any of the following behaviour traits can be awarded ONE Merit.

- Demonstrating Leadership to Peers
- Volunteered Community Service
- Promptness - (consistent for one month)
- Attendance - (consistent attendance for a month - homeroom and subject)
- Appropriately Handling/Walking Away from Conflict and/or Confrontation
- Consistent Recognized Class Participation
- Taking a stand for right in the face of peer pressure
- Trustworthiness (honesty, returning lost items)
- Citizenship (pride in school, observes the dress code i.e. wears the school badge, consistently performs duties) This can only be assigned by the homeroom teacher.

Academic

- Significant Academic Improvement (per six week test cycle) -
 - Improvement of two letter grades = 2 merits
 - Improvement of one letter grade to another = 1 merit

Benefits for Merits

- **House Points:** 5 merits per semester = 1 point
- **Badges:** 30 merits per academic year

*For students who are improving a Certificate of Improvement will be awarded **semesterly** for 8-10 merits*

- A **DETENTION** is imposed on students for incomplete, undone or late assignments, or for being unprepared for classes. Detentions must be served on the Monday, Wednesday, or Thursday following the day given from 2:45pm to 3:45 pm. A student who does not turn up to serve a Detention will receive one order mark. The teacher who gives the detention assigns work to be done during the detention and writes the student's name in the Detention Folder. Parents will be sent notification of detention prior to serving. 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 **LATENESS DETENTION** is given to a student every fourth time that she is late in a month.
- 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 SCHOOL RULES AND SANCTIONS

Order Mark

- Quiet must be observed in all corridors, stairways, laboratories and other unsupervised areas especially while classes are in session.

- Before a student may leave the classroom, permission must be obtained from a teacher, or, in the absence of a teacher, in cases of grave necessity, from the Grade Captain.
- Permission must be obtained to remain in the classroom, labs or AVs during lunch time or after dismissal
- Eating in the classroom, AVs, laboratories and computer, labs are forbidden at all times.
- There should be no one in the AV Rooms (except with expressed permission from a teacher during a presentation/function during lunchtime or after school)
- Chewing of gum is forbidden at all times.
- Apart from the ICHS school jackets, only sweaters, hooded jackets (**SOLID** white, blue, black or brown, grey in colour) should be worn. No jeans jackets, big shirts, or cropped jackets of any kind are allowed.
- Only tack earrings or plain, small knobs are allowed in the first/bottom hole. No other jewellery is associated with any other body piercing.
- Only non-decorative wristwatches should be worn, with bands not exceeding 3/4 inch. No chains, anklets, bracelets, good luck charms, bands or rings etc. (excluding the graduation ring worn by sixth form students). *Please note: No smart watches are allowed.
- No long nails - false or natural. No nail polish or nail hardener.
- No lip gloss or make-up of any sort should be worn.
- No student is to alight from or enter any vehicle in front of the school.
- Upon return to school after an absence, a student must report to the Grade Co-ordinator and present an excuse, written and signed by her parents or guardian, before she may be re-admitted to any class.
- Coloured contact lenses are not allowed - tested or otherwise.
- No thick socks and/or ankle socks are allowed. Socks turned at the ankles must be worn.
- No beads, decorative clips, scarves or cloth bands. If bandeaus or worn they must be simple in design, solid colour (blue, white, black, grey, brown) and no wider than 2 inches in width.
- A full white slip should be worn under the uniform (Grades 7-11). Solid white, black or skin-toned undergarments are to be worn.
- Only PLAIN dark blue, denim blue or black jeans pants or skirts are allowed on special activity days. Pants should be down to the ankles and skirts must be knee-length (**no ripped, cropped, bedazzled, acid wash**)
- No skipping in lines (**food, bookstore etc**). Students are only allowed to purchase for up to 2 persons. (all arrangements must be made BEFORE joining the line)
- Any other behaviour that administration deems sanctionable.

Double Order Mark

- For out of school activities, permission to wear the uniform **must** be obtained from a Vice-Principal or the Principal.
- Students are not permitted to use their cell phones while on the compound, except in the designated areas (waiting areas) for specific purposes (academic and pick-up **ONLY**)

* 2 order marks will be given **and the** phone will be confiscated for five school days. Phones are to be picked up by the parent/guardian after the five days have passed.

- Cell phones are not permitted in any classroom during exams.
- No braiding which uses extensions is allowed in Grades 7 to 11
- No wig or hairpiece is to be worn. If hair becomes ‘damaged’, permission must be sought from a Vice-Principal or the Principal **before** anything is added to a student’s hair.
- No hair colouring, streaking and/or bleaching is allowed.
- Eating in public places in uniform without a parent/guardian is forbidden.
- Visiting a shopping centre/mall/supermarket/store/etc. in uniform without a parent/guardian is forbidden. A student may request a permission slip from the Grade Co-ordinator when it is necessary to visit these places. In these cases, a letter must come from the parent.
- **Any other behaviour that Administration deems sanctionable.**

Demerit

- All scheduled classes must be attended.
- All obscene publications as well as pornographic material of all types and in all formats are forbidden.
- No visible tattoos or markings on the skin are allowed.
- Cheating is not allowed. This includes **but is not limited to** copying work from others, plagiarism, taking unauthorized information into a test or exam, talking during a test or exam, passing on information about a test to others who have not yet done the same.
- Defacing or intentional damaging of school property is forbidden.
- Permission to post announcements, flyers, etc. or to distribute these must be obtained from the Principal. Class notices are to be posted on the bulletin boards in the classrooms with the permission of the Home Room teacher.
- Students are not allowed to drive on the campus at any time whether in or out of uniform.
- Students are not allowed to drive off the campus in uniform.
- **Any other behaviour administration deems necessary**

Suspension

- While still enrolled as a student of the Immaculate Conception High School girls must not participate in beauty contests, fashion shows, modelling, or any event of this nature.
N.B. Students who wish to participate in advertisements must have the permission of the Principal.
- Appearing in any public medium or domain (this includes the internet) in a manner that is in any way suggestive, indecent, inappropriate and/or compromising, and which conflicts with the school’s values and mission is forbidden.
- Without special permission, students may not leave the campus during the school day.
- All forms of illegal drugs (or items that include any illegal drug), use of, or trading in same are forbidden.

- Guns, knives, ice-picks, inflammable material/ matter, or other dangerous weapons/items are expressly forbidden.
- The possession or use of alcohol, tobacco, marijuana or any other drug is forbidden while in uniform (or on campus at any time).
- The buying and selling of any items on the school compound (without permission) is forbidden.
- Fights and brawls are forbidden.
- All forms of intimidation e.g. bullying, extortion, the issuing of threats are forbidden
- The posting, displaying or sharing of any photographs of a student or students in uniform over the internet, or using an electronic device is forbidden if it in any way puts the student(s) or the school in disrepute.
- The posting, displaying or sharing of any member of staff that puts the staff or school in disrepute is forbidden
- Taking another person's possession without permission is forbidden.
- **Any other behaviour that the administration deems necessary**

Students whose general conduct and attitude have been unsatisfactory (for example, but not limited to) who have persistently late or delinquent in attendance; who have deliberately skipped classes or exams, who have shown little or no improvement, even after these misdemeanours have been brought to the attention of themselves and their parents may be barred from participation in the transitional exercises.

Any suspensions in Grade 11 the student will not be able participate in transitional exercises.

ADDENDUM FOR ONLINE LEARNING

The following policies cover the rules and protocols for online learning. Please take note of the following.

Email Usage

Privacy and Internet

An e-mail address is provided to each student for educational purposes only. Your email address is property of ICHS and as such may be reviewed at any time and without notice by the Dean of Discipline, grade coordinator and school administration for disciplinary purposes.

The following rules will apply when using an email account:

- Students must use a headshot of themselves in uniform as their profile picture for their school email account and Zoom. Students are to use their **full** first and last name for all school-related online activity (classes, detention, suspension, clubs meetings, etc)
- Follow the handbook and student school's code of conduct when posting. What is inappropriate in the classroom is inappropriate online Do not transmit language/material that is profane, sexual, obscene, abusive, or offensive to others.
- Do not send mass emails, chain letters, or spam. Students should maintain high integrity with regard to email content.

Social Networking:

Social networking sites and resources (Facebook, YouTube, Instagram, etc.) can be useful tools in the school environment and may be utilized in the classroom only with teacher or administrator permission. In such cases, certain guidelines should be followed:

Do not use other people's intellectual property, including pictures, without their permission.

It is a violation of copyright law to copy the words of others without proper attribution.

If you encounter inappropriate material, feel threatened or harassed, or find material that violates the school's code of conduct, notify a teacher or administrator immediately.

All student online activity making use of school equipment or websites must be in compliance with the school's **Acceptable Use Policy**.

Student Work, Tests and Assignments

Attendance

Morning Registration

1. Attendance is taken in the morning in their classroom.
2. A student will not be marked late during the registration period (7:45-7:55am) . The student will be marked present if they are present and absent if they are not there .
3. If the student is unable to join the registration session in the morning, but makes video/audio contact with the Homeroom teacher (once possible) or the grade coordinator within the morning registration period (7:45-7:55 am); she should be marked as **PBAC** (Present by Alternative Communication) on Renweb. Teachers are to make note of the dates and times of these calls, and share the information with the coordinators.
4. The attendance numbers are to be tallied based on the number of students who are present during the Homeroom session and include the students who were marked as PBAC.
5. If a student is late, the student **MUST** communicate to her Homeroom Teacher, informing him/her of the reason for her lateness by 8:50 am. If no explanation is received, the student will be marked as absent from the morning registration session.

Afternoon Registration

1. The register is taken on Mondays, Wednesdays ,Thursday,s and Fridays between 2:20 and 2:30 pm. An extension is granted up to 2:45 on those days. As of October 2021, the afternoon register is now taken using the Google form/question posted in the Google Classroom by the Homeroom teacher.

2. The afternoon register is taken on Tuesdays from 12:30 pm . An extension is granted up to 12:45 on those days.
3. If a student signs in the afternoon but was not present during the morning registration she will be recorded as late for the morning(once an explanation was received by 8:50 am) ; but present for the afternoon session. If no explanation was received, the student will be marked as absent from the morning registration session.
4. Students are encouraged to sign the registers on time and correctly . If they miss the register or are absent, their parent or guardian is expected to submit a letter by email explaining and justifying this absence . The letter is NOT to come from the student.

| Rule | Sanction |
|--|-----------------|
| All students are required to be present for the duration of EACH class each day. If internet challenges are experienced the student is required to call her teachers for that individual class or classes for that day with an email of confirmation from the parent by morning the following day. | ONE DEMERIT |
| All students are required to respond to their subject teacher’s calls for attendance in the format the teacher decides (verbal or typed). If a teacher calls a student’s name in class and she does not respond and a call to her phone is made (at staff discretion) and she does not respond she will be MARKED as absent by the subject teacher. | ONE DEMERIT |
| Incomplete assignments not turned in online on due date | DETENTION* |
| Any student missing from three consecutive SUBJECT classes. | ONE DEMERIT |
| Being unprepared for class | DETENTION* |
| Leaving/signing out of classroom without permission | ONE ORDER MARK* |

*student handbook. Page 16

** Documented multiple attempts to inform student and parents about an outstanding assignment, with no resolve can result in a student being given a zero for the assignment

VIRTUAL DETENTION PROTOCOLS

Students

1. Students must use the Google classroom link provided.
2. Detention days are the same as previously stated.
3. Students must have their cameras on during the duration of the detention.
4. Students must be appropriately attired to serve detention. This includes:
 - school badge worn properly.
 - blouse top button must be buttoned and tie covers the top button.
 - the end of the tie must be at the top of the waistband of the skirt. Hair must be groomed appropriately.
5. Detention assignments must be completed during the time allotted for detention
6. FAILURE TO ATTEND DETENTION - **order mark**

Teachers

1. Complete Detention Form (on Google)
2. Email student, parent, Grade Coordinator, and Dean of Discipline
3. For teachers assigned to detention, you are to complete a Register of Attendance for students and email to DOD at the end of each session

THE CODE OF RESPECT-

The essence of good discipline is respect. Respect for self and respect for rules. Respect for authority and respect for others. (Respect for God and the environment). It is an attitude that begins at home; it is reinforced at school and applied throughout life (Andre Agassi (adapted))

Immaculate Conception High Schools Acceptable Use Policy

Using personal devices or school-issued devices will be allowed at Immaculate Conception High. The goal is to facilitate student achievement through the use of technology. Below are guidelines for acceptable use of personal laptops as well as school-issued devices. The list is not exhaustive and is subject to the administration's review.

Please note ANY personal device brought to school is the responsibility of the student. Immaculate Conception High and all its stakeholders will not be responsible for

damages or losses incurred while on campus.

Privacy and Internet

E-mail are provided to each student for educational purposes only. The only email account that students are allowed to access while on a school property is one which has been assigned by Immaculate Conception High School. Please note that emails sent from the school's account may be reviewed at any time and without notice by the Dean of Discipline, grade coordinator, and school administration.

The following rules will apply when using an email account:

- Always use appropriate language.
- Do not transmit language/material that is profane, sexual, obscene, abusive, or offensive to others.
 - Do not send mass emails, chain letters, or spam. Students should maintain high integrity with regard to email content.
- Use of “chat rooms” or conferencing applications may not be utilized during class **WITHOUT** permission.

Managing Your Files

While at school, each student will have access to their Google drive. The space on Google drive is unlimited. However, students should not store libraries of personal music or photos on their drives. Students are **only** allowed to store, assignments, research papers, and any school related documents.

Software

Only software originally installed by the ICHS technician on devices provided by the school and devices in computer labs is permitted. Software should not be altered or deleted.

Screensavers & Backgrounds

Only screensavers originally set by the ICHS technician are permitted on devices provided by the school and devices in computer labs.

On *personal devices*, only school-appropriate backgrounds and screen savers may be used.

Sounds

- Students are **ONLY** allowed to use personal earbuds/headphones to listen to the audio while in class and with permission. Please remember the school policy on headphones outside of class.

- Sound must be muted unless permission is granted by the teacher for instructional purposes.

WIFI USAGE

Students are **ONLY** permitted on ICHS -STUDENT network. If found on any other network they will be sanctioned with a demerit.

Acceptable Use Policy

The school's information technology resources, including email and Internet access, are provided

for educational purposes. Adherence to the following policy is necessary for continued access to

the school's technological resources:

Staff/Students must:

Ø Respect and protect the privacy of others. (for example: log out of another student's email if left on a school device)

Ø Use only assigned accounts.

Ø Not view, use, or copy passwords, data, or networks to which they are not authorized.

Ø Not distribute private information about others or themselves.

Ø Respect and protect the integrity, availability, and security of all electronic resources.

Ø Observe all network security practices, as posted.

Ø Not log in (authenticate) to the staff, admin or any other network or email

Ø Report security risks or violations to a teacher or network administrator.

Ø Not destroy or damage data, devices, networks, or any other resources that do not belong to them.

Ø Respect and protect the intellectual property of others.

Ø Not infringe copyrights (no making illegal copies of music, games, or movies!).

Ø Not plagiarize.

Ø Respect and practice the principles of the ICHS Code of Respect.

Ø Communicate only in ways that are kind and respectful.

Ø Report threatening or discomfoting materials to a teacher.

Ø Not intentionally access, transmit, copy, or create material that violates the school's code of conduct (such as, but not limited to messages that are pornographic, threatening, rude, discriminatory, or meant to harass).

Ø Not intentionally access, transmit, copy, or create material that is illegal (such as, but not limited to obscenity, stolen materials, or illegal copies of copyrighted works).

Ø Not use the resources to further other acts that are criminal or violate the school's code of conduct.

Ø Not send spam, chain letters, or other mass unsolicited mailings.

Ø Not buy, sell, advertise, or otherwise conduct business, unless approved as a school project.

Suspension of Device Use

The use of any device is a privilege and not a right. Students are expected to use their device in accordance with the laptop policy and procedures, and any applicable laws. Failure to use this computer in an appropriate manner will result in consequences as determined by the administration of ICHS.

The following actions are NOT permitted:

- Attempting to bypass or bypassing the Internet filter.
- Accessing or attempting to access social media sites and computer games without specific permission from a teaching or administrative staff member
- Physically altering or disassembling a computer, network or any other ICHS device in any way.
- Accessing or attempting to access inappropriate material on the Internet.
- Giving your username and password to another student to use (Remember - you are responsible for whatever they do with your account!)

Any of these violations could lead to any or a combination of the following:

- Temporary or permanent removal of school technology privileges.
- Financial payment for damages.
- Criminal charges being filed against the student.
- Other consequences deemed necessary by ICHS administration.

Social Media Usage/Website Development

Staff/Students may, if in accord with the policy above:

- Ø Design and post web pages and other material from school resources.
- Ø Responsibly use social networking and internet communication resources with a teacher's permission and within the guidelines stated above.
- Ø Install or download software, if also in conformity with laws and licenses, and under the supervision of a teacher.

Social Networking:

Social networking sites and resources (Facebook, YouTube, Instagram, etc.) can be useful tools in the school environment and may be utilized in the classroom only with teacher or administrator permission. In such cases, certain guidelines should be followed:

- Ø Follow the handbook and student school's code of conduct when posting online. What is inappropriate in the classroom is inappropriate online.
- Ø Do not use other people's intellectual property, including pictures, without their permission.
- Ø It is a violation of copyright law to copy the words of others without proper attribution.
- Ø If you encounter inappropriate material, feel threatened or harassed, or find material that violates the school's code of conduct, notify a teacher or administrator immediately.
- Ø All student online activity making use of school equipment or websites must be in compliance with the school's Acceptable Use Policy.

Consequences for Violation:

Violations of these rules may result in disciplinary action, including but not limited to the loss of privileges to use the school's information technology resources and/or criminal charges. Refer to Disciplinary Procedures on pages 27-18

Supervision and Monitoring:

School and network administrators and their authorized employees monitor the use of information technology resources to help ensure that uses are secure and in conformity with this policy. Administrators reserve the right to examine, use, and disclose any data found on

the school's information networks in order to further the health, safety, discipline, or security of any student or other person, or to protect property. They may also use this information in disciplinary actions, and will furnish evidence of crime to law enforcement.

School Issued Laptops and Tablets from H.S.A.

School issued device may be taken home each day, provided that:

- Agreement forms have been signed
- Proper use of the computer has been maintained by the student

Students are responsible for their device at all times. You are responsible for any loss or damage that occurs when someone else is using your assigned device. Please note the laptop may be filtered for content by the school IT technician.

Care of Your Device & Accessories

Devices are provided to further enhance academic achievement. Students will use the devices responsibly, safely, and respectfully. Students are responsible for the general care of the device and accessories they have been issued by the school.

General Precautions

- Keep all liquids away from the laptop. Never eat or drink while using the laptop.
- Device should not be placed on or under soft items, such as blankets, pillows, or sofa cushions. This may cause the laptop to overheat and result in physical damage to the machine.
- Cords and cables must be stored and inserted carefully into the device to prevent damage.
- Device and case must remain free of any writing, drawing, stickers or labels that are not the property of ICHS.
- Device must never be left unsupervised.

Screen Care

- To avoid damaging the screen, only the power supply and power cord should accompany

the device inside the sleeve.

- Never close the laptop with anything on the keyboard, such as pencils or notebooks
- Avoid touching the laptop screen. If you need your screen cleaned, please use a clean, soft cloth. No cleansers of any kind.

Protecting and Storing Your Device

- Device must always be transported within the school-issued protective sleeve.
- Protect the device from extreme heat, cold and moisture.
- Device should never be left in a car.
- If the device has been in extreme cold or hot temperatures, let it come up to room temperature before operating it.
- When device is not in use, please store it in a secure location.
- Heavy objects should never be placed or stacked on top of the laptop. This includes books, musical instruments, etc.

Laptop Repair & Assessed Fees

- If a device is damaged or malfunctioning, it must be reported immediately so repair can be made.
- Under no circumstances should anyone else attempt repairs on devices. All device repairs must be provided by ICHS.
- If a device is lost or stolen, it must be reported immediately to the school and appropriate law enforcement authorities.
- Each summer, all devices will be inspected for damage that would cause them to be inoperable or for major physical damage that would be noticeable to someone looking at the laptops from a distance.

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 traffic signs posted.
2. 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:
ichsfeedback@immaculatehigh.edu.jm
3. The Guidance Counsellors are available to see any parent who wishes to talk with them. An appointment should be made in advance by telephone, email or in person.
4. All teachers are willing to meet and discuss with parents the progress of a student. Parents should make appointments in advance for such discussions by calling the Front Office.
5. Visiting 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 her parents or guardian must be presented to her Grade Co-ordinator to be re-admitted 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.
8. In the middle of the first term parents/guardians of Grade Nine students are invited to a meeting that deals with the selection of subjects to be pursued in Grades Ten and Eleven
9. Parents are asked to support all fund-raising efforts so that we can offer the services and the school climate that your children deserve.
10. Students should be picked up as soon as possible after school. All students are to be picked up by 6:00 p.m. If a student is still on campus after 6:00 p.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 asked to know the Grade and Room number of their daughters so that they can be more easily identified.
12. 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.

13. Requests for students' transcripts are to be made online. 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 Bursar's Office.
14. Transcript requests and payments are done online via the School's website. It is highly recommended that after payment is made a follow-up email be sent to the bursar's 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.
15. No honking of motor vehicle horns on campus. School campuses are considered a silent zone.
16. The on-campus speed limit is 10 KMH and this speed limit must not be exceeded
17. Don't obstruct traffic while picking up or dropping off child/Ward including but not limited to in the middle of the road to drop off or.
Do not park in teachers' parking areas
18. Do not park horizontally across parking spaces. Instead, park vertically in the parking space provided.
19. Be courteous to other road users on campus.
20. Obey the traffic warden and security officer's instructions.
21. Wait for all pedestrian users to leave the pedestrian crossing before driving across.
22. Loud or vulgar audio (music, radio, etc.) is prohibited on campus
23. Parents/Guardian should be appropriately attired while on campus
24. Do not confront a child/ward that is not yours
25. Contact Information for ICHS:

Telephone 876-924-1719

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 radian 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

Appendix

Parent and Student Acceptable Use Policy Agreement

Parent Responsibilities and Terms

As a parent, I will:

- Read the ICHS Acceptable Use Policy and discuss it with my child.
- Make sure my child brings the device to school each day and keeps it locked in their locker when not using it for a class.
- Discuss appropriate use of the Internet and supervise my child's use of the Internet.
- Agree to allow the school administration and faculty to inspect and examine the device, apps and content at any time of any device being used on the school campus.

Student Responsibilities and Terms

As a student, I will:

- Read the ICHS Acceptable Use Policy and discuss it with my parent/guardian.
- Adhere to the terms of the Immaculate Conception High Schools Acceptable Use Policy and School Code of Conduct guidelines each time the device is used, at home or at school.
- Recharge my device nightly and begin the school day with a fully charged battery.
- Make the laptop available for inspection by an administrator or other staff member upon request.

- Use appropriate language in all communications.
- Abide by copyright laws.
- Not use or attempt to use another student's assigned hardware, subscriptions, logins, files, or personal information.
- Not give out personal information, such as name, address, photo, or other identifying information online.
- Report loss/theft of laptop to parents, school and proper authorities (police) within 24 hours.
- Not use the device to record (audio or visual) others without their permission.
- Not change or attempt to change the configuration or settings of management certificates.
- Not attempt to repair, alter or make additions to school devices.
- Report all problems and damage immediately to the administrator or technology staff.
- Not remove or attempt to remove identification tags on school devices or deface with stickers, marking pens, etc.
- **I have read and agree to abide by the Immaculate Conception High School's Acceptable Use Policy for use of the Internet and school issued devices.**

Student

Signature _____ **Date**

· **Parent**
Signature _____ **Date** _____

· **Parents: Please discuss these guidelines with your student(s) to insure they understand the responsibility, not only for the safe care of the equipment, but for safe use of online sources.**^[1]

^[1] Adapted from Heartland Community Schools Laptops for Students Program Technology Use Agreement Handbook

PARENT AGREEMENT FORM

Please print this page and sign and return to the Front Office

Dear Parents/Guardians 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 that I have read and understood the information contained in this handbook and I will make every effort to follow the guidelines as given.

Where there is need for disciplinary measures, I will accept the sanctions as stated in the handbook. If any matter arises that may not be in the handbook, then I accept that the Principal and Vice Principals have the final ruling on the matter.

Student Name: _____

Grade : _____

Parent/Guardian Name(s): _____

Student Signature

Date

Parent/Guardian Signature

Date

