

Immaculata Regional High School

ROB PLAXTON, B.Ed., M.Ed.
PRINCIPAL

2019-2020 Re-Registration Package

Dear Parents or Guardians,

The time to re-register your child(ren) for the 2019-2020 school year has arrived! Following is a checklist of forms to return to the school.

- Student Information Verification:** Our student files must be up-to-date and accurate. Review the information on the form attached to the back of this package, write in any changes, and sign the form. *(Please return the signed form even if there are no changes so we know the information is correct.)*
- Application Form:** If you are adding a new student such as a child entering Grade 8 or transferring from another school, please return a completed application form.
- Medical Questionnaire:** Required for new students. Returning students may indicate any new information and include the form with re-registration.
- Student Reservation Agreement:** One per family, please list all children who will be attending IRHS in 2019-2020 and indicate your choice for paying tuition and other fees (monthly or annually).
- Pre-Authorized Debit Agreement:** Complete this form to have your tuition and other fees automatically withdrawn from your account.
- Practising Catholic Tuition Rate Request:** To be completed by qualifying families and signed by your parish priest to request the Category II Practising Catholic Tuition Rate.
- Contract for Acceptable Use of Cell Phones:** One per family, must be completed to allow your child(ren) access to Immaculata's WIFI network. Note there is also a section for students without digital devices.
- Parent Participation Commitment:** Your involvement in our school life is essential. Please let us know what areas you would like to be involved in.

Re-registration Packages completed and returned to the school on or before March 15, 2019 are eligible for the **early registration discount** and will receive this year's tuition rates next year.

We look forward to continuing to work with you in educating your child(ren) in a Catholic environment. A prompt return of a complete registration package will ensure your family's spot in the 2019-2020 school year. Please contact the school should you have any questions.

Yours in Christ,

Mr. R. Plaxton
Principal



Immaculata Regional High School Council

February 1, 2019

To our school families,

At Immaculata Regional High School we join together with the entire faith community to provide a premium, wholly transformative Catholic education. We are dedicated to infusing our children's academic, athletic and artistic journeys with the universal message of faith, hope, and charity.

The school council works closely with the school's administration to ensure the long-term success and viability of Immaculata. The time to begin planning for next year is upon us and we invite you to apply now. Increasing operational costs have warranted a small increase in tuition for 2019-2020. Your early registration assists council greatly in the planning process and is much appreciated.

As a community joined in a common faith and committed to a higher purpose, we are confident in the future of Catholic education. As always, your support and prayers for the future of our school are always appreciated. Together, we make Immaculata a family that fosters excellence.

Sincerely,

Darold Sturgeon
Immaculata Regional High School Council

2019-20 TUITION FEE SCHEDULE

CATEGORY I – STANDARD TUITION FOR BRITISH COLUMBIA RESIDENTS

	Regular Rate after March 15th	Early Registration Rate up to March 15th
1 st student (oldest)	\$635/mo for 10 months	\$605/mo for 10 months
2 nd student	\$415/mo for 10 months	\$395/mo for 10 months
3 rd student	\$280/mo for 10 months	\$265/mo for 10 months
Maximum	\$1,330/mo for 10 months	\$1,265/mo for 10 months

CATEGORY II - CONTRIBUTING MEMBER OF A CATHOLIC PARISH

	Regular Rate after March 15th	Early Registration Rate up to March 15th
1 st student (oldest)	\$380/mo for 10 months	\$360/mo for 10 months
2 nd student	\$255/mo for 10 months	\$240/mo for 10 months
3 rd student	\$170/mo for 10 months	\$160/mo for 10 months
Maximum	\$805/mo for 10 months	\$760/mo for 10 months

The Catholic Parishes in the Kelowna area support the Catholic school system. Since active members of these parishes contribute to the schools through church contributions, reduced tuition is charged but must be applied for.

CATEGORY III – INTERNATIONAL AND OUT OF PROVINCE STUDENTS (PREPAID UPON REGISTRATION)

\$14,400 for full year (10 months)

This tuition level reflects the cost of educating a student in the Central Okanagan. Government funding is available only for students who are Canadian citizens or landed immigrants, whose parents or legal guardians are residents of British Columbia. In addition to tuition, international students are responsible for homestay fees, application fees, student activity fees, medical insurance, and miscellaneous other fees.

CATEGORY IV – OTHER CANADIAN STUDENTS FUNDED FEDERALLY

Equivalent of current provincial funding plus tuition fees applicable to Category I or Category II funding as appropriate. Please contact the school for more information.

The \$150 non-refundable capital building fee is due immediately upon registration. Tuition and other fees are payable by one of two options:

Monthly: September's tuition fee will be withdrawn by pre-authorized debit on July 6 and the \$250 parent participation fee on August 6. Direct withdrawal of tuition on the 6th of each month will follow October to June.

Annually: September's tuition fee is payable by July 6. The \$250 parent participation fee is payable by August 6. The balance of tuition (October to June) and is due on or before September 15. Please include post-dated cheques with registration.

- For families that have children at Our Lady of Lourdes or St. Joseph Elementary, please contact the office for the blended tuition rate. Also, pay only half of the Immaculata PPF (\$125).
- Anyone who has prepaid tuitions and received a charitable donation receipt, and subsequently withdraws, is not eligible for any tuition refund.

TUITION INFORMATION

Reason for Tuition Fees

Immaculata Regional High School (“IRHS”) is recognized by the Ministry of Education as a Group 1 Independent School. This means that we are able to have the maximum funding available to an Independent School (50% of the per student operating costs of the local public school district). These are partial operating costs only and do not cover costs for capital expenditures such as: buildings, computers, desks, transportation, etc. Other sources of revenue are required to operate the schools. There are two other sources of revenue for our operational budget: tuition fees and donations.

Reason for a “Practising Catholic” Tuition Rate

IRHS accepts practising Catholic, non-practising Catholic and non-Catholic students. Both Catholic and non-Catholic families pay tuition and indirectly support the school through government grants (we all pay taxes!). It is a third source of revenue, parish support for capital expenditures, in which families who are not contributing members of a Catholic parish do not participate. Because of this, a two-tiered tuition rate has been set which reflects that those already supporting the school financially through their own parish should enjoy some benefit from a lower tuition rate. Stated the other way, a family who is not active in a Catholic Church which financially supports our schools should, in fairness, play an equally supportive role in the area of school finances by paying a higher tuition.

Fair Policy

There is a reason, therefore, for having a Catholic family’s parish priest verify that the family is an active parish family. This attempts to uphold integrity to the policy of a two-tiered tuition rate. Why a family requesting a Catholic rate must actually qualify for the lower rate, is to be fair to the three groups of people.

- 1) If a non-Catholic family pays a higher tuition rate it must be because the Catholic families are actually supporting the school through their own contributions in the Sunday collection on a regular committed basis. Otherwise, it would be discriminatory to charge people different tuition rates simply on the basis of religious denomination.
- 2) Parishioners of the Catholic parishes in Kelowna and area financially support Catholic schools. It would be unfair to expect the parishes to subsidize families who are not in turn sharing in the financial responsibilities of the parish.
- 3) The staff in our Catholic schools accepts a lower salary than their public counterparts as part of their commitment to Catholic education. It would certainly be a double standard to expect one thing from the staff and at the same time, not expect families to be offering such example to their children.

Catholic Rate Criteria

While the practice of the Catholic faith involves the sacramental life of the Church, moral living consistent with the gospel, responsible stewardship in supporting the Church, and prayer and Bible reading, the focus of the Catholic tuition rate relates to financial stewardship.

- 1) Unless excused for acceptable reason, the precept of the church specifies that, on Sundays and other holy days of obligation, the faithful are bound to participate in the mass. (See Catholic Catechism #2180)
- 2) The faithful should participate in the activities of the parish in a visible way so that, together, all parishioners may continue the mission of the church, i.e., to make Jesus known to the community.
- 3) A Catholic makes regular, sacrificial contributions to their parish in the Sunday collection, which includes planned giving through the use of contribution envelopes.

IMMACULATA REGIONAL HIGH SCHOOL APPLICATION FORM

- NEW STUDENT APPLICATION – All new students must complete this form (Please Print)**
- RETURNING STUDENT – ONLY IF THERE ARE CHANGES, fill out and return this sheet**

Student's Legal Last Name	Legal First Name	Legal Middle Name	Usual First Name (if different)
Address		City, Province	Postal Code
Date of Birth (dd/mm/yyyy) Age	Grade going into	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	Language spoken at home
Country of Birth	First Nations Ancestry? <input type="checkbox"/> Yes <input type="checkbox"/> No	Living on reserve lands? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Year of Baptism:	Year of 1st Communion:	Year of Confirmation:	

Parent / Guardian Last Name	First	Relationship
Address	City	Postal Code
Place of Employment	Religion	Parish
Home Phone	Work Phone	Cell Phone
E-mail address		

Parent / Guardian Last Name	First	Relationship
Address	City	Postal Code
Place of Employment	Religion	Parish
Home Phone	Work Phone	Cell Phone
E-mail address		

Emergency alternate contact	Phone	Relationship
Family Physician	Phone	BC Personal Health Number

School Last Attended	Address
Principal	Phone

If you were referred to IRHS, please indicate referring family	Phone number of referring family
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We hereby certify that the above information is correct. We hereby agree to support the school rules and regulations laid down by the Immaculata Regional High School Council, the principal, and staff of Immaculata Regional High School.

Parent Signature

Student Signature

2019-20 STUDENT RESERVATION AGREEMENT

RESERVATION TERMS AND OBLIGATIONS

- Students will be officially registered only upon ❶ receipt of this form, ❷ payment of the non-refundable capital building fee (\$150), ❸ payment of the first month's tuition, plus ❹ \$250 (per family) parent participation fee (PPF) and, ❺ if applicable, the *Practising Catholic Tuition Rate Request* form. No places will be reserved for students whose forms and fees are not received by the deadline of **March 15, 2019**.
- Tuition is due monthly, with payment by direct withdrawal from your bank account on the 6th of each month, July payment (for September) and October - June. The first month of tuition is non-refundable for all families. Please Note: If the student withdraws after the July 6 payment, the tuition prepayment will be forfeited. Anyone prepaying tuitions and receiving a charitable donation receipt is not eligible for any tuition refund if they withdraw their child(ren) after the charitable donation receipt has been issued (at tax time).

PARENT PARTICIPATION FEE payment included with registration auto-withdraw on August 6

All parents/guardians are required to contribute at least fifteen (15) hours per year per family of service time in school activities and/or projects. The parent participation fee of \$250 is refundable after all participation hours have been met; alternatively, an income tax receipt will be given for those donating the fee to the school and for fees unclaimed by December 31st of the year following payment. The PPF is not eligible for assistance. Mandated hours required by OLOL and/or SJK cannot be applied towards the required 15 hours for IRHS.

CAPITAL BUILDING FEE payment included with registration auto-withdraw with next month's tuition

All families are required to contribute to the capital building fund. The \$150 fee is part of the IRHS Council's long term plan to ensure growth and sustainability at Immaculata Regional High School. The CBF is essential to securing the school's future and is not eligible for assistance.

I/We agree to pay the tuition fees (please check one):

_____ **Monthly** – First month's tuition fee will be withdrawn by pre-authorized debit on July 6 and the \$250 parent participation fee on August 6. Direct withdrawal of tuition on the 6th of each month will follow October to June. Please complete the form on the following page and attach a VOID cheque if applicable.

_____ **Annually** (whole year's tuition in advance) – First month's tuition fee is payable by July 6. The \$250 parent participation fee is payable by August 6. The balance of tuition (October to June) and is due on or before September 15. ***Please provide cheques post-dated to July 6, August 6 and September 15 with registration.***

_____ IRHS Student Name

_____ Grade (2019-20)

_____ IRHS Student Name

_____ Grade (2019-20)

_____ IRHS Student Name

_____ Grade (2019-20)

_____ IRHS Student Name

_____ Grade (2019-20)

Will you have children registered at St. Joseph Elementary for 2019-20? ___ Yes ___ No Number registered: _____

Will you have children registered at Our Lady of Lourdes for 2019-20? ___ Yes ___ No Number registered: _____

As parents/guardians we acknowledge we are responsible for the payment of all tuition fees and incidentals. We understand and accept the above terms and obligations.

_____ Parent/Guardian Signature

_____ Date

2019-20 PRE-AUTHORIZED DEBIT AGREEMENT

Immaculata Regional High School
1493 K.L.O. Road, Kelowna, BC V1W 3N8
Phone: (250) 762-2730

Payor (Parent) Name: _____

Account Information

My account information is the same as the previous school year. (Void cheque not necessary.)

New authorization. My account information is not on file.

My account information has changed.

Attach void cheque here

Pre-Authorized Debit Details

I, the Payor, authorize *Immaculata Regional High School* and the financial institution designated (or any other financial institution I may authorize at any time) to begin deductions as per my instructions for tuition payments and/or any other outstanding amounts due from time to time. I understand that the *Roman Catholic Bishop of Nelson* will administer this PAD Agreement. These services are for personal use.

Regular monthly payments for the full amount of tuition expenses will be debited to (i.e. withdrawn from) my specified account on or about the 6th day of the months of July 2019 and October 2019 to June 2020. The parent participation fee (\$250) will be debited August 6, 2019.

I may revoke my authorization at any time subject to providing at least 30 days written notice. To obtain a sample cancellation form or more information on my right to cancel a PAD agreement, I will contact my financial institution or visit www.cdnpay.ca.

Signature

Signature of Account Holder:

Signature of Joint Account Holder (if applicable):

Name (print): _____

Name (print): _____

Date: _____

Date: _____

I have certain recourse rights if any debit does not comply with this agreement. For example, I have the right to receive reimbursement for any debit that is not authorized or is not consistent with this PAD Agreement. To obtain more information on the Payor's recourse rights, I may contact my financial institution or visit www.cdnpay.ca.

PRACTISING CATHOLIC TUITION RATE REQUEST

If you meet the requirements as outlined in the practising Catholic rate criteria, complete this form and return it to the school. In doing so, you are affirming that your family is a contributing member of a Catholic parish and qualify for the reduced Catholic tuition rate. Financial support from the parishes to help children receive a Catholic education is taken directly from Sunday collections.

BY HONESTLY ANSWERING "YES" TO THE FOLLOWING STATEMENTS WE ARE REQUESTING THE PRACTISING CATHOLIC TUITION RATE.

We have been registered parish members at _____ Catholic Church for at least the last 3 months. Our collection envelope number is _____.

We attend Sunday Mass weekly. ___ YES ___ NO

We contribute financially for the work of the parish. ___ YES ___ NO

We are involved in the following parish ministries and/or parish groups:

Baptismal information already on file at IRHS.

OR

Our child(ren) were baptized accordingly:

Child's Name	Church's Name	City	Date

We, the parents/guardians, are practising Catholics and we request the Catholic tuition rate for this year.

Parent/Guardian Signature

Date

As the parish priest of the above-named parish, I can verify that the above parent/guardian is a regular and contributing member of my parish. (If a form with a priest's signature is already on file, write "On File" in lieu of a priest's signature.)

Priest Signature

Priest Name

NOTE: Should you not qualify at this time please disregard this form. You may contact the school to request the practising Catholic tuition rate if your situation changes.

CONTRACT FOR ACCEPTABLE USE OF CELL PHONES AT IMMACULATA REGIONAL HIGH SCHOOL

Introduction

Immaculata Regional High School (IRHS) provides to its students, faculty, and staff a school wide local area network of hardware, software, and services. This document forms an agreement between IRHS and all users of IRHS's network. Signing this document indicates that you agree to abide by the rules and guidelines listed here. If there are items here that you don't understand or agree with you must discuss it with the principal before signing this form and using the school network. Once you have signed, you will be held responsible for your use of the network.

Cell Phones*

Immaculata Regional High School acknowledges the importance of communication between students and parents, particularly regarding emergency situations. Further, IRHS recognizes that instructional time is precious and school time must be protected from unnecessary disruptions. Do not phone or text your child during class times.

Students *may* be permitted to have in their possession-provided a *Contract for Acceptable Use* is signed- a cell phone on campus during the school day, while attending school-sponsored activities, or while under the supervision and direction of IRHS faculty. Students *may* be allowed to possess and use cell phones in conjunction with being in school under the following parameters:

- At any time during school activity, school faculty may give specific direction regarding student use or non-use of a cell phone with which the student is expected to comply.
- Cell phones are to be used as **instructional tools**, using them during class for any other reason may result in a loss of cell phone privileges.
- During times of testing and other student evaluations, teachers may request that students remove their cell phone from their possession, either by returning to a locker or placing it in a designated place in the classrooms, reducing the possibility of compromised test security.
- School masses, fire drills, lock downs, assemblies, or other school evacuations are considered cell phone blackout times. During such contingencies, there is to be **absolutely NO cell phone usage**.
- Students are expected to exhibit good *digital citizenship* and follow common sense practices when using their cell phones (self-control, balance between digital and non-digital media, an awareness of their digital footprint, etc).
- Students may not use their phone's camera to take pictures of others without expressed consent.
- Students are to understand that a cell phone will not be needed in every class every day. There is to be **no complaining** if a teacher indicates that cell phones won't be used during a lesson.
- Cell phones are NOT to be used as MP3 players during class time (unless specifically given permission by the teacher). **The school is not responsible for content loaded on a student's phone.**
- The student acknowledges that the use of a cell phone during instructional time at IRHS is a privilege, not a right. As such, the privilege may be revoked at any time.

* For the purpose of this agreement, the term "cell phone" includes all personal electronic devices.

- Students are not to use IRHS's technological resources or their cell phones in a manner which is harassing to others (cyber-bullying). This includes posting images or email messages which intentionally cause discomfort to others. Displaying images, sounds, or messages on a computer in a public area or on any equipment which is part of the network (and hence the property of Immaculata Regional High School) which causes discomfort to others who share that area is also prohibited. Users should assume that their electronic correspondence is the legal equivalent of publicly spoken or written words. This also applies to privately owned computers (laptops) using the IRHS network.

Acceptable uses of cell phones may include (but not limited to):

- Calculator (graphing or other downloadable app)
- Dictionary/thesaurus (several free apps)
- eReader (bible, books from the public library, etc.)
- Online research

To facilitate the use of cell phones as tools, IRHS has installed a secure WIFI access point for student usage. Only those students who have signed this *Contract for Acceptable Use* will be permitted to use IRHS's WIFI.

Consequences of Violating this Contract:

First Offense

Cell phone confiscated by a faculty member, possibly for the duration of the day. The faculty member may ban the cell phone from his or her class permanently. The incident is documented by the faculty member.

Second Offense

Phone is sent to the office. **The phone will not be returned until a parent is contacted.** The incident is recorded by the principal; a pattern of behaviour is noted.

Third Offense

Cell phone is confiscated and **a parent must pick up the cell phone during school hours.** The cell phone **will not be returned to the student.** Additionally, the student loses the right to have a phone on campus. The incident is recorded by the principal; a pattern of behaviour is noted.

Fourth Offense

A clear pattern of disrespectful behaviour has been established. **The student may be suspended from school.**

Contract

I understand and will abide by the above *Contract for Acceptable Use*. I further understand that any violation of these guidelines may result in a cancellation of privileges and lead to disciplinary action.

User's Full Name	Cell Number	Grade
User Signature	<input type="checkbox"/> No cell phone. Student uses other personal electronic device.	Date

User's Full Name	Cell Number	Grade
User Signature	<input type="checkbox"/> No cell phone. Student uses other personal electronic device.	Date

User's Full Name	Cell Number	Grade
User Signature	<input type="checkbox"/> No cell phone. Student uses other personal electronic device.	Date

Parent Consent

I have read The Immaculata Regional High School *Contract for Acceptable Use*. I realize that students, when using cell phones, may read or see material that I might consider controversial or offensive. IRHS has my permission to allow my child access to his/her cell phone in accordance with the conditions and practices stated above to the extent that I have chosen below. I understand that my child may have access as long as he/she is a student at IRHS and obeys the rules and procedures described in the *Contract for Acceptable Use*.

I also understand that if my child/ward abuses the privilege of cell phone use at IRHS, the cell phone may be confiscated and I may be required to go to the school to pick up the phone.

I wish the school to give my child access to IRHS's WIFI network and his/her cell phone in accordance with the conditions and practices stated above.

Parent/Guardian signature: _____ Date: _____

Parent/Guardian name: _____

For Students Without Digital Devices

I understand that my child(ren) _____ may access other students' devices here at the school. Furthermore I understand that my child is to follow the expectations set by IRHS when using someone else's device.

Parent/Guardian signature: _____

PARENT PARTICIPATION COMMITMENT

At Immaculata Regional High School we pride ourselves on our parent involvement. As an independent school, we as parents have the privilege to be involved in our school in ways that encourage a higher quality of education and a greater community atmosphere. We also feel that being involved as parents shows a sensitivity and commitment to our children's education. As well as helping our students academically, our involvement is a great help financially, aiding in keeping our tuition fees down by providing teaching resources, classroom furniture and many other educational aids.

We ask you to look over the following list and select the area you wish to be involved in and return it with your child's registration package. Only one form per family needs to be completed. As you complete your volunteer hours, they should be recorded on the service sheet provided by the school in August and then submitted for reimbursement of the parent participation fee.

Thank you for your commitment to our school and our children's education.

Sincerely,

The Immaculata PSG (Parent Support Group)

Name: _____ Phone: _____

Parent's E-mail Address: _____

Number of children attending Immaculata: _____

I wish to be involved in the following area (s):

PSG Executive (automatically provides 10 parent participation hours)

_____ President	_____ Vice President	_____ Secretary
_____ Treasurer	_____ Social	_____ Fundraising
_____ School Council Rep.		

Events throughout the year:

_____ Misc PSG Fundraisers

_____ Spring cleanup

_____ Bottle Drive

_____ Other (suggestions?) _____