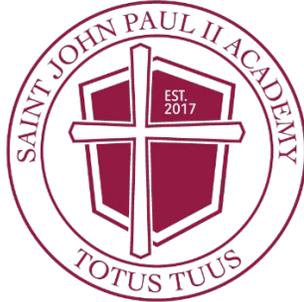


St. John Paul II Academy



Parent / Student Handbook

2018-19

Star of the Sea Community Centre

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Archbishop's Representative: Fr. Lawrence Donnelly

Education Committee Chairperson: Mr. James Borkowski

Principal: Mr. Michel DesLauriers

Parent /Student Handbook

2018-19

This school handbook is supplied by your Education Committee for the purpose of providing you with the information necessary for you and your child to have a successful year at St. John Paul II Academy. This handbook recognizes that the education of our students involves the Home, School and the Church. In order for you and your child to have a successful year it is imperative that you know, understand, and accept the stated expectations.

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A St. John Paul II Academy Education involves:

Our Key Words

 <i>Excellence</i>	<i>Understanding</i>
 <i>Relationship</i>	<i>Communication</i>
 <i>Purpose</i>	<i>Respect</i>
 <i>Service</i>	<i>Listening</i>
 <i>Community</i>	<i>Joy</i>
 <i>Problem Solving</i>	<i>Celebration</i>
 <i>Awareness</i>	<i>Recognition</i>
 <i>Prayer</i>	<i>Vision</i>
 <i>Gratitude</i>	<i>Spirituality</i>
 <i>Grit</i>	<i>Forgiveness</i>
 <i>Reverence</i>	<i>Knowledge</i>
 <i>Hope</i>	<i>Creativity</i>
 <i>Leadership</i>	<i>Team Work</i>
 <i>Stewardship</i>	<i>Sacrifice</i>
 <i>Trail Blazing</i>	<i>Respect</i>

St. John Paul II Academy is a welcoming Christian community where caring and compassionate relationships characterize a St. John Paul II Academy education. It is an environment where students have the opportunity to foster a personal relationship with Jesus Christ in the family of the church and the where the Gospel message permeates all aspect of a St. John Paul II Academy education.

Those entering our community will experience a disciplined, safe atmosphere in which students are free to grow and take responsibility for their own learning and for the life of the community. A Catholic learning environment nourishes the development of the whole person. A well – rounded education inspires the imagination, engages the spirit, and cultivates the qualities essential for responsible citizenship, further academic pursuit, and leadership.

SECTION A: STRUCTURE /GOVERNANCE

Catholic Independent Schools of the Vancouver Archdiocese (CISVA) Structure and Governance

CISVA Mission Statement

“The Catholic School shares in the mission of the Church to proclaim and build the “Kingdom of God”. The Catholic School, as a faith community, is committed to excellence in Catholicity and in all areas that promote the development of the whole child to his or her full potential. The Catholic School strives to develop Christian leaders, responsible citizens, and life-long learners.”

St. John Paul II Academy (SJP II Academy) is a **non-regional** high school under the auspices of the CISVA. The CISVA is a registered society under the Societies Act and the legal entity under which SJP II Academy functions. The Society was formed in 1957 by Archbishop James Carney in response to the then government decision to deal with only one ‘governing body’ for funding purposes rather than individual schools. The Society is governed by a body consisting of the Archbishop (President), the Archbishop’s Representative to schools, the Secretary, and the Treasurer and various sub-committees.

SJP II Academy is governed firstly by the policies and procedures of the CISVA and secondly by local policies. Current CISVA policies can be found at <https://www.cisva.bc.ca/policymanual>

At the local level, SJP II Academy is governed by the Archbishop’s Representative with the assistance of the Education Committee. As a new CISVA high school, our Education Committee is composed of seven (7) members. Five (5) are appointed by the CISVA Board of Directors and two(2) are appointed by the Archbishop’s Representative. The Archbishop’s Representative is ex-officio member of the Committee and of all sub-committees. The mandate of the Committee is to “assist the pastor in the running of the school”. The Pastor / Archbishop’s Representative receives his mandate directly from the Archbishop and as such is directly responsible to him.

CISVA STRATEGIC PRIORITIES

Five priorities will define how we operate our mission driven, purpose effective, and responsibly governed Catholic schools. These priorities will guide action plan development over the next 5 years.

-  **EVANGELIZATION** – To be evangelizing school communities which foster a personal relationship with Jesus in the family of the Church.
-  **VISION FOR LEARNING** – To guide students in the pursuit of truth, beauty, and goodness within the Catholic Intellectual tradition.
-  **GOVERNANCE** – To have an effective Board of Directors and Education Committees which are committed to their respective responsibilities within the CISVA Mission.
-  **LEADERSHIP** – To call forth and support servant leaders among the key stakeholders so that they form a mission driven leadership team.
-  **SUSTAINABILITY** – To ensure that Catholic education is sustainable, accessible, and affordable.

St. John Paul II Academy History

Our school is named in honor of St. John Paul II who was head of the Catholic Church for 26 years from 1978 – 2005. He reached out to the world like no other Pope before him. He travelled over 1 million kilometers to 129 countries proclaiming with courage not only the message of the Gospel of Christ with urgency and clarity, but also freedom to captives and truth to victims of failed false ideologies that had ravaged the people of the twentieth century. His teachings and actions brought renewal to the Church and reasserted its mission to engage and transform human culture.

He proclaimed a new and true humanism, reaffirming the dignity of every human person created in the Image of God, made for communion with each other. His love for God and humanity was contagious.

Truly a ‘man of letters’- a playwright, a philosopher, an intellectual giant, a poet – but most importantly, a man whose heart embraced the whole world with genuine love and compassion. He had a special place in his heart for the youth and reached out to them saying:

“You are the future of the world, you are the hope of the church, you are my hope.”

In November 2016, a group of enthusiastic and highly motivated parents approached Archbishop J. Michael Miller and the Superintendent of the CISVA with a proposal for a new co-ed high school tentatively named South Surrey Catholic Academy.

From that proposal, the 10th and newest high school in the Vancouver Archdiocese was established – St. John Paul II Academy. The school will open in Sept. 2018 at its temporary location: The Star of the Sea Community Centre before moving to its permanent location – 10 acres of property located at 182nd St. and 24th Ave. in South Surrey.

The school will start with a small Gr 8 ‘legacy’ class and 3 staff members who, along with their supportive parents, have taken a ‘leap of faith’ in helping our new high school get off the ground.

We are very proud to have our newest high school in the Vancouver Archdiocese named after this humble, spiritual, and missionary leader. Pope John Paul II will serve as a wonderful role model within our community.

The history behind Totus Tuus – the school crest



The simple design of our school crest reflects St. John Paul II's humble and modest nature. The shield symbolizes our Catholic faith and our belief in God that protects and redeems us (Ephesians 6.16).

St. John Paul chose as his motto the Latin phrase *totus tuus*, which means “totally yours” reflects his personal devotion to the Mother of God and his consecration to Jesus through Mary. He writes: “I came to understand that true devotion to the Mother of God is actually Christ-centered, indeed, it is very profoundly rooted in the Mystery of the Blessed Trinity, and the mysteries of the Incarnation and Redemption.”

By choosing his motto for our school, we will strive to foster in our students a personal relationship with Jesus, to help them appreciate the special role Mary played in God's plan to bring his Son into this world for our salvation, and to show how true devotion to her guides us to her Son. May our students live out their dedication to God by giving of themselves for their fellow human beings.

Faculty & Staff Directory

Fr. Lawrence Donnelly	Archbishop's Representative
Mr. Michel DesLauriers	Principal / PHE (Physical Health and Education)
Mr. Tony Walters	Mathematics / Science (STEAM – Science, Technology, Engineering, Arts, Math); Athletic Director
Mrs. Charmaine Jansen	Religion, Socials, English (Humanities) / Second Language; Campus Minister
Mrs. Aleli Perez	Learning Resource; Open House Coordinator
Mrs. Susan Kelly	Support Staff

Religious Education at St. John Paul II Academy

St. John Paul II Academy is a Catholic School. All students are expected to fully participate in all aspects of the Religion Program. The Catholic tradition forms the basis for the life and work of the school. The Christian Education program is at the core of the curriculum and life of the school. Through the curriculum of the Christian Education courses along with the retreats and liturgies, the students are exposed to the rich traditions of the Catholic Church to assist them in their growth as children of God. ***A student is expected to pass Christian Education at each grade level in order to continue into each subsequent grade and to graduate from SJP II Academy and participate in the Graduation Ceremonies.***

The Christian Education program is only one aspect of the Catholic environment of the school. Creating a Christian Community is the task of the faculty, students, and parents alike; all are encouraged to enter fully into the spiritual life of our school. A respectful presence is expected from all students at our liturgical celebrations.

Our new high school staff and students will have the unique responsibility of establishing our Catholic identity both within and outside the school community. It is an exciting opportunity that we are very much looking forward to.

Parent Involvement, Responsibilities, and Information

Parent Participation Program

The Parent Participation Program (PPP) is an important dimension of the operation of St. John Paul II Academy. The purpose of the program is to foster a sense of community and pride among our families and provide tangible economic benefits to the school.

The St. John Paul II Academy Education Committee is responsible for the Parent Participation Program and has appointed Mrs. Cathy Berner – cathy@protinimport.com as the program coordinator.

The Education Committee has decided not to set PPP fees or hours for the 2018-19 school year.

The expectation is that all of our families will participate in supporting SJP II Academy. We recognize that everyone is busy with work and family commitments and we will do our best to try and accommodate your situation. An ad hoc, volunteer sign up program will be adopted and updated monthly, as a means of recruiting people for the tasks that need to be completed. All families will be encouraged to help with upcoming fundraising efforts as well.

Communication Between School and Home

This is an important aspect of high school life and is all part of the transition process for both parents and students. The school's preferred method of communication is by e-mail as this is as proven to be most efficient. It is the parents' responsibility to provide the school with an active e-mail address and

to inform our school Secretary of any changes to this address. Please notify the Main Office of any change of address, e-mail address, phone number, and /or Emergency contact person / number.

Should families require mailings to be sent to more than one parent, e-mail addresses should be provided accordingly.

Teachers may be reached by telephone, e-mail, or by appointment. E-mail is most efficient and effective. Teachers' e-mail address will be provided to all parents via the school website: www.sjp2academy.com once the school year begins in Sept.

School Website

It is the parents' responsibility to stay informed regarding school activities and current events through the school website: www.sjp2academy.com. The website is updated on a daily basis for this purpose.

Traffic Guidelines: Student Drop Off and Pick up

The safest area to drop off / pick up your sons and daughters will be in the Star of the Sea Community Centre parking lot located off Fir St. next to the church. The main access to our classrooms and Office area will be from this parking lot.

While our student population will be small and the congestion will be minimal, parents are asked to use extreme caution in both entering and exiting the parking lot and to closely follow the directional arrows. During peak hours at the start of and at the end of the school day we ask that you drive slowly, be courteous, and be mindful of sharing the roads around the school.

There will be limited parking in this parking during these peak times.

Inclement Weather

If inclement weather occurs outside of school hours that might render road conditions unsafe for students, parents and staff travelling to and from St. John Paul II Academy, the Administration will announce if the school is closed by approximately 6:30 am:

- Broadcast on CKNW (AM 980 KHZ)
- Post the information on our school website
- Possible use of e-mail or phoning tree to contact individual families

There will be no broadcast if the school is open.

If it begins to snow while school is in session, the school WILL NOT CLOSE until the last child has gone home. It will be the parent's decision whether or not to pick up their children early.

If conditions are bad where you live, please make your own decision whether to bring your child to school.

Remember that the weather during the winter can change at any time, so all families should have emergency arrangements in place in case the school has to close.

Student and Family Commitment to St. John Paul II Academy

Students attending St. John Paul II Academy must demonstrate a pattern of academic success, positive behavior and regular school attendance. In addition, SJP II Academy families must be responsible in meeting their financial obligations (see Tuition fees below). Failure to maintain commitments in one or more of these areas may prevent the students from continuing their education at SJP II Academy.

Parental cooperation is essential. If, in the opinion of the administration, parents' behavior seriously interferes with the teaching and learning process, SJP II Academy may require parents to withdraw their child. After Gr. 8, a student's continued enrollment at SJP II Academy is evaluated annually. To remain enrolled, as student must fulfill their obligations as noted on the Family Statement of Commitment.

SJP II Academy reserves the right to refuse re-registration to any student who is under an academic or behavioral contract with the school administration or who displays a disrespectful and non-compliant attitude towards religious studies or any other school based activity.

Tuition Fees

St. John Paul II Academy is an independent Catholic School under the governance of the Catholic Independent Schools of the Vancouver Archdiocese (CISVA). Partial funding is received from the Government of British Columbia, which means that all other funding required for operating purposes is covered by tuition payments and various fundraising efforts.

The vast majority of parents and guardians are faithful in paying the tuition costs and other fees related to their children's attendance at SJP II Academy. Unfortunately, there may be some parents who default on their payments. It is inherently unjust to obtain a service and then fail to pay for it. As well, lack of payment defeats the fundraising efforts that are so vital in ensuring that the school is able to continue to provide a quality education.

Tuition Policy

1. All tuition payments and fees are to be submitted at the time of registration. Lump sum payments can be made or monthly EFT payments (Preauthorized debit) can be filed with the school.
2. No student will be registered for a new school year if any payments are outstanding from a previous year.
3. If tuition payments are overdue by 30 days the Bookkeeper will contact those involved to obtain payment. Payment must be made within fourteen (14) days of notification.
4. Having received more than two (2) NSF payments, the Bookkeeper will notify the persons involved in writing, that we will no longer accept EFT for payment.
5. For every NSF payment, an administration fee of \$40 will be charged.
6. The School will take legal action to obtain unpaid balances if all other resources fail.

Unless special arrangements for payment of tuition have be made with the Principal, in writing, the above policy will be in effect.

SCHOOL POLICIES – SCHOOL REGULATIONS AND SANCTIONS

The school expects that all students and families will affirm and agree with the basic Christian values essential to our Faith Tradition as found in this policy. In addition, students and their families are required to read and study this policy before and while attending St. John Paul II Academy.

Should any students or families be unwilling to accept these regulations and the values they promote, it may be better for all concerned for the student(s) not to attend St. John Paul II Academy.

St. John Paul II Academy Code of Conduct

A code of conduct espouses the values and vision of a school in which relationships are conducted in a respectful and dignified manner. St. John Paul II Academy promotes the safety, acceptance and respect of all its members and shares the responsibilities with parents to develop students' personal and social skills to inculcate these values and achieve this vision.

As part of the Catholic Community at St. John Paul II Academy, we, the students, staff and parents, are expected to conduct all our relationships so that our actions will reflect the following Catholic Christian centred values and beliefs:

Hope and Confidence

Individuality and Community

Understanding and Forgiveness

Achievement and Celebration

Honesty and Integrity

Humility and Gratitude

Responsibility and Cooperation

Caring and Compassion

Enthusiasm and Dedication

Respect and Harmony

Faithfulness and Reverence

As a consequence of this, each person in the St. John Paul II Community:

- Has the responsibility to participate in creating and maintaining a safe, positive faith and learning environment.
- Has a right to be emotionally and physically safe while at school, while going to and from school, and while attending any school function.
- Has a right to know that his/her personal belongings are safe and will not be interfered with.
- Is expected to proclaim gospel values which affirm the dignity of all persons and promotes the achievement of peace in our community.
- Has a right to expect that all in the community will participate in creating a safe, positive faith and learning community.

RESPONSIBILITY OF STUDENTS

SAFETY OF PERSONS

St. John Paul II Academy Discrimination Protection Policy

The safety and well being of students at St. John Paul II Academy is of paramount consideration. Students deserve to be protected from abuse, neglect, bullying, harm or threat of harm. Therefore, St. John Paul II Academy ensures that students experience a learning environment that enables every child to feel safe, accepted, and respected.

Every student at St. John Paul II Academy shall:

- Respect and promote the physical safety and well being of others.
- Participate in creating a safe, positive environment where faith and learning go hand in hand.
- Inform parents, teachers, or the Administration as appropriate, of any instances of bullying, harassment, or intimidation.
- Be responsive to appropriate consequences.

SAFETY OF POSSESSIONS

Every student at S. John Paul II Academy shall:

- Keep money or valuable personal possessions, including schoolbooks and supplies, secure with on his/her person or in a secured locker.
- Respect the personal possessions of others.
- Not engage in theft.
- Deliver to the office any unattended possessions found in the school.
- Inform parents, teachers, or the Administration, as appropriate, of any suspicious activity that appears to be theft, or that compromises the safety of possessions.

ACADEMIC PERFORMANCE

Every student at St. John Paul II Academy shall:

- Make a commitment to excellence in academics and the necessary efforts to achieve a level appropriate to their ability.
- Be on time, with appropriate equipment and materials, for every class or other school activity.
- Come to class properly prepared for that day's instruction, including having completed all homework or otherwise reasonably necessary assignments.
- Not seek credit for work done by another person and, in particular, refrain absolutely from plagiarizing assignments or cheating on tests or examinations.

DEPORTMENT AND BEHAVIOUR

Every student at St. John Paul II Academy shall:

- Participate in our religious education curricular and co-curricular programs including liturgical celebrations, retreats, prayer, etc.
- Conduct him/herself in an orderly, respectful and courteous manner at all times, while at school, while traveling to and from school, or attending any school function.
- Know and follow school policies on behavior.
- Use language that is appropriate to a Catholic Christian community.
- Use social media in a manner that is consistent with the values of our faith and learning community.
- Use or access St. John Paul II Academy computers, e-mail, or network services in accordance to the policies and rules as described in the "Acceptable Use Policy" as stated in the School Handbook.
- Be truthful and candid in his/her dealings with other students and with St. John Paul II Academy staff members.
- Not use tobacco or e-cigarettes ('vaping') while on campus or while attending any school activity.
- Refrain from possessing, selling, or using alcohol or drugs at school, while going to and from school, or when attending any school function.
- Refrain from possessing, selling, or using any weapon including any facsimile thereof at school, while going to and from school, or when attending any school function.
- Inform parents, teachers, or the Administration, as appropriate, of any instances involving weapons or the use of alcohol or illegal drugs.
- Adhere to the St. John Paul II Academy Dress Code while on campus or while attending school activities which require Dress Code attire. Adherence requires not only correct articles of clothing, but also that this clothing be correctly and modestly worn.
- Compensate the school, staff, or other students, to the extent and in a manner reasonably decided by the St. John Paul II Academy Administration, for loss or damage caused to person or property by improper conduct or willful neglect in or about the campus or while engaged off-campus in school activities.
- Use of cellular telephones or cellular/tablet devices usage is prohibited on school grounds, unless specified by Administration.
- Attend class at the scheduled time.

RESPONSIBILITY OF PARENTS AND GUARDIANS

Every parent/guardian at St. John Paul II Academy School shall:

- Agree that they and their families will exhibit conduct consistent with Catholic denominational standards. The determination of whether any conduct contravenes these standards is the right of the Board of Directors of the Catholic Independent Schools of Vancouver Archdiocese.
- Support the teachings on faith and morals in the Religious Education Program and participate in the program as required by the school.
- Support and participate in the fund-raising activities of the parish/school. This means each family shares in the responsibility of educating our Catholic children.
- Know and support school policy and procedures.
- Attend at least one orientation session which will focus on the philosophy and goals of our school.
- Agree to accept the responsibility for the cost of tuition, supplies and other school activities.
- Call or email the Main Office before 8:15 am if their child is going to be away from school.
- Send a written note with their child upon his/her return to school.
- Participate in creating a safe positive learning environment where faith and learning go hand in hand.
- Work and cooperate with the school to resolve concerns with respect to the behaviour of students.
- Communicate with the Administration if they suspect that their child is being, or may be, bullied, harassed, or intimidated.
- Ensure that students come to school with only the required possessions and money.
- Work and cooperate in partnership with the school to resolve concerns involving their child(ren)
- Model, teach, and reinforce appropriate student behaviour.
- Conduct themselves in an orderly, respectful, and courteous manner at all times.
- Encourage their child(ren) to commit to excellence in all their endeavours.

RESPONSIBILITY OF STAFF

Every staff member at St. John Paul II Academy shall:

- Participate in creating a safe, positive environment where faith and learning go hand in hand.
- Model, teach, and reinforce appropriate behaviour.
- Ensure that information on bullying, harassment, or intimidation is included in the curriculum or in special presentations at St. John Paul II Academy.
- Be alert to behaviour that may be bullying, harassment, or intimidation.
- Treat information received from students or parents regarding bullying, harassment, or intimidation as confidential, taking such steps as the circumstances warrant to protect the source.
- Establish and make known a procedure that will ensure the return of lost possessions.
- Ensure that secure areas of the school are kept secured to deter theft.
- Be alert to students who may be in possession of, or under the influence of, illegal drugs or alcohol or who may be in possession of weapons and report to the school administration.
- Establish procedures to ensure safety of students if a person brings weapons to the school.
- Treat information received from students or parents regarding theft, alcohol, drugs, or weapons as confidential.

Rationale

St. John Paul II Academy recognizes that every student has a right to a life free of abuse, neglect and violence. Child abuse is a serious societal issue. Its impact can last a lifetime and extend to future generations. Understanding child abuse and neglect is vital for all staff and administrators at St. John Paul II Academy. Knowing how to respond to any disclosure of abuse or neglect is critical.

Policy

St. John Paul II Academy prohibits and will not condone any form of child abuse, neglect or violence. All personnel at St. John Paul II Academy will comply with child protection legislation as outlined in the Child, Family and Community Service Act of B.C. and the B.C. Handbook for Action on Child Abuse and Neglect (January 2016).

School personnel will report suspected child abuse, neglect or violence immediately. Everyone who has a reason to believe that a child has been or is likely to be physically harmed, sexually abused or exploited, or neglected by a parent, or otherwise in need of protection as set out in Section 13 of the Child, Family and Community Service Act (as detailed below) is legally responsible under Section 14 (as detailed below) of that Act to report promptly to a social worker. School personnel, who are uncertain about the duty to report, will consult with the Principal, or appointed alternate school officer, who can discuss the options and course of action.

School personnel will inform the principal (or appointed alternate school official such as the Vice-Principal in the event that the principal is the alleged offender) as soon as possible.

School personnel will co-operate with the resulting investigation.

School personnel, through the principal, will support students who have experienced child abuse, neglect or violence.

School personnel will safeguard the privacy and dignity of the student and share information regarding any allegation of child abuse, neglect or violence only with those persons who have a legitimate reason for receiving the information (i.e. social worker, the police, the principal). Personnel will recognize that improper disclosure of information may prejudice the child protection investigation or other related investigations.

For the complete policy, please consult the school website www.sjp2academy.com/about/

Anti-Bullying and Harassment Policy

The foundation of Catholic teaching about life and relationships is respect for the human person. “The quality of men rests essentially on their dignity as persons and the rights that flow from it” (Catechism of the Catholic Church, no. 1935). For this reason all persons must be protected from all forms of abuse, neglect, bullying, harm or threat of harm. St. John Paul II Academy is committed to providing and promoting a learning environment that enables every student to feel safe, accepted and respected.

St. John Paul II Academy works continuously to develop strategies that make students feel valued, respected and connected within their school community, while remaining consistent with the teaching of the Catholic Church. This includes the protection of a student’s physical safety, social connectedness, inclusiveness as well as protection from all forms of bullying, regardless of their gender, race, culture, religion, sexual orientation or gender identity and expression. St. John Paul II Academy, as required by the Ministry of Education, has an appointed Safe Schools Coordinator, and has personnel trained in the *Erase Bullying Protocol*.

The St. John Paul II Academy will not tolerate any form of harassment by its members.

Harassment can be any action that unjustly creates an unwelcome or negative environment for an individual, is detrimental to that individual or undermines the dignity and self-respect of the victim. Examples of harassment may include but are not limited to: bullying; extortion, verbal and physical threats, excessive name-calling or teasing, racial or sexual remarks, and offensive slogans, language, or pictures (which includes all forms of cyber-bullying as well).

Harassment also includes sexual harassment, which is seen as any unwanted sexual attention of a persistent or abusive nature made by anyone who knows or ought to know that such behavior is unwanted. It also includes sexually oriented remarks and behavior which may reasonably be perceived to create a negative emotional environment for students, teachers, visitors, and others in the vicinity of the school.

Any persons who believe they are victims of harassment are requested to report their concerns to school administration immediately.

Glossary of Terms:

BULLYING	Exposure repeatedly and over time, to negative actions on the part of one or more other persons, and the student has difficulty defending him/herself. There is an imbalance of perceived power and is manifested through aggressive actions.
HARASSMENT	Any unwelcome or unwanted act or comment directed at another person that is hurtful, degrading, humiliating, or offensive.
INTIMIDATION	An act designed to instill fear in another person as a means of controlling that person.

The following are examples of bullying, harassment, or intimidation:

<i>Discrimination</i>	such as judging or attacking a person because of their race, ethnic origin, or gender.
<i>Hazing</i>	such as inappropriate and unacceptable initiation practices for clubs or teams.
<i>Verbal Abuse</i>	such as insults, offensive jokes, put downs, making fun of, or mocking a person.
<i>Exclusion</i>	such as gossiping, spreading rumours, isolating a person, refusing to acknowledge a person, or trying to convince others to exclude or reject a person.
<i>Physical Aggression</i>	such as fighting, hitting, pushing, or spitting.
<i>Retribution</i>	such as negative action against a person who has reported an incident to a parent, teacher, or the Administration

Reporting Violations of the Code of Conduct

St. John Paul II Academy recognizes that for a variety of reasons, including fear of retribution, students and parents are sometimes reluctant to report incidences of bullying, intimidation, harassment, theft, possession of drugs or weapons to the Administration. However, without such information, the Administration is often unable to make an appropriate response.

Incidents can be reported to the Administration in person but also over the phone, by e-mail and in any other way that is non-threatening.

Note that, in accordance with the Code of Conduct for Staff, every St. John Paul II Academy staff member has a responsibility to treat information received from students or parents as confidential, taking such steps as the circumstances warrant to protect the source.

St. John Paul II Academy General Discipline Policy

A spirit of Christ-like charity, respect for authority and mutual cooperation are essential elements of the learning environment at St. John Paul II Academy. Students are expected to act with courtesy and respect toward one another and toward all staff members. They must take seriously their obligation to develop lifetime habits of self-control and concern for the well-being of others. Home and School will work together to help students to learn and live the qualities of responsible behavior and the elements of good citizenship.

A student who chooses to disrupt the good order of the school or to violate a policy or breach the Code of Conduct for Students will have to accept the consequences of those irresponsible choices. Appropriate

discipline is within the discretion of the Administration. St. John Paul II Academy uses a system of progressive discipline which is designed to modify behaviors that interfere with the learning program.

Actions which violate the law, threaten or cause harm to other students or staff members, disrupt or impede the welfare and progress of the school community, or bring discredit to the school will not be tolerated. Such actions as well as other severe violations of school rules and / or other inappropriate conduct, may result in immediate dismissal. If a student persists in violating basic obligations of courtesy, consideration, respect, cooperation, or safety, a Parent/Student/Administrator conference may be scheduled. If these cooperative efforts of parents prove ineffective, the student may lose the privilege of attending St. John Paul II Academy or may be denied re-admittance to the school.

It is within the rights of the administration to meet with students at any time during the course of the school day to discuss concerns or allegations of a disciplinary or academic nature. Depending on the nature of the meeting, parental presence may or may not be desired or requested. However, parental contact will be made as soon as the situation warrants it.

Please note: It is neither the jurisdiction nor the desire of St. John Paul II Academy to specify what limit or freedoms parent/guardians may wish to set on their children's behavior away from school or school sponsored activities. However, there are times and places in which the behavior of students reflects on St. John Paul II Academy. In all such cases, student behavior which is contrary to the mission and values of St. John Paul II Academy will be facing one or more of the actions listed below.

Progressive Discipline

St. John Paul II Academy practices Progressive Discipline such that in general, the consequences will become more serious for repeated breaches of the Code of Conduct. However, in breaches of the Code of Conduct, depending on the severity as determined by the Principal, and in consultation with its teachers, the school may choose to move immediately to expulsion.

SJP II Academy follows a Progressive Discipline Model that is intended to:

- Make clear the policies and expectations related to student behavior (i.e. letters home, student handbook, School website, individual and Gr. Level student meetings)
- Make clear what the consequences will be when students make choices that violate the Code of Conduct for Students and /or expectations.
- Communication with the student and parent(s) if and when initial intervention strategies are unsuccessful and the undesired behaviors continue.
- Put in writing clear stipulations when problems persist (i.e. probation, contract, etc)
- Include correspondences and/or meetings with a student and his/her parents to discuss the concerns related to the necessity of placing the student on probation or contract. Those meetings would take place prior to, during, and/or after the written documents have been prepared and would, in most cases involve the students' advisor, teacher(s) and the Principal.
- Give students the opportunity to learn from their mistakes, improve their behavior, and make better choices.

Detention

This is an after-school program for students who have violated school rules. Assignment to detention is made by individual teachers and/or the administrative staff. Students are given advance notice when possible and the parent /guardian, in most instances, will be notified by phone.

In addition to this structured formal detention system, teachers have the authority to request that students stay under their supervision. Teachers may ask students to stay after school for either academic and/or disciplinary reasons. Parents /guardians will be notified either by the administration or by the teacher.

Detentions will, in most cases supersede participation in extra-curricular activities.

School Service

When students choose not to comply with school rules, they can hurt the SJP II Academy community. When appropriate, the Principal or his delegate may assign service to the community as a consequence for rule infractions. Such service, which may include light maintenance service or office work, will be carefully supervised.

In-School Suspension

Students who are assigned to in-school suspension will be required to spend the entire instructional day or a number of periods, as determined by the Administration, in a specified room. Dismissal from an in-school suspension will usually be 30 minutes after the regular dismissal time.

Students are required to bring textbooks, pens, notebooks, and other material for a full day of study. Teachers will provide specific assignments for students who attend in-school suspension. Parents will be notified by telephone.

Out-of- school suspension

Depending on the severity of the incident or misbehavior, the administration may remove students from school and from school-sponsored events for a stated period of time. During the time of suspension students are not permitted to be on the school grounds nor to participate or attend any school activities.

Teachers are not responsible to provide make-up work or assignments to students who are suspended. Parents/guardians will be notified by telephone prior to the effective day of the suspension. A parent/student conference may be requested prior to readmission to school. In most cases, when a student is suspended, he/she will also be placed on probation for a length of time determined by the administration (usually between 3 months and one full school year).

Parent Conference

A parent-conference may be scheduled as a way of developing common strategies leading to changes in student behavior. Such conferences may be initiated by the parent/guardian, by faculty and staff, or by the administration.

Probation

- Students who demonstrate a serious lack of responsibility and disregard for school rules and the Student Code of Conduct may be placed on probation.
- The length of the probation is determined by the administration.
- It must be understood that students on probation may be subject to dismissal and their participation at school events may be denied at the discretion of the administration.

Contract

In certain situations, the administration may deem it necessary to place a student on contract. When that happens, it usually means the student has another opportunity to improve his/her behavior. The contract will clearly stipulate what is expected of that student. In most cases, if a student on contract violates any of the stipulations, he/she will lose their privilege of attending St. John Paul II Academy.

Dismissal

Under extreme conditions, students may be expelled. Students who are dismissed are not allowed to participate in activities sponsored by SJP II Academy not can they be present on school ground without written permission of an administrator. Though expulsion is often the final resort regarding consequences, it may be put into effect immediately depending on the behavior and/or behavior history of the student or students involved.

Any of the disciplinary procedures or consequences listed here are subject to constant review by the administration and staff and are subject to additions, deletions, or changes without prior written notification.

Decisions by the Administration are always guided by the best interests of students, parents, and staff for the overall safety and welfare of the entire St. John Paul II Academy community.

Administrative Procedures

Student Breaches of the Code of Conduct.

The Principal or designate, is required to investigate fully every serious infraction related to our Code of Conduct. The Principal or designate, is required to develop and maintain documentation that accurately records the incident and investigation.

In developing accurate documentation, the Principal, or designate, must follow the following practices:

- All participants, including any witnesses should be interviewed. To the extent possible, it is preferable to first interview the complainant and then the alleged perpetrators. Signed witness statements should be taken.
- Parents of both the complainant and the alleged perpetrator(s) should be notified after there has been a preliminary determination of the facts of the event (s).
- Careful notes should be taken of all interviews and statements.

- To the extent that it appears that an individual is not telling the truth, it is important to ensure that he or she be given the opportunity to provide a full explanation for the difference in the stories being told.
- After gathering all information regarding the incident, the Principal, in consultation with his Administrative team, shall render a decision regarding the consequences.

Appeal Process

When an appeal of an expulsion is brought to the St. John Paul II Academy Education Committee, an appeal sub-committee will be appointed to hear the case. The decision to overturn the expulsion must be based on one or more of the following points:

- 1) *Did the student commit the infraction he/she is accused of?*
- 2) *Is the infraction covered by the school’s policy and does the policy allow the sanction of expulsion?*
- 3) *Is the policy being properly applied?*
- 4) *Has the school followed its own and the Archdiocesan policy regarding the handling of expulsion?*

Often parents will appeal a decision to expel, although they agree that the student is guilty of the infraction and that the school followed policy correctly. As such, parents are not appealing the correctness of the decision but are asking for clemency.

If an appeal is made beyond the local Education Committee, the CISVA Board of Directors will only address the 4 Principles noted above (in italics) not the issue of clemency.

- Appropriate documents for this Appeal process will be given to the student’s parent(s) at the time the sanction is imposed.
- All CISVA policies in this area supersede those of the school.

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Appeal Against the Sanction of Expulsion

Because a sanction to expel a student is so serious a matter, a special process governs such appeals:

- 1) After the Principal has followed the sanction procedure concerning a breach of school regulations considered by the school to be of a sufficiently serious nature, even were the offense not specifically mentioned in this policy, and the Principal has decided on the consequence of expulsion and has informed the family of the same in writing, the Principal shall inform the family that it has the right to appeal the consequence to expel. The Principal will give the family a copy of the St. John Paul II Academy Appeals Policy.
- 2) The family has two (2) school days from the date of the expulsion notification to inform the Principal of its decision to appeal.

- 3) When an appeal against expulsion is being launched, the consequence to expel shall be termed “pending” until the appeal hearing has taken place, and until such time that the St. John Paul II Academy Education Committee Appeal Authority has presented a decision on the appeal, and during this time the student shall be termed to be on an “away suspension”.

ABSENCE / LATENESS PROCEDURES

Student attendance in school is mandatory and directly linked to academic success. It is also recognized that poor attendance, which includes tardiness adversely affects the academic success of other students as well.

Absence from School

Whenever a student is absent from school a telephone call from the parent/guardian must be made to the office on the first day of the absence. A note must be brought to the school on the day that the student returns, giving the reason for the absence, and this note must be signed by the parent/guardian. This is necessary for the school audit.

The BC Ministry of Education requires that a SJP II Academy student must be present for the equivalent of at least 600 hours of instruction (120 school days) by May 15th of any school year. Failure to meet this requirement will result in the student no receiving full government funding.

Once a student has been absent for the equivalent of 75 hours of instruction (15 school days) he/she runs the risk of losing government funding. Once this happens a Parent Conference with the Principal will take place.

The parents of any student who illustrates that he/she cannot honor the policies and procedures related to absenteeism will be asked to pay any funding deficiencies (up to the level of the government grant) and may receive consequences that include being asked to withdraw from SJP II Academy.

Attendance Procedures

- Students should proceed to Advisory by 8:25 am as this meeting will start at 8:30 am.
- All students who are late must sign in at the main office upon arrival.
- Students who are late and have a legitimate reason will, in most cases, be excused and the late arrival will not count towards their record. Notes should accompany the student when he/she arrives at school. Phone calls should be made prior to or shortly after the students arrive at school.
- We do recognize that anyone can be late due to external factors beyond their control. For unexcused lateness students will initially receive a warning followed by after school detentions. If a student continues to demonstrate a persistent pattern in coming in late, further consequences will prevail following the progressive discipline policy.
- Absence without an excuse for any part of the school day is a serious breach of the school’s Code of Conduct.

Departure from School

If a student has to leave the school before the regular dismissal time for that day, the student must report to the office for permission to leave and to sign out before leaving. Failure to do so will result in a detention. A note must be submitted to the office that morning, indicating the time and the reason for the student's early departure.

The same sign-out procedure must be followed if the student leaves early because of sickness, appointments, or for other legitimate reasons. The student, or preferably a parent/guardian, must telephone the school when the student arrives home. Every effort will be made to notify working parents of such early departures.

Departure from Class

If a student has to leave class early, he/she should remind the teacher at the beginning of the period of his/her early departure.

No student may leave class without the teacher's permission.

Lunch Hour

Students in Gr. 8 may not leave the school grounds between 8:25 am and 3:00 pm except with the permission of the administration or the teacher on supervision duty. If a student wishes to go home for lunch on a regular basis, or at any time, the student must bring a note signed by the parent/guardian requesting this, with a date and time.

Permission to go home for lunch is simply that; it is not permission to go to a café, store, or elsewhere. If a parent/guardian wishes to take his/her child out to lunch, the parent/guardian must report to the office before leaving the school.

Food and drink must be consumed in designated areas only.

Special School Days

Any school day in which the regular timetable is not in effect and a special activity is held, it is considered to be as essential for attendance purposes as any regular day. These are not to be considered days for dental, medical, or other personal appointments to be made. Absences on these days, if unexcused, will be followed up by the administration.

Dental and Medical Appointments

As much as possible, dental or medical appointments should be made after school or at a time when school is not in session. To help parents in planning, the calendar of all professional days etc. will be finalized in Sept.

Vacation or time off for non-medical reasons and early departure at year-end.

Students absent from school because of family vacations, private vacations approved by the parents, or for non-medical reasons, and particularly for early departure before the official end of the school year are responsible for making up missed class work. Notifications of such extended absences should be made to the school before the vacation. The school strongly advises families NOT to take their children out of school during the school year for vacations.

Office Hours

The school office is open daily throughout the year from 8 am – 3:30 pm. The main office will be operated by a part-time Administrative Assistant – who will be available from Mon. – Fri. from 8 am to 12:30 pm. Parent Volunteers, coordinated by the Administrative Assistant will serve in the main office from 1 pm – 3:30 pm.

Parents are advised that during the afternoons of Mon- Fri. to be patient with our parent volunteers and if needed to contact the Principal directly in the event of an emergency.

Visitors

Student and staff safety is of paramount importance.

All visitors to the school, including parents, must report to the Main Office or check with the Administration for approval.

School Office and staff

Office Staff will contact students only in case of an emergency.

Ideally, if a student has forgotten some item or if a family member wishes to give or have any item delivered to a student at the school, the student and family member involved must arrange to have the item brought to the main office for distribution.

School Day

Students should not be on school property before 7:00 am or after 3:30 pm unless the student is at the school at these times by special arrangement with a teacher or a school administrator. Attendance at practices, rehearsals, or games is understood to be a special arrangement.

Students in the school – weekends and vacation periods

No student should be in the school on the weekends or during vacation periods, unless there is a teacher present with the student, or for an activity at which and for which a teacher is in charge and responsible.

ACADEMIC STANDARDS

- The Academic school year will be divided up into four reporting periods utilizing a linear grading system where marks are cumulative from September to June. For Gr. 8 students there will be no formal examinations until Gr. 9.
- We want to recognize our students for their academic achievement as well as their effort level in the form of Honor Roll and Merit Certificates. What those standards are will be determined by the Administration and teaching staff during the early part of the school year and communicated clearly to parents and students.

Grading Scale

All marks are reported using the following scale:

100 – 86	A	(Excellent)
85 – 80	B+	(Very Good)
84 – 73	B	(Above Average)
72 – 67	C+	(Average)
66 – 60	C	(Satisfactory)
59 – 50	C -	(Passing)
49 – below	I	(Incomplete)

*Grades below 50 % will be reported as an **F** for the Final Report.*

Work Habit

Student effort and attitude in terms of homework, behavior, classroom contributions are all reflected in this 5 – point scale:

5 – Excellent

4 – Above Average

3 – Average

2 – Below Average

1 – Poor

Report Cards and Parent-teacher Interviews

Report cards are issued four times a year.

- ✓ Fall Progress Report: This will provide a letter grade, work habit, teacher comments, and absences for each course.
- ✓ Term 1 Report Card: Provides a letter grade, percent, work habit, teacher comments and absences for each course.
- ✓ Spring Progress Report: Provides a letter grade only for year-to-date achievement in each course along with work habit, teacher comments, and absences for each course.
- ✓ Term 2 / Final Report Card: Provides a percent, letter grade, work habit, teach comments, and absences for each course.

Parent-teacher interviews will be arranged by appointment in both November and February. More information will be provided for parents via-e-mail and on our school website.

Self – Assessment of the Core Competencies

Core Competencies are foundational to our new British Columbia curriculum, ensuring students are always mindful of their growth in their communication, thinking, and personal and social responsibility. Self-reflection is an important component of learning and gives students ownership and responsibility that becomes a natural part of the of the educational process. With teacher support, each student in Gr. 8 at St. John Paul II Academy will take part in a self – assessment report that intentionally identifies, connects and reflects upon the Core Competencies and the learning process demonstrated throughout the year.

The self-assessment piece and demonstration of student learning may be reported to parents/guardians in many forms. What that looks like specifically at St. John Paul II Academy will be communicated with both the parents and the students during the school year. This is an opportunity to empower students to reflect upon their own growth as it relates to the Core Competencies and actively engage them in the learning process.

Textbooks

Students are fully responsible for the all texts issued to them by the school. Replacement costs will be assessed if texts are lost or for any damage done to the text while in their possession. Students will not be issued textbooks for the next school year if their account has an outstanding balance.

Academic Program

As Catholic Educators, a deep concern for the welfare of the student is at the heart of our common bond and permeates our relationships at all times. The Administration and teachers of St. John Paul II Academy wish to fulfill a supportive role in helping parents and students choose an academic program consistent with interest and ability.

It may be necessary, for students who are not fulfilling our academic expectations, to attend Academic Improvement class at the discretion of his teachers and, in most cases, may temporarily, or permanently lose the privilege of participating in extra-curricular activities.

Lockers

Every student at St. John Paul II Academy is assigned a locker for the year; that assigned locker is the responsibility of the student. It is expected that every student locker will have a secure lock on it provided by the student. Each locker has a number; no other marks of any kind are permitted on the lockers. The Principal or his delegate may open and search a locker at any time for good reason

Large sums of money or valuables should not be brought to school and/or stored in lockers. The use of a school locker is a privilege, not a right. Abuse of that privilege may result in the school reclaiming the locker from the student. Any interior decoration of the locker must be in good taste.

School Equipment

Students may use school equipment only with the permission of the teacher. Any student who breaks or damages any item of school equipment will be required to pay the repair or replacement cost of the item. Students must immediately report to a teacher when equipment is broken or damaged. When it is apparent to the teacher that the damage to the equipment was not the fault of the student, the student will not be required to pay repair or replacement costs.

Lost and Found

Money, wallets, jewelry, calculators, textbooks, or other valuables found in any part of the school or on any part of the school property must be handed in to the office.

During PE classes and extracurricular activities, valuables such as money, jewelry, and /or cell phones should not be left in the change rooms. Please ensure that all valuables are safely stored in your personal lockers before you attend classes or events.

The school accepts no responsibility for lost/stolen articles.

Handheld Electronic Device Policy

Personal electronic devices, i.e. cell phones, pagers, I Pods, Mp3 players, digital cameras, electronic games or any unnecessary device deemed potentially disruptive shall not be allowed in the school during school hours except during the break and lunch time.

Students bringing any electronic device for a class project must make arrangements with the teacher or the administration for safekeeping.

If a device is discovered or heard during school hours, it will be confiscated by the teacher and handed in to the administration. Teachers have the right to inspect any student's personal electronic device at any time. Students may claim any confiscated items at the end of the day from the school office. In some

instances, it will be returned to the student's parents. Should the problem persist, and in keeping with the school's Progressive Discipline policy, the consequences will escalate which may include confiscation for one week and/or meeting with the parents.

To help avoid the hassle of not having a cell phone for up to one week, students /parents are reminded of the following:

- In the event of a minor or major emergency, students may use their cell phones.
- Parents/Guardians are asked to contact the main office (the old -fashioned way) if they need to contact any of their children during school hours.
- Students may get permission to use a school phone if and when necessary.

The use of any handheld device in an illicit fashion is a serious breach of the SJP II Academy Code of Conduct and the Criminal Code of Canada. Students who are in violation will be subject to school-imposed consequences as laid out in the Agenda Book.

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Problems and Complaints Procedures

We all experience problems in different areas of our lives. If and when problems do occur in relation to the school, the procedures outlined below should be followed. These procedures apply to anyone wishing to bring forth a complaint.

Academics

If the difficulty concerns Academics, the teacher involved must be contacted first. If this does not resolve the matter, the Principal should be notified.

Teaching Staff

If the difficulty concerns an action or decision taken by a teacher or concerns the teacher's behavior, the teacher concerned should be contacted first. If this has been done and the concern or complaint is still unresolved, the Principal should be approached.

Non-Teaching Staff

If the difficulty concerns non-teaching personnel, the member of staff involved must be approached to discuss this matter. If this has been done and the problem is still unresolved, the Principal should be approached.

Confidential Area

If the difficulty involves a confidential area, one of the following should be contacted: the Principal; the Chairperson of the Education Committee, or the Archbishop's Representative.

School Fees

If the difficulty concerns the payment of school fees, one of the following persons should be contacted:

Principal; Chairperson of the Education Committee; or the Archbishop's Representative.

School Policy

If a difficulty concerns school policy a letter can be sent to the Education Committee c/o St. John Paul II Academy.

School Regulations

Should a family or student have difficulty with our Code of Conduct and school regulations, the family or students should contact the St. John Paul II Academy Education Committee in writing. Families and students should note their understanding of our Code of Conduct and the Family Statement of Commitment.

School Sanctions

School sanctions are a matter of school policy, and families and students are strongly advised to know and be fully familiar with our discipline policy and the process concerning detentions, suspension in school and away from school, probation, contract, and expulsion.

The school reserves the right when dealing with any type of misconduct manifested by any student to consider the student's entire record regarding school regulations in reaching a decision on a sanction on any particular breach of school regulations.

Complaints Concerning Sanctions

- A parent/guardian who wishes to make a complaint about a sanction imposed by the school Administration to his / her son / daughter may do so in writing to the Education Committee, c/o St. John Paul II Academy.
- When a parent/guardian does decide to make a complaint, it is very important that the parent/guardian state the full facts surrounding a student's behavior and the exact reasons why the parent/guardian is making the complaint to the Education Committee.
- The Education Committee will respond to the complaint in writing, and may in some circumstances invite the parent/guardian, and also the student concerned, to attend a meeting of the Education Committee's Executive.

Internet Acceptable Use Policy

St. John Paul II Academy provides students with access to the Internet with its informational resources, searching and browsing tools. This access is a privilege, not a right, and is made available only so long as the student agrees to the Technology Acceptable Use Policy. Inappropriate use of the Internet is violation of the Student Code of Conduct and may lead to suspension of privileges, and possibly other consequences.

A list of guidelines follows, as well as a list of specific behaviors that may lead to the suspension or termination of privileges.

- Use of the Internet is intended for educational and/or research purposes.
- When interacting with others on the Internet, students are expected to behave as they would in any other environment where they represent the school.
- Using the Internet for illegal, inappropriate, or obscene purposes, or is support of such activities is prohibited.
- The Internet is a shared resource, and must be used in moderation. Students must be aware that there are other SJP II Academy users who will want access to the Internet.
- Playing on-line games is not permitted.

Inappropriate use of the Internet includes, but is not limited to the following:

- The transmission of any materials in violation of Canadian or International laws;
- The duplication, storage, or transmission of pornographic materials;
- The transmission or posting of threatening, abusive, or obscene material;
- The duplication, storage, or transmission of copyrighted material that violates copyright law;
- The participation in pyramid schemes.

When interacting on the Internet student should not:

- Criticize the spelling, writing, or keyboarding of others;
- Re-post personal e-mail that they receive to public forums (e.g. newsgroups) without the permission of the author.
- Use abusive, vulgar, profane, obscene or inappropriate language.

Consequences of Violation of Guidelines

These are dependent on the seriousness of the infraction:

- Loss of internet access
- Loss of access to networked computers
- No access to SJP II Academy computers of any sort.
- Possible suspension or expulsion.

In each case parents will be notified.

SJP II Academy is proud of its ongoing commitment to educational technology. Teachers and students will strive to ensure that this commitment is in way threatened by any actions that could harm our community.

Personal Information Privacy Policy for Parents and Students

Please check school website www.sjp2academy.com/about/

School Uniform Policy

All uniform items must be purchased from Cambridge Uniforms

2455 Dollarton Hwy, North Vancouver BC

(604) 924 -9929

www.cambridgeuniforms.com

Occasionally difficulties arise with suppliers providing some items, and the school makes allowances under such circumstances.

St. John Paul II Academy Uniform Policy

By choosing to attend St. John Paul II Academy students and parents have made a serious long- term commitment to Catholic Education. Our school seeks to promote inclusion and participation in a faith community. In making this decision, parents and students accept the school uniform as an integral part of community life. Though we recognize our individuality, the uniform at SJP II Academy is part of what unites us as one community both in and outside the school.

All Catholic schools are similar in that they have in place either a uniform or a specific dress code. What makes them different in that regard is how well the students adhere to it. SJP II Academy is committed to making a concerted effort in having high expectations so as to achieve excellence in all that it does. Part of those high standards involves the school uniform. We believe, when it comes to the dress code, we (staff, students, parents) must work together to ensure as much consistency in this area as possible.

Formal Uniform – Boys

Khaki Dress Pants

Choice of burgundy SJP II Academy crested cardigan, pullover, or vest

White – long sleeve or short sleeve SJP II Academy dress shirt

Navy SJP II Academy tie (to be worn with the dress shirt)

White or Navy SJP II Academy Golf Shirt

Navy or white socks

Black closed -toe dress shoe

At no time are Flip Flops or sandals allowed to be worn to school

Formal Uniform – Girls

SJP II Academy Tartan full pleat skirt

Khaki Dress Pants

Choice of burgundy SJP II Academy crested cardigan, pullover, or vest

White – long sleeve or short sleeve SJP II Academy blouse

Navy SJP II Academy tie (to be worn with the dress shirt)

White or Navy SJP II Academy Golf Shirt

Navy knee socks or Navy full length, closed toe tights

Black closed-toe dress shoe (heel height not to exceed 1 ½ “)

Footless tights or leggings are not permitted

At no time are Flip Flops or sandals allowed to be worn to school.

Important Expectations Regarding the Formal Uniform

The formal uniform must be worn in such a way that everyone associated with our school can take pride in our students’ appearance.

Students are expected to wear their school uniform at school as well as to and from school. The uniform is to be worn on all school-sponsored field trips or school related events unless otherwise specified.

- Students are expected to wear the school tie with their white dress shirt or blouse. They are not expected to wear it with their golf shirts.
- As of the writing of this handbook in June 2018, students will have the option to wearing their Golf shirt or dress shirt with their formal uniform with the following exceptions:
 - ✓ During the weekly and monthly mass schedule and any special occasion (ie Open House; extra-curricular activities) ALL students will wear their dress shirt or blouse and the school tie.

Note: The administration reserves the right to change these optional days in Sept. 2018

Miscellaneous Items

- Dress shirts or blouses must be tucked in the pants or kilt.
- Kilt length must allow no more than four inches between hem and mid-knee. Girls who choose not to honor this stipulation may lose the privilege of wearing the kilt. If this happens, those girls must purchase and wear school dress pants for the remainder of the school year.
- Black dress shoes must be worn with the regular uniform.
- Belts: Plain black leather belt (no fancy or oversized buckles)
- Girls socks – with the formal uniform, girls' socks must be pulled up just below the knee. Socks should not be rolled down toward the ankles.

Hair and Jewelry

At St. John Paul II Academy, we believe that hair and jewelry, with respect to how they are worn, are extensions of our dress code. Therefore, there are certain expectations for all students related to both of these areas:

Hair: It is expected that all students will maintain proper grooming with respect to their hair. At all times, length must be a reasonable and moderate length. Generally speaking, for boys, that means that the back lengths will not exceed the shirt collar and hair, at all times, will remain off of the face.

St. John Paul II Academy will not permit any radical hairstyles; that includes but is not limited to mohawks and faux hawks. Students are not to dramatically change their hair color or dye their hair unnatural colors.

St. John Paul II Academy reserves the right to deal with students who, in the opinion of the administration, violate this policy. At times, that may include sending them home. When that happens, students will be expected to make up some or all of the time that has been lost.

Jewelry must be in good taste and subdued in nature. Earrings, while permitted, must be either a stud or a small ring. No other facial and/or body piercing rings are permitted. Final decisions on this matter are at the discretion of the administration.

Summer Dress Code Options

During the period of time from Sept. 4th – Thanksgiving and May 1st – June 30th the following options will be allowed for all students:

1. Khaki Dress shorts – (no side pockets)
2. Kilt length expectations remain the same. Girls who fail to comply may be asked to purchase school pants. Girls will lose this privilege of wearing the kilt if they fail the length test three times.
3. Dress shirts and blouses must be tucked in regardless of the bottoms being worn.
4. Runners or other casual shoes can be worn with the summer dress code should be either black, blue or white (base color). At no time are flip flops or sandals to be worn at school.
5. Socks must be worn at all times and must be visible (and cover the top of the foot) without the student having to take off his/her shoes.

Violations of the Dress code

If and when students are in violation of the dress code at SJP II Academy that the progressive discipline model will be implemented meaning that repeat offenders will face more serious consequences.

Consequences will, in most cases, supercede participation in extra-curricular activities. It is important to note that all students will be given opportunities to correct any problems with respect to the dress code as to avoid any unnecessary consequences.

SJP II Academy PE Strip

- Burgundy t-shirt
- Navy Shorts
- Running shoes
- White athletic socks

As of this writing – June 2018 – as there is no formal sports -wear for colder weather days – students will be allowed to wear sweat pants, hoodies, and sweat shirts outside of the school colors.

SJP II Academy Special Education Policy
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St. John Paul II Academy will endeavor to provide the resources required to support learning for all students, including special needs students, who have enrolled at St. John Paul II Academy in accordance with the Admissions Policy of the school.

In our commitment to students of special needs we recall the words of St. John Paul II at BC Place in 1984, “the value and dignity of the human person does not arise from the physical or mental qualities, from efficiency, productivity, or, speed in one’s actions. It comes rather from the fundamental fact that each individual is created by God and redeemed by the blood of his Son, Jesus Christ.”

Field Trips and Overnight Excursions

St. John Paul II Academy recognizes that activities and events for students outside the regular classroom instruction program are a valuable part of education. The Administration supports co-curricular and extra-curricular activities that properly planned, conducted in a safe environment, and appropriate for the student’s age groups.

Overnight Field Trip

This is defined as learning activities that require students to be away from home for at least one night, normally to participate in a learning activity away from campus.

Supervision of Students

Field trips should have a minimum of one adult supervisor for every 12 students. An adult supervisor may be a teacher, parent, or responsible adult volunteer approved by the Principal or his /her delegate. A supervisor is subject to all policies, guidelines, and procedures of the SJP II Academy Education Committee, the school, and the statutes of B.C. and Canada during the time the supervisor is responsible for students.

This includes the time from departure to return of extended field trips; a supervisor must act “in loco parentis” (in place of a parent) making wise and judicious decisions that are in the best interest of the students.

Teachers planning any field trip must first submit in writing a proposal outlining their intentions for a Learning Activity Outside the School and submit it to the Principal for approval.

Once approval has been received, staff must notify parent and students regarding all details of the trip and distribute an appropriate school waiver form to be completed by the parents and all participants.

Emergency Procedures

In Case of Fire or Fire Drill (during class time)

- Each room will have a sign that indicates the closest exit in case of a fire.
- When the fire alarm rings, students are expected to respond quickly, orderly, and quietly to the nearest exit.
- Once out of the building all staff and students are expected to assemble in the southern most section of the school parking lot away from the building.
- Remain there until given further instructions about reentering the building safely.
- Teachers are expected to confirm student attendance and report it to the Principal or his delegate.

In Case of Fire or Fire Drill (Outside of class time)

If the Fire alarm sounds outside of class time all staff and students are expected move quickly, orderly, and quietly out of the building from the nearest exit and proceed safely to the southern most section of the parking lot where teachers will confirm attendance and report it to the Principal or his delegate.

Threat to Personal Safety – Code red Alert – Lockdown Procedures

The following is a brief summary of what students and staff will do should they hear the following announcement: **“Lockdown in place, stay away from doors and windows.”**

Any student or staff member located in an open area like the hallways should proceed to the nearest safe location (i.e. classroom, main office or Knights of Columbus Chambers).

1. Staff and students already in a classroom should remain there and do the following:
 - Move to the safest area inside the classroom away from doors and windows.
 - Lock doors and cover windows on doors.
 - Consider it a serious situation and remain quiet and out of sight.
 - If the intruder is located outside the building, an announcement will be made to alert staff to close blinds and turn off lights.
 - Turn cell phones to vibrate or off.
 - Refuse access to the room during a lock down. Advise office if possible if a student is in the hallway.
2. Students and staff in the gym should move to the kitchen.
3. Staff that are not in charge of a group of students will meet at the main office to get further instructions.

Earthquake

In the event of an earthquake all staff and students are instructed to do the following:

1. **Stay Inside** – move away from windows, glass, shelves, and objects that may fall.
2. **Duck and Cover** – take cover under or beside desks and tables, against interior walls or in doorways (but be aware of door slamming shut).
3. **Crash Position** – get knees, head down, with arms, a book, or jacket covering neck and head. Count out loud from 1 – 60; after 60 seconds, or after the shaking has stopped, check for injuries or dangers such as broken glass before standing up and moving; make sure you have some shoes or some covering for your feet.
4. **Evacuate Building** – Exit the building as per Fire Drill Procedure.

SJP II Academy Extra -Curricular Activities
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Athletics

Due attention to physical activity is an important aspect of high school life and student involvement is a big part of their feeling connected to the school and getting to know their classmates and teachers on a different level. While not being able to offer an extensive variety of athletic opportunities the following sports were noted in the recent student survey:

Fall

Cross Country

Girls Volleyball

Winter

Curling

Girls Basketball

Spring

Track and Field

Ultimate

More information about practice times and league play will be provided to both parents and students once the school year begins. SJP II Academy will belong the Surrey Athletic Association.

Students involved in extra-curricular activities and athletics are required to maintain a satisfactory level of adherence to the school's behavioral and academic expectations. As SJP II Academy representatives they bring the school to the public. There is therefore, a responsibility to maintain a high standard of conduct. Student performance will be regularly reviewed and those who fall short may anticipate consequences that affect their participation in extracurricular activities.

Clubs – In keeping with the aim of social integration, the school will offer encourage students to join various clubs. We will be providing a list of opportunities in the fall for students to consider.

St. John Paul II Academy

Year -at – a Glance

2018

August 28 Tuesday SJP II Staff Retreat / Planning Day

August 29 Wednesday SJP II Staff Retreat / Planning Day

August 30 Thursday Faith Development day at Pacific Academy

September 4 Tuesday Opening Day /Gr. 8 Welcome/School Blessing

September 12 Wednesday Gr. 8 Parent Orientation / Tour/ Meet the teacher

September 19 Wednesday Opening School Mass

October 3 Wednesday Thanksgiving Day Mass

October 8 Monday Thanksgiving Day holiday – no school

October 19 Friday Professional Development – no school

October 22 Monday St. John Paul II Feast Day

November 7 Wednesday Remembrance Day Mass

November 9 Friday Remembrance Day Holiday- no school

November 11 Monday Remembrance Day Holiday – no school

November 23 Friday Professional Development – no school

November 27 Tuesday Parent / Student Conferences

December 6 Thursday Open House

December 12 Wednesday Advent Mass

December 20 Thursday Last day of classes before Christmas Vacation

2019

January 7 Monday School re-opens after Christmas vacation

January 16 Wednesday New Year's Mass

February 3 -10 Catholic School's Week

February 11 Monday Family Day-no school

February 14 /15		Catholic Educator’s Conference – no school
February 20	Wednesday	Parent/teacher/student conference

March 6	Wednesday	Ash Wed Mass
March 15	Friday	Last day of classes before Spring Break

April 1	Monday	School re-opens following Spring Break
April 10	Wednesday	Lenten Mass
April 19	Friday	Good Friday – no school
April 22	Monday	Easter Monday – no school

May 8	Wednesday	Mother’s Day Mass / tea
May 9	Thursday	Respect For Life in Victoria
May 20	Monday	Victoria Day

June 12	Wednesday	Father’s Day Mass
June 19	Wednesday	Legacy Mass / Celebration of Achievement
June 26	Wednesday	Last Day of Classes

St. John Paul II Academy Timetable

2018-19

Day 1 and Day 2 Format

Day 1	Subject	Day 2	Subject
Block A	STEAM	Block E	Humanities
Block B	Humanities	Block F	STEAM
Block C	Flex	Block G	Humanities
Block D	French	Block H	Electives

Regular Day Schedule

Welcoming / Arrival	8:25 am
Advisory	8:30 – 8:45 am
Daily Physical Activity	8:55 – 9:40 am
Opening Prayer	9:45 am
Block A / E	9:50 – 10:50 am
Break	10:50 – 11:00 am
Block B / F	11:00 – 12:00 pm
Grace	12:00 pm
Lunch	12:05 – 12:35 pm
Block C / G	12:40 – 1:40 pm
Block D / H	1:45 – 2:45 pm
End of day Prayer	2:45 pm

Collaboration Day Schedule

Welcoming / Arrival	8:25 am
Block A / E	8:30 – 9:30 am
Opening Prayer	9:30-9:35 am
Block B / F	9:35 -10:35 am
Break	10:35 – 10:45 am
Block C / G	10:50 – 11:50 am
Grace	11:50 am
Lunch	11:50 – 12:25 pm
Block D / H	12:30 – 1:30 pm
End of Day Prayer / Advisory	1:30 – 1:45 pm
Staff Collaboration	2:00 – 3:00 pm

Monthly Mass Schedule

Welcoming / Arrival	8:25 am
Block A / E	8:30 am – 9:30 am
Opening Prayer	9:30 am -9:35 am
Break	9:35 am – 9:45 am
Block B / F	9:45 am – 10:45 am
Mass	10:50 am – 11:45 am
Lunch	11:50 am – 12:25pm
Block C / G	12:30 pm – 1:30 pm
Period D / H	1:35 pm – 2:35 pm
End of Day Prayer / Advisory	2:40 pm – 2:55 pm

Weekly Mass Schedule

Welcoming / Arrival	8:25 am
Advisory	8:30 – 8:50 am
Mass @ Star of the Sea	9:00 am
Blk A / E	9:35 am – 10:35 am
Break	10:40 am -10:50 am
Blk B / F	10:55 am – 11:55 am
Grace	11:55 – 12 noon
Lunch	12:00 – 12:35 pm
Blk C / G	12:35 – 1:35 pm
Blk D / H	1:40 – 2:40
Dismissal	2:45 pm