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## SECTION E). CONDUCT

*This section of the Academy's policy covers off conduct touching on*

1. *Student Code of Conduct*
2. *Family Statement of Commitment*
3. *Parent/ Guardian Code of Conduct*
4. *Suspensions and Expulsions*
5. *Personal Electronic Devices*

### E1). Student Code of Conduct

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*"Respect for the human person proceeds by way of respect for the principle that 'everyone should look upon his neighbour (without any exception) as 'another self,' above all bearing in mind his life and the means necessary for living it with dignity'."*

*(Catechism of the Catholic Church,  
sec. 1931)*

Saint John Paul II Academy is committed to providing a safe and respectful environment in which all students can strive for academic excellence, personal growth (spiritually, emotionally and physically) and responsible citizenship. Responsibility to promote Christian conduct is shared by students, staff and parents.

A safe and respectful environment is fostered when:

- Students feel safe
- There is mutual respect among staff, students and parents
- Parents, students and staff take an active role in promoting acceptance and tolerance of all persons
- Appropriate conduct is taught and modeled
- Disciplinary action is to be restorative in nature and just
- Diagnosed disabilities are taken into consideration
- Family special circumstances are considered

Saint John Paul II Academy's Student Code of Conduct informs the school community of expected conduct based on the principles of respect for the rights and dignity of all persons in order to promote a safe and respectful learning environment.

Students are expected to (but not limited to):

- Respect those in positions of rightful authority
- Follow instructions given by staff members and volunteers



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- Know and obey the school's student code of conduct and the school rules
  - Respect the rights and dignity of all persons in the school community
  - Refrain from participating in or promoting any behavior that would threaten, harass, bully, intimidate, assault (verbally and/or physically) or cause harm to any person
  - Report incidents of bullying or harassment that they witness in the school or at school activities
  - Refrain from abusive/suggestive language (e.g. language that degrades someone's dignity because of race, religion, ethnicity, culture, sexual self-identity, disability and/or socio-economic background). Refrain from misuse of computer technology, including personal electronic devices and/or multi-media electronic devices
  - Work and socialize cooperatively and appropriately with everyone in the school community
  - Not be in possession or be under the influence of drugs and/or alcohol and not be in possession of weapons in school or at school activities
  - Respect all property

The code of conduct is developed with input from students and parents as appropriate. The school's Code of Conduct and disciplinary policies will be reviewed annually. At the beginning of each school year students, parents, staff will receive a copy of the school's student code of conduct.

## E2). Family Statement of Commitment

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*"Because 'promotion of the human person is the goal of the Catholic school,' Catholic education goes beyond the technical and practical aspects of schooling to help students integrate every area of knowledge within a Christian vision of the human person. The school recognizes that the physical, emotional, moral and spiritual dimensions of human development must tend to a personal synthesis of faith and life in each student. Growth in these areas prepares students for a life of service, building the Kingdom of God in society."*

*Pastoral Letter on Catholic Schools  
Catholic Bishops of British Columbia  
4 November 2016*

The philosophy of our Catholic school expresses the teaching and practice of the Roman Catholic Church and must be supported by all members of the community. Partners (home, school, parish) in Catholic education must work together to provide an environment where faith and learning go hand in hand leading the young people to be the best they can be.

Families are asked to read Annex A below carefully. It asks you to make a commitment to the values and ideals of our school community. If you have any questions or concerns regarding this commitment form, please bring them to the attention of the Principal, President or the Chairperson of the Board who will gladly discuss them with you.

All families are required to complete the Family Statement of Commitment below (see Annex 1) and to do so as part of the application process. Both parents/ guardians must sign this Statement of Commitment.



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By returning the signed statement with your completed school application, you are confirming your agreement to comply with the commitments, and your understanding of the implications for failing to do so, as outlined in Annex A that forms part of this policy.

### E3). Parent/ Guardian Code of Conduct

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The Saint John Paul II Academy Society Board recognizes parents and guardians as the primary educators of their child(ren) and, therefore, important role models in the mission of the Church shared by Catholic Schools. This is demonstrated by parents and guardians in proclaiming and building the Kingdom of God, promoting a faith community within the family and community at large, committing to excellence in Catholicity in all areas of their child's development, and supporting the development of Christian leaders, responsible citizens and life-long learners.

Saint John Paul II Academy has a Parent/ Guardian Code of Conduct to inform the school community of expected conduct based on the principles of respect for the rights and dignity of all persons to promote a safe and respectful environment within the school community.

#### **Parents are expected to (but not limited to):**

- Be examples of Catholic witness (those parents who are Catholic) by attending Sunday Mass with their children (proclaiming and building the Kingdom of God).
- Be supportive of the mission of the Catholic Church and supportive of the religious educational programs of the school.
- Respect the decision-making of school administration and the Board.
- Respect the rights and dignity of all persons in the school community at all times.
- Refrain from participating in or promoting any behaviour that would threaten, intimidate, demean, verbally assault (use of abusive language) or cause harm to any person within the school community.
- Refrain from behaviour or communications, including the use of any technology/media devices to defame the character or reputation or cause harm to the character of a parish/school community member.
- Show an active interest in their child's school work and progress as well as attend required meetings (parent support evenings (Sexuality and Your Child, Human Growth and Development), student progress interviews/conferences etc.).
- Ensure that their child attends school regularly, is on time and is prepared.
- Work cooperatively with teachers in all areas of their child's school life including academic or disciplinary issues.
- Be familiar with and abide by the school's codes of conduct, policies and rules (i.e. uniforms, internet use, traffic safety on school grounds, etc.)
- Take concerns to the appropriate person(s). Follow the complaints procedure as provided in the Academy's Major Complaints policy.
- Avoid involvement in rumours and dissemination of rumours.
- Build bridges of acceptance and understanding among the different cultures represented in the school community.



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The school's chaplain has the right and duty to provide for the spiritual welfare of the students and families within the school. He works towards this end with parental cooperation.

The Board, in consultation with the Principal and/or President, reserves the right to determine consequences for non-compliance.

**Principal's Authority:** The Principal has the discretionary right to take appropriate action to maintain a safe and orderly school environment, and to ensure that staff, students, or other members of the school community are not subjected to threatening, intimidating, or harassing behaviour. The Principal's authority includes the right to prohibit or remove any person from the school premises or property who is deemed to be a disruption to the school or threat (in deed or word) to the safety or security of students, employees, or any other member of the school community. The Principal will inform the Board and President if any person is prohibited or removed from school premises.

If a person is prohibited or removed from the school premises by the Principal, that person must immediately leave, and must not enter the school premises again except with prior written approval from the Principal.

If the Principal suspects a student is suffering from a communicable disease or other physical, mental or emotional condition that would endanger the health or welfare of the other students or staff, the Principal may exclude the student from school until a certificate is obtained for the student from a qualified medical professional confirming that the student may return to school. Parents/ guardians are expected to comply with an exclusion of a student on this basis, and to assist with providing the required documentation to support a return to school.

#### E4). Suspensions and Expulsions

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The Saint John Paul II Academy Society Board recognizes that there may be occasions when a student's behaviour can negatively affect the school's learning environment and therefore the ability of all classmates to receive the education to which they are entitled. Both the quality of instruction and the learning process are dually maintained by making it clear to disruptors, through the use of suspensions, that unruly behavior will not be tolerated.

Suspension shall be recognized as an effective tool to encourage and enforce self-discipline and appropriate behavior. Expulsion shall be used when the continued presence of the student at the school is either a threat to the staff and students or an impediment to either the quality of instruction or the learning process.

##### **Procedure**

4.1) In the normal operation of a school, instances may arise in which a student commits a serious infraction of school policy. This serious infraction may lead to the student being suspended or expelled from the school. When dealing with such matters, Saint John Paul II Academy shall act for the protection of all members of the school community.

4.1.1) An expulsion is usually preceded by a suspension, during which the student is denied the privilege of attending school and all school-related activities. Suspension from school is a serious penalty for behaviour which, if continued, would ultimately result in an expulsion.

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4.1.2 The Principal shall investigate fully every serious infraction to the best of his or her ability and shall maintain written documentation that accurately and completely records the incident and the investigation. This documentation shall be used in support of the school's decision to suspend and/or expel and thus needs to be comprehensive.

4.1.3 A suspension is decided upon by the Principal or Vice-Principal only after a thorough investigation. The investigation should include but not be limited to consultation with all parties involved, namely teacher(s), parent(s), other staff involved, other students involved. The length of the suspension must fit the severity of the infraction. No student shall be suspended for a period exceeding one school day without prior consultation between the Principal or Vice-Principal and the President and/or the Chairperson of the Board. A written notification of suspension must be given to the parents or guardians of the suspended/ expelled student only. The letter must contain the school's expectations of the student if readmission to the school is granted.

4.1.4 If the Principal has determined that the incident is serious enough to warrant expulsion, the Principal must immediately consult the President and the Board Chairperson. During this consultation period, the student will be suspended. After the consultation, the Principal will make his or her decision about the expulsion and inform the student's parents or guardians, either in person or by telephone.

4.1.5 Appropriate arrangements must be made for the student to leave the school. A written notification must be given to the parents or guardians within twenty-four hours of the expulsion.

4.1.6 Parents may appeal a suspension or expulsion decision. (See the Society's Major Complaints policy).

#### **4.2) Appealing a Suspension or Expulsion**

4.2.1) When an appeal of a suspension or expulsion is brought to the Board, 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:

- a) Did the student commit the infraction he/she is accused of?
- b) Is the infraction covered by policy and does the policy require or allow expulsion?
- c) Is the policy being applied properly? (The wording in some policies is intentionally broad, e.g. gross misconduct. Was this infraction intended to be considered gross misconduct?)
- d) Has the school followed its own policy regarding the handling of the expulsion? (proper notification in writing, due process, procedure and documentation, time lines, etc.)

4.2.2) At the appeal, the Principal and the appellant will present their case addressing points 4.2.1 a-d in writing with the necessary supporting documentation.

4.2.3) The parents or guardians may choose, but are not required, to ask a lawyer to assist them in their appeal process. The cost of such legal assistance will be the sole responsibility of the parents or guardians. If parents or guardians decide to have legal representation, they must communicate this to



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the Principal or his or her representative 7 days in advance of filing an appeal. This notification will provide the school with the opportunity to seek its own legal representation during the process.

#### E5). Personal Electronic Devices

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Personal electronic devices (PEDs) and school-based technology have the potential for positive communication and enhanced student learning. Along with these benefits come associated risks and concerns.

The use of PEDs and school-based technology should in no way interfere with the safety, security and privacy of students and/or staff. In addition, the use of PEDs and school-based technology should not interfere in any way with student learning and school operations. The unregulated use of PEDs or school-based technology may facilitate illegal and/or unethical activities in the school environment. Thus, the use of PEDs and school-based technology needs to be regulated by Saint John Paul II Academy.

The use of school-based technology and PEDs in a school is a privilege, not a right. This privilege may be revoked when it is shown to have been willfully abused.

This policy applies to all electronic devices whether owned or leased by the school or the user. This policy also applies to all users of PEDs and school-based technology including, but not limited to, students, staff, parents, guardians and volunteers.

#### **Procedure**

The Principal will ensure that students and staff are made aware of the benefits and risks associated with the use of PEDs and school-based technology and are made aware of this policy.

- Saint John Paul II Academy has a student PED and school-based technology policy statement accompanied by the general definitions of a PED and school-based technology contained in the Parent Handbook.
- Saint John Paul II Academy will enforce policies and procedures for the use of PEDs and school-based technology wherein students and parents are informed of the restrictions and conditions of use.
- Saint John Paul II Academy will teach students and staff members the appropriate and responsible use of PEDs and school-based technology.
- Saint John Paul II Academy has implemented rules and an Acceptable Use Agreement that applies to PEDs and school-based technology. All students and employees must complete this agreement at the start of every school year.

Individuals are expected to abide by the school's conditions with respect to the permitted use of PEDs and School-Based Technology as outlined below.

There is a diminished expectation of privacy on any PED brought into the school. Teachers and school administrators are responsible for providing a safe environment and maintaining order and discipline in the school. This responsibility may, in certain circumstances, require them to search for and/or



temporarily confiscate a student's PED where they have a reasonable suspicion that a student is in breach of school policy.

Any individual who willfully breaches this policy or otherwise engages in inappropriate use of personal PEDs on school property, a school-issued PED or school-based technology generally, may be subject to sanctions including the restriction of their ability to access and use PEDs or school-based technology and, in the case of students or employees, may be subject to disciplinary action.

Violations of this policy will be reported to the appropriate law enforcement authorities where required and may also be subject to criminal investigations and/or criminal charges.

**Permitted Uses of PEDs:** The following conditions apply with respect to the use of PEDs on school premises or during school-sanctioned activities, as well as the use of school-issued PEDs:

The school may integrate PEDs into the learning and teaching environment and, if so, must have an educational plan for such use.

The school Principal (or designate) may authorize the use of a PED on the school premises (or during school-sanctioned activities) for a specific designated purpose. The school Principal (or designate) may provide specific instructions pertaining to a limited acceptable use of PEDs during extraordinary circumstances including emergency conditions (evacuation, lockdown, heightened risk, etc.). The following rules are included as part of the school's policy:

#### **A. Use of PEDs and School-based Technology**

All individuals are expected to use PEDs and school-based technology in a courteous, respectful, and otherwise appropriate manner consistent with school policies, and the guidelines and expectations outlined in the school code of conduct.

The electronic transmission or posting of digital content relating to staff or students, either through the use of school-issued PEDs, school-based technology or personal PEDs while on school property, is prohibited without the express permission of the person or persons involved. In cases where a student is below the age of 19, the consent of the parent/guardian is required.

Prohibited uses of PEDs and school-based technology include, but are not limited to, the use of PEDs or school-based technology that:

- compromises the academic integrity of the school or an individual within the school.
- interferes with or disrupts the academic day or the teaching/learning environment.
- violates a person's reasonable expectation of privacy (including, but not limited to, taking, distributing, or posting photos of other persons without their consent).
- compromises personal and/or school safety (including, but not limited to, cyber bullying, and posting information about themselves or others that may put them at risk).
- facilitates illegal and/or unethical activities, including but not limited to:
  - transmitting materials in violation of Canadian laws;
  - receiving, viewing, duplicating, storing, or transmitting pornographic materials;
  - transmitting or posting threatening, abusive, or obscene messages or materials;
  - duplicating, storing, or transmitting any material that contravenes the Copyright Act;
  - installing or reproducing unauthorized or unlicensed software;



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- sending, linking to, or otherwise making available material likely to be offensive, objectionable, or pertaining to criminal skills or activities with a criminal application and intent.
  - utilizing applications to facilitate the downloading or exchange of music, movies, games or other materials in contravention of the Copyright Act;
  - forging any document or message; obscuring the origin of any message, transmission, or file;
  - using programs that harass users, prevent access, investigate, or infiltrate computer systems /or software components;
  - promoting commercial uses or product advertising; and
  - participating in online gambling sites.

Saint John Paul II Academy will not be held responsible for any damage that may occur to a PED as a result of connecting to any school-based technology or any electrical power source.

The parents and/or guardians of any student bringing PEDs to school are responsible for and will reimburse the school for any damage that their child may cause through the use of school-based technology with his/her PED.

## **B. Use of School-based Technology**

Users are responsible for their own individual account and must take all reasonable precautions to prevent others from being able to use their account. Users shall change their password, seeking assistance from a staff member if necessary, if they believe that others may know of their password.

Users will not attempt to gain unauthorized access or go beyond their authorized access by entering another person's account password, accessing another person's files, or 'hacking' into any unauthorized accounts.

School-owned or leased electronic devices are not permitted to be taken out of the school building unless the internet capabilities of the device are disabled or appropriately filtered.

Users shall not intentionally disrupt, or attempt to disrupt, school-based technology or any other computer system, or destroy data by spreading computer viruses or by any other means.

Users shall not disable or otherwise interfere with or modify the virus scanning, security or network settings installed in any school-based technology that is used.

Users shall immediately notify a teacher upon discovery of a possible security problem.

Users shall not download or attempt to run or store any app and/or program file not authorized by the school.

Students shall not attempt to install any software applications. All software is to be installed and configured by school staff.

Users shall not take actions that place an excessive load on the School's network as to restrict or inhibit other Users from using school-based technology or impacting the efficiency of the network.



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Saint John Paul II Academy shall maintain an active filter system and/or other technologies that attempt to block a User's access to Internet material that is obscene, pornographic, inappropriate, (including non-age appropriate), or potentially harmful to minors, is not related to school business, or otherwise violates any school rules.

Users shall not make any intentional (with knowledge that access to such materials they are seeking are blocked) attempt to bypass the school's filters or access any blocked materials.

The Principal, or his or her delegate, has the right to monitor any network activity that utilizes school-based technology in order to maintain its operation and appropriate function.

### **Definitions**

*Account* means the User ID and Password assigned to an individual for access to a school computer and/or network resource, which may include a third party service provider utilized by the school for educational purposes.

*Filter* means a specific technology that blocks or filters access to specific Internet resources, including those that are:

- Illegal
- Obscene
- Harmful to Minors, or
- Unrelated to the school's educational mission.

PEDs are wireless and/or portable electronic handheld equipment that include, but are not limited to, existing and emerging Mobile Communication Systems and Smart Technologies and any other convergent communication technologies that do any number of functions.

PEDs also include any current or emerging wireless handheld technologies or portable IT systems that can be used for the purpose of communication, entertainment, data management, word processing, wireless internet access, image capture/recording, sound recording and information transmitting/receiving/storing, etc.

PEDs include, but are not limited to, laptops, phones, tablet computers, wearable technology such as glasses or watches, and cameras.

*School-based Technology:* means all school-based networks, including, but not limited to, school servers, school computers, school software, school printers, online services provided by the school, and networks (wired or wireless), which connect all of the above to the Internet.

*User* means any individual who uses, logs in, attempts to use, or attempts to log into School-Based Technology (by direct connection or across one or more wired or wireless networks) or who attempts to connect to or traverse school-based technology or who uses hardware or software belonging to Saint John Paul II Academy. The term User includes any staff, students, parents / guardians and volunteers who attempts to use school-based technology.



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<i>Document History</i>	<i>Approved</i> Society Board 17 November 2020
<i>Revisions</i>	

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### **Annex 1 - Family Statement of Commitment**

Parents and guardians 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 Saint John Paul II Academy.

- All students are required to participate in our religious education curricular and co-curricular programs including liturgical celebrations, retreats, prayer, etc.
- Parents/Guardians are expected to support the teachings on faith and morals in the Christian Education Program and participate in the program as required by the school.
- All students are expected to attend school on a regular basis and full participation in all aspects of the educational program of the school are required of every student. Each student is expected to strive toward the development of his/her full potential.
- Each family is expected to support and participate in the fund-raising activities of the school. In this way, each family shares in the responsibility of educating our students.
- Each student is expected to know and follow school policies on behaviour, and each parent/guardian is expected to review these policies with their own child.
- Parents/guardians are expected to support their student's educational program. Parents/guardians agree to consult with their teacher, Principal or other school staff member with respect to the student's educational program as required.
- Parents/Guardians are expected to attend at least one orientation session which will focus on the philosophy and goals of our school.
- Parents/Guardians agree to accept the responsibility for the cost of tuition, supplies and other school activities.

If applicable (see Schedule A below), each parent/ guardian agrees to:

- Provide the school with complete and updated versions of any orders or agreements:
  - Affecting, restricting or prohibiting a parent/ guardian's ability to access the school or a student attending the school
  - Impacting a parent/ guardian's authority over decision making in relation to a student's education
- Ensure that any updates to these orders are given to the school as they occur
- Minimize and avoid any disruption to the school associated with the implementation of those orders or agreements, and
- Comply with the terms of any orders or agreements

If any of these conditions are not met the school reserves the right to: refuse admission, or remove the student from the school, or take any other appropriate action in the circumstances.

Parents are asked to sign two copies of this Family Statement of Commitment. One copy is for the family's records and the other is to be submitted with the application.



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I/we have read and understand the above expectations and commitments and I/we hereby accept them as stated.

Parent/Guardian \_\_\_\_\_

Name (please print)

Signature \_\_\_\_\_

Date: \_\_\_\_\_

Parent/Guardian \_\_\_\_\_

Name (please print)

Signature \_\_\_\_\_

Date: \_\_\_\_\_

Saint John Paul II Academy Students Only

Student Name \_\_\_\_\_

(please print)

Signature \_\_\_\_\_

Date: \_\_\_\_\_



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**Schedule A** (if applicable)

I \_\_\_\_\_, parent/guardian of \_\_\_\_\_, confirm that there is an order or agreement (check as appropriate):

- ☐ affecting, restricting, or prohibiting a parent/guardian's ability to access the school or a student attending the school
- ☐ impacting a parent/guardian's authority over decision making in relation to a student's education
- ☐ Other

Please provide details with respect to the order:

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I also confirm that (please tick):

- ☐ I (we) have provided the school with complete versions of all orders.
- ☐ I (we) have provided the school with complete versions of all applicable agreements.
- ☐ I (we) have provided the school with complete versions of all updates to these orders and agreements.
- ☐ I (we) agree to provide the school with any new updates to these orders and agreements as they are determined and to follow up with the documents as they are made available.
- ☐ I (we) agree to comply with the terms of any orders or agreements
- ☐ I (we) agree to minimize and avoid any disruption to the school associated with the implementation of those orders or agreements