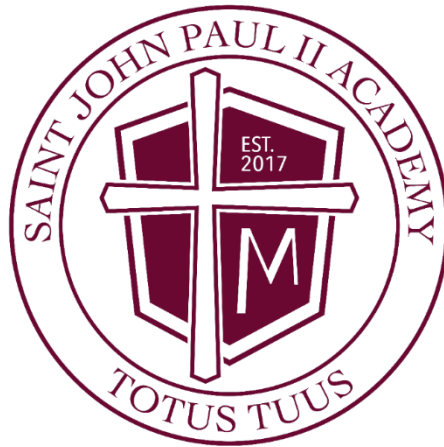


Saint John Paul II Academy



Parent and Student Handbook

2022-2023

15262 Pacific Avenue
White Rock, BC, V4B 1P7
604-560-8210
www.sjp2academy.com

Foreward

The regulations and other provisions outlined in this Parent and Student Handbook are a material condition of the contractual agreement between Saint John Paul II Academy and each student and parent in the school. In developing the rules and policies for Saint John Paul II Academy, the administration has tried to anticipate as many situations as possible. But as new and unusual problems arise, the principal will have the authority to use his or her discretion in whatever circumstances the handbook rules do not precisely apply.

Saint John Paul II Academy Society has created this handbook to serve several important purposes:

- *To provide essential information students need to carry out their course of study and extra-curricular activities.*
- *To serve as an official source of school policies and requirements for students' participation in academic, extra-curricular, and social activities.*
- *To provide information for parents to assist and support their children's' efforts and activities.*
- *To list the school's administration and staff with their respective functions.*

The principal of Saint John Paul II Academy, with the approval of the Saint John Paul II Academy Society board, reserves the right to amend this handbook periodically on an as needed basis. Should this occur parents will be advised promptly of the changes. In this handbook, wherever the term "parent(s)" is used, "parent(s) or guardian(s)" is implied.

Principal's Message

Dear Parents and Students,

Welcome to Saint John Paul II Academy!

Saint John Paul II Academy is a welcoming and vibrant Catholic School Community centered in Christ, where His Gospel message permeates all aspects of school life. We strive to provide a Catholic Learning environment that nourishes the development of the whole person, spiritually, intellectually, emotionally, physically and socially.

We collaborate together with priests, board members, staff, families and students, to make our school community a home away from home; where every student will experience an enriching Catholic atmosphere, where they feel welcomed, safe, respected, and valued; where they will have opportunities to grow and develop their God-given characteristics and talents. We strive to help them become the best version of themselves in order to share their time, talents and treasures in the service of others, for the Glory of God.

I would appreciate you thoroughly reviewing and familiarizing yourselves with the school policies in this handbook. The phrase "it takes a village to raise a child," originates from an African proverb and conveys the message that it takes many people to provide an enriching, safe, and healthy environment where children are given the support they need to develop and flourish, and to be able to realize their hopes and dreams.

I truly believe by working together, with the grace of God guiding us, we will be able to emulate the faith, courage, and passion for our youth that our school's Patron, Saint John Paul II, had. "The more ready you are to give yourself to God and to others, the more you discover the authentic meaning of life." (John Paul II)

With Joy and Prayers,

Ms. Lorraine Paruzzolo

Parent Co-operation

Students attending Saint John Paul II Academy must demonstrate a pattern of academic success, positive behavior, and regular school attendance. In addition, 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 the Academy.

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

The 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.

Parents/ Guardians are required to sign a Family Statement of Commitment as part of their joining the SJP2 Academy community. Further details can be found in the Conduct body of school policy available on the school's website. This section of school policy outlines both a student and parent code of conduct and families are encouraged to familiarize themselves with these policies.

Contents

Foreward	2
Principal's Message	3
Parent Co-operation	4
History	8
Vision and Mission	8
Governance – Saint John Paul II Academy Society	9
School Crest	9
Faculty & Staff Directory 2022-2023	10
Parent Association	11
2022-2023 Parent Executive Team:	12
Admissions	12
Admissions Process	12
Saint John Paul II Academy Society - School Policy	12
Academy Governance	12
Admissions	13
Educational Experience and School Administration	13
School Environment and Safety	13
Conduct	13
Complaints	13
Parent Support	13
Tuition and incidental Fees	14
Delinquent Tuition and Fees	14
Withdrawal from the School	14
Bursary Assistance	15
Academic Program	15
BC Curriculum and Graduation Requirements	15
Student Assessment	16
Report Cards and Parent-teacher Interviews	17
Self-Assessment of the Core Competencies	18

Academic Improvement Program	18
Make-up Work	18
Campus Ministry	18
Communication Between School and Home	19
Announcements	20
Assemblies and School Functions	21
Food or Drink	21
Lost and Found	21
School Days	21
Students In the School During Weekends and Vacation Periods	21
School-Sponsored Trips	21
Student Parking	21
Visitors	22
Technology and Its Responsible Use	22
School Property	23
Conduct	24
Code of Conduct on Campus	24
Threats of Abuse and Neglect	24
Harassment	24
Progressive Discipline	26
Detention	26
School Service	27
In-School Suspension	27
Out-of-School suspension	27
Parent Conference	27
Probation	27
Contract	27
Dismissal	28
Administrative Procedures	28
Appeal Process	28
Appeal Against the Sanction of Expulsion	29
Health and Safety	29

Immunizations	29
Medication	30
Illness	30
Emergency Preparedness	30
Fire Drills	30
Absenteeism and Tardiness	31
Absence from School	31
Attendance/Tardiness Procedures	32
Departure from School	32
Departure from Class	32
Lunch Hour	32
Special School Days	32
Dental and Medical Appointments	33
Vacation or time off for non-medical reasons and early departure at year-end	33
School Uniforms	33
Formal Uniform – Boys	33
Formal Uniform – Girls	33
Physical Education Strip	34
Important expectations regarding the Formal Uniform	34
Miscellaneous Items	34
Hair and Jewelry	35
Summer Dress Code Options	35
Violations of the Dress code	35
Extracurricular Activities	35

<i>Document History</i>	<i>Approved</i> Society Board 19 October 2021
<i>Revisions</i>	19 April 2022

History

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

Saint John Paul II 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.

Saint John Paul II was 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 often 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 motivated parents approached Archbishop J. Michael Miller, CSB and Mr. Dan Moric, Superintendent of the Catholic Independent Schools of Vancouver Archdiocese (CISVA), with a proposal for a new co-educational secondary school tentatively named South Surrey Catholic Academy.

Saint John Paul II Academy, the tenth and newest secondary school in the Vancouver Archdiocese, was established from that proposal. The school opened in September 2018 at its temporary location, the Star of the Sea Community Centre. It eventually will move to its permanent location, a ten-acre property, located at 182nd Street and 24th Avenue. in South Surrey.

The school started with a small Gr 8 “legacy” class and three staff members who, along with their supportive parents, have taken a “leap of faith” in helping our new school get off the ground.

We are proud to have our newest secondary school in the Vancouver Archdiocese named after this humble, spiritual, and missionary leader. Saint John Paul II will serve as an excellent role model within our community.

Vision and Mission

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

Governance – Saint John Paul II Academy Society

The Saint John Paul II Academy Society is an incorporated entity under the Societies Act of British Columbia. It is the legal entity responsible for the day-to-day operation of the school. Its constitution and bylaws can be found on the school's website. The Society is overseen by a board of directors and represents the authority for the school. The board is made up of parent representatives, wider school supporters and those appointed by the Archbishop of Vancouver.

The school operates using a President- Principal model where the board vests in the position of president the overall responsibility for the school as its chief executive. The principal is responsible for the delivery of the educational program and reports directly to the president.

The Saint John Paul II Academy Board of Directors are: Chairperson: Mr. Ben Sears; Board Members: Fr. Lawrence Donnelly, Mrs. Dallas Parsons, Mrs. Christiane Ahpin, Mrs. Mandy Benoit, Mr. James Borkowski, Mr. Chris Formosa, Mrs. Jenae Kassam, Mr. Jose Vargas, Mr. Troy Van Vliet

School Crest



The history behind *Totus Tuus* – our school crest, the simple design of our school crest reflects Saint 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).

Saint John Paul II chose as his motto the Latin phrase *totus tuus*, which means “totally yours” and reflect his 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 Saint John Paul II's motto for our school, we strive to foster in our students a personal relationship with Jesus, to help them appreciate the unique role Mary played in God's plan in bringing to His Son into this world for our salvation, and to show how true devotion to Mary will guide 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 2022-2023

Updated – Nov. 7, 2022

Name	Role	Email	Phone
Fr. Francis Mallya	School Chaplain	fmallya@rcav.org	604-531-5739
Mr. Michael Donelson	President	michael@sjp2foundation.com	778-896-7835
Mr. Tony Walters	Teacher, Christian Education; Career Education; ADST; Social Studies	awalters@sjp2academy.com	604-560-8210
Mrs. Aleli Perez	Teacher, Learning Resource; Open House Coordinator; Yearbook	aperez@sjp2academy.com	604-560-8210
Ms. Bernadette Yuson	Teacher, Humanities – Socials; English; Christian Education; Student Council	byuson@sjp2academy.com	604-560-8210
Mrs. Cindy Akyuz	Teacher; STREAM; Sr. Math / Science; Athletic Director; Yearbook	cakyuz@sjp2academy.com	604-560-8210
Mr. Mark Wilkie	Teacher, STREAM; Sr. Science; Christian Education	mwilkie@sjp2academy.com	604-560-8210
Ms. Anne Boyle	Teacher; French, English, Christian Ed	aboyle@sjp2academy.com	604-560-8210
Mr. Vincent Tighe	Teacher; STREAM - Science, Math; Christian Ed, Career Life	vtighe@sjp2academy.com	604-560-8210
Ms. Jessica Cichos	Teacher; Campus Ministry; Humanities -	jcichos@sjp2academy.com	604-560-8210

	Socials, English; Music, Art		
Ms. Patty Emry	Teacher; PHE	pemry@sjp2academy.com	604-560-8210
Ms. Colleen Girvin	Education Assistant	cgirvin@sjp2academy.com	604-560-8210
Ms. Rita Hernandez de Lara	Education Assistant	rhernandez@sjp2academy.com	604-560-8210
Ms. Manuela Heleno	Education Assistant	mheleno@sjp2academy.com	604-560-8210
Ms. Darlene Slobodian	Education Assistant	dslobodian@sjp2academy.com	604-560-8210
Ms. Morgan O'Flynn	Education Assistant	moflynn@sjp2academy.com	604-560-8210
Mrs. Susan Kelly	School Secretary	skelly@sjp2academy.com	604-560-8210

Parent Association

Parents are an integral part of the Saint John Paul II Academy community. Parents are encouraged to volunteer and participate fully in the school's many activities in support of their children and wider school community.

The Saint John Paul II Academy Parent Association is the primary body for organizing and marshalling the support and involvement of parents at the school. Each parent/guardian is an automatic member of the Parent Association. The Parent Association has its constitution and bylaws that outline its overall governance, and particularly the role played by the elected executive to manage its affairs.

The Parent Association Executive Team is elected every year in May at the Annual General Meeting. The Executive Team consists of a president, vice president, treasurer, secretary and member-at-large.

The Saint John Paul II Academy Society recognizes the Saint John Paul II Academy Parent Association as the primary voice of the parent community at the school.

Further details of the activities of the Parent Association are available from the school's website.

Contact: parentassociation@sjp2academy.com

2022-2023 Parent Executive Team:

President:	Joseph King
Vice-President:	Lisa Van Vliet
Treasurer:	Italia & Guillermo Prieto
Secretary:	Julie McGowan
Member-at-Large:	Samantha Watt
Member-at-Large:	Fern Roa-Cole

Member-at-Large:	Daniel Roa-Cole
Member-at-Large:	Ricardo Marins de Carvalho
Member-at-Large:	Cori Pomeroy

Admissions

This section should be read in conjunction with the school's admissions policy that can be found on the school's website. Interested families should consult this policy as it outlines the criteria applied to applications for admission to the Academy, and expectations of parents and students. Please note the following key dates:

Admissions Process

1. *New Students*: Applications must be completed and submitted to the school for review. The deadline for submissions for the 2023-24 academic year is **Feb. 24, 2023**. Please check: www.sjp2academy.com
2. *Returning Students*: Students returning to the Academy are required to re-register. The deadline to re-register for the 2023-24 academic year is **March 10, 2023**.

Admission After Registration Deadline: The Academy welcomes all prospective students and their families and will consider applications from families during the school year. While every effort will be made to accommodate, any decisions to admit a new student will be based on criteria outlined in the Admissions policy and subject to availability of space.

Student Visit Program: If a prospective student is interest in attending Saint John Paul II and would like to come for a visit (usually for a half day), a parent must complete a request form at least one week prior to the requested date. Further details are available from the principal (mdeslauriers@sjp2academy.com)

Saint John Paul II Academy Society - School Policy

There is various school-specific policy that have been adopted by the board of directors of the Society covering the following areas:

Academy Governance

- Structure of the Saint John Paul II Academy Society
- School Policy
- Board Elections

Admissions

- *Admissions*
- *International Students*
- *Registration and Re-registration of Students*

Educational Experience and School Administration

- *Field trips, offsite experiences*
- *School clubs*
- *Special Education*

- *School Certificates*
- *Learning Resources*

School Environment and Safety

- *Student Abuse and Neglect*
- *Student Health*
- *Harassment and Bullying Prevention*
- *Compliance and Risk Management*
- *School Emergencies*
- *Gender Expression and Gender Dysphoria*
- *Anaphylaxis*
- *Potable Water Testing*
- *School Bus Emergency Evacuation and Drills*

Conduct

- *Student Code of Conduct*
- *Family Statement of Commitment*
- *Parent/ Guardian Code of Conduct*
- *Suspensions and Expulsions*
- *Personal Electronic Devices*

Complaints

- *Major Complaints*
- *Notice of Major Complaint*

Parent Support

- *Saint John Paul II Academy Parent Association*
- *Volunteers*

Parents are encouraged to familiarize themselves with the policies set out above. They can be found on the school's website. 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 body of policy. In addition, students and their families are required to read and study this policy before and while attending Saint 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 Saint John Paul II Academy.

Tuition and incidental Fees

The following are some important highlights to note:

1. An application processing fee is due upon submission of the student's application to the school.
2. The registration fee is due at the time of registration.

3. Tuition can be paid as a lump sum, or in monthly installments through an electronic fund transfer (EFT) payment (pre-authorized debit).
4. Other incidental school fees such as field trips and athletic participation fees may occur during the school year. Families will be notified of any such fees. Should students take part in these activities such fees must be paid before the student can participate.

In the event of a natural disaster, disease outbreak or any other circumstances which, in the judgment of the school administration, make it not feasible, unsafe, or otherwise imprudent to continue campus-based education, the school shall resume as soon as practical via distance learning or other methods adopted or developed by the school administration and faculty. **Due to continuing financial obligations relating to operational costs, including administrative, faculty and staff salaries, there shall be no suspension, reduction or refund of tuition or applicable fees.**

Family Discount: Families with more than one child at the school are entitled to a sibling discount. For the 2022-23 academic year this is \$6640 for the second child and \$6290 for three or more children.

Delinquent Tuition and Fees

1. Tuition and fees are past due if not received within thirty (30) days of the due date.
1. A student will not be registered for a new school year if there are outstanding payments from a previous school year.
2. Notifications of 30 day past due payments will be sent and are expected to be paid within 14 days of receipt.
3. Future electronic fund transfer (EFT) payments will not be accepted if more than two (2) payments have been returned as non-sufficient funds (NSF).
4. An administration fee of \$40 will be charged for every payment that can't be processed.
5. The school reserves the right to take legal action to obtain unpaid balances if all other resources fail.

Withdrawal from the School

1. Should a student who has been accepted for admission or is re-registered withdraw from the Academy before the first day of school for the coming school year, the year's tuition will be automatically forfeited.
2. Should a student withdraw after the first day of school, tuition for that school year will be forfeited.

If the tuition is paid in instalments, any outstanding amount will be pro-rated and deducted from the Enrolment Deposit held for that family.

Bursary Assistance

Saint John Paul II Academy is committed to providing accessible Catholic-based education to as many families as is possible and financially practical and offers bursary support for those who would not otherwise be able to attend.

The Saint John Paul II Academy Tuition Bursary and Enrolment Deposit Bursary Assistance programs provide aid to those families with demonstrated need for financial assistance based on a formal bursary application and review process.

Financial aid is based on an annual assessment of demonstrated financial need. Demonstrated need is the difference between the cost of Saint John Paul II Academy and the resources a family has to meet that cost. Please note that the school has limited funds available and may not always be able to meet the financial needs of all families of applicants.

Families are welcome to apply for such assistance only after their son or daughter is accepted into the school and will be required to complete an application for support, details of which can be obtained from the Academy's principal. All requests for financial assistance will be kept in the strictest confidence.

Should a family have difficulty in meeting a tuition payment at any time during the year they are asked to contact the school to make alternate arrangements.

Academic Program

Program of Studies: The program of studies of Saint John Paul II Academy is guided by the curricula that is established and mandated by the British Columbia Ministry of Education for all schools in the province. In addition, the Christian Education curriculum established by the Archdiocese of Vancouver is also taught and its successful completion is a requirement to graduate from the Academy. Parents are encouraged to familiarize themselves with the courses outlined in the Academy's Course Offerings Guide. Please note some courses require prerequisites.

Graduation Requirements: Students entering the Academy will be required to complete either the British Columbia Certificate of Graduation, or Dogwood Diploma or Evergreen Certificate. The B.C. Certificate of Graduation, or Dogwood Diploma, is awarded to students who successfully complete the provincial graduation requirements. To graduate, students require at 80 credits total from courses in Gr. 10 – 12. In addition, students must also complete three Provincial Graduation Assessments: Gr. 10 Literacy; Gr. 10 Numeracy; and Gr. 12 Literacy Assessment.

The School Completion Certificate, or Evergreen Certificate, is intended to celebrate success in learning and accomplishments of students with diverse abilities or disabilities (special needs). To be eligible for a School Completion Certificate, the student must be designated in one of the 12 Inclusive Education categories and have an IEP with replacement curriculum.

The Evergreen does not represent graduation and therefore is not equivalent to a BC Certificate of Graduation (Dogwood Diploma). It represents the completion of personal learning goals as identified in the student's IEP.

Students will be advised annually of provincial requirements for graduation and of changes in university entrance requirements prescribed by the BC Ministry of Education.

BC Curriculum and Graduation Requirements

For complete information on BC high school curriculum and graduation requirements, please refer to: curriculum.gov.bc.ca.

Learning Support Program: The purpose of the Learning Support is to help students with specific learning difficulties achieve success in their academic courses. Parents are asked to consult the Special Education policy for further details.

Saint John Paul II Academy recognizes students for their academic achievement during our Legacy Awards evening in June of each school year in which the Principal's Award for Academic Achievement is presented to the top male and female student from every grade level.

Student Assessment

The **four-point provincial proficiency scale** will be utilized for students in Gr. 8 – 12 to communicate student progress in all areas of learning. For students in G. 8 & 9 this will include the Progress Report in November, the Report Card at the end of Term 1 and the student self-assessment on the Core Competencies in April. For students in Gr. 10 -12 the Proficiency scale will be utilized for the Progress Report and the student self-assessment on the Core Competencies.

The four points on the scale include Emerging, Developing, Proficient, and Extending.

Proficiency Scale	Emerging	Developing	Proficient	Extending
	The student demonstrates an initial understanding of the concepts and competencies relevant to the expected learning.	The student demonstrates a partial understanding of the concepts and competencies relevant to the expected learning.	The student demonstrates a complete understanding of the concepts and competencies relevant to the expected learning.	The student demonstrates a sophisticated understanding of the concepts and competencies relevant to the expected learning.

The following **Grading Scale** is utilized for the Gr. 8 & 9 students for their June Report Card and for the Gr. 10 & 11 students for their 1st term and final Report Card in June.

These marks are reported using the following scale:

- 100 – 86 A The student demonstrates excellent or outstanding performance in relation to expected learning standards for the course of subject and Grade.
 - 85 – 80 B+ The student demonstrates very good performance in relation to expected learning standards for the course or subject and Grade.
 - 84 – 73 B The student demonstrates above average performance in relation to expected learning standards for the course or subject and Grade.
 - 72 – 67 C+ The student demonstrates good performance in relation to expected learning standards for the course or subject and Grade.
 - 66 – 60 C The student demonstrates satisfactory performance in relation to expected learning standards for the course of subject and Grade.
 - 59 – 50 C - The student demonstrates minimally acceptable performance in relation to expected learning standards for the course or subject and Grade.
- or

- 49 – below I (Incomplete or In -Progress) The student, for a variety of reasons, is not demonstrating minimally acceptable performance in relation to the expected learning standards.
- Grades below 50% will be reported as an F for the Final Report. The student has not demonstrated, or is not demonstrating, the minimally acceptable performance in relation to the expected learning standards for the course or subject and Grade.
- Withdrawal – Upon request of the parent of the student or, when appropriate, the student, the principal, vice-principal, or academic counselor in charge of a school may grant permission to a student to withdraw from a course or subject.
- Standing Granted – Although completion of normal requirements is not possible, a sufficient level of performance has been attained to warrant, consistent with the best interests of the student, the granting of standing for the course subject and Grade. Standing Granted may be used in cases of serious illness, hospitalization, late entry or early leaving, but may only be granted and authorized by the principal, vice-principal, or academic counselor. Standing Granted may not be used for Career-Life Connections.

Work Habits: Student effort and attitude in terms of homework, behavior, classroom contributions are all reflected in the following: excellent, good, satisfactory, needs improvement.

Report Cards and Parent-teacher Interviews

1. Report cards are issued three times a year.
2. Fall Progress Report for Gr. 8 - 12: This will provide a provide parents and students with an indication of they are doing based on a Proficiency Scale: Emerging; Developing; Proficient; Extending
3. Term 1 Report Card for Gr. 10 - 12: Provides a letter grade, percent, work habit, teacher comments and absences for each course.
4. Term 1 Report Card for Gr. 8 & 9 will be based on the Proficiency Scale and include a work habit, teacher comments and absences for each course. Upon request, teachers will provide parents and students with their percentage for the course subject.
5. Spring Progress Self- Assessment for Gr. 8 –12: Students will meet with a staff Advisor to present their Self- Assessment on the Core Competencies. Parents will then be informed of the student’s progress and will be communicated with by the subject teacher of any behavioral or academic concerns.
6. Term 2 / Final Report Card for Gr. 8 -12: Provides a percent, letter grade, work habit, teacher comments, and absences for each course.

Parent-teacher interviews will be arranged by appointment in both December and February. Due the current pandemic more information will be provided for parents via-e-mail and on our school website as to whether they will be conducted in – person or virtually.

Self-Assessment of the Core Competencies

Core Competencies are foundational to our new British Columbia curriculum, ensuring students are 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 educational process. With teacher support, each student in Gr. 8 at Saint 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 Saint 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.

Academic Improvement Program

The Administration and teachers of Saint John Paul II Academy provide 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.

Academic Integrity: Students at Saint John Paul II Academy are expected to maintain the highest standards of academic integrity. Any act of plagiarism, cheating, the use of others' work or ideas without attribution will be dealt with strictly.

Make-up Work

Students absent from school because of family 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 the missed class work. For students who are absent due for disciplinary reasons (ie Out-of-school suspension) the teacher is not responsible to provide make-up work or assignments to students who are suspended.

Arrangements for make-up work must be made by the student immediately upon return from absence or in the event of a vacation, in advance of their departure. Exceptions may be made for extended absence by special arrangement with the teachers. Homework assignments are the responsibility of the students and can be accessed via their Google Classroom Account.

Re-Tests and/ or re-doing a homework assignment will be conducted at the discretion of the subject teacher.

Campus Ministry

Saint John Paul II Academy Campus Ministry's mission is central to the school's identity as a Catholic school in providing pastoral care to students and to encourage and nurture their understanding of and relationship to Christ. We are indeed fortunate to have a school chaplain, Fr. Francis Mallya who celebrates the Eucharist each week with the school community.

Students are central to all facets of Campus Ministry. They help plan, organize retreats and liturgies, and other activities. Campus Ministry is not a club in the traditional sense of the word – it is not competition-based and there are no officers. Participation is open to all who are interested. Students choose their own levels of commitment based on their extra-curricular schedules.

All students are invited to participate in the variety of activities coordinated by the Campus Ministry. These include prayer and retreat experiences, and service opportunities like soup kitchen ministry, Pro-Life and Vocations Club, tutoring, and many other school-wide service projects that are sponsored throughout the year.

Communication Between School and Home

Keeping the lines of communication open between the school and families and working together is always the best policy should problems occur. We will be a much more effective force if we all work together. Teachers or the administration can be contacted by phone or email.

School 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 school secretary who will be available from

Mons. & Tues. from 8 am – 3:30 pm

Weds – Fridays from 8 am to 12:30 pm.

Parent Volunteers will serve in the main office from Weds – Fridays from 12:30 pm – 3:00 pm. Parents are advised that during the afternoons to be patient with our parent volunteers and if needed to contact the principal directly in the event of an emergency.

Weekly Bulletins: The principle means of communicating with the parent community is through electronic means to families. The school produces the following *Royal News* – a weekly bulletin distributed to families that outlines what is happening on a daily basis for the that particular week and periodically provides advance notice of a special event.

Website: The school's website is a valuable source of information on the school and is regularly updated.

Social Media: both the [Academy](#) and [Foundation](#) have a social media presence and we encourage families to link to these resources.

Students are encouraged to use social media sites responsibly for classroom instruction. If a post deems inappropriate or represents Saint John Paul II Academy in a negative light, then the administration reserves the right to ask the student to remove the post. Inappropriate posting may result in disciplinary action.

Students may not open social media account under a Saint John Paul II Academy club, sport, or spirit squad name without prior permission from the principal.

Change of Address: families are asked to contact the school secretary, Mrs. Susan Kelly, of any change of address, contact details or emergency contacts (skelly@sjp2academy.com). Should families require school communication to be sent to more than one parent, contact such as phone numbers and email addresses should be provided accordingly.

School office and staff will only contact student and parent only in an emergency.

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.

Custodial Orders: parents are obliged to provide any custodial orders to the school directly to the principal and must notify the principal should these conditions change.

Inclement Weather and School Closure: If inclement weather occurs outside of school hours that might render road conditions unsafe for students, parents and staff travelling to and from Saint 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 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.

Traffic: 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 Parish Centre parking lot located off Fir Saint 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 the parking lot during these peak times.

Announcements

Students are expected to give full attention to any announcement(s), verbal or visual. All announcement requests must be signed by a faculty member and presented to the administrative office for approval.

Assemblies and School Functions

At all times, students must conduct themselves appropriately and, in a manner, befitting Christian students. The following is exemplary but not exclusive of such behavior: being sensitive to the needs of others, being cooperative with those in authority, and furthering the mission of Saint John Paul II Academy.

Food or Drink

Food is not permitted anywhere in the building other than during lunch periods in the cafeteria or designated areas. Water is allowed to be consumed in classrooms.

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 PHE classes and extracurricular activities, valuables such as money, jewelry, and /or cell phones should not be left in the changing 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.

School Days

Students should not be on school property before 8:00 am or after 3:30 pm unless the student is at the school on 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 During 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.

School-Sponsored Trips

On any school trip, students must go and return on the means of transportation provided by the school and must remain at the event unless explicit written permission to the contrary is obtained from the administration. If transportation is not provided by the school, the school's responsibility and liability begins and ends at the event. School dress is required on any trip unless otherwise specified, and all appropriate school regulations remain in effect. Any student embarking on a school-sponsored trip must have the appropriate permission slip signed by parents.

Student Parking

Students who have qualified for their BC Driver's Licence and wish to drive to school, are asked to speak with the school Secretary, Mrs. Kelly, to have a parking spot assigned. Proof of a valid BC Driver's License is required, a copy of which will be kept by the school along with parent/ guardian permission for the student to drive to school and use the car while on a lunch hour recognizing the restriction imposed by the 'N' status (ie, driver + family members + 1 friend only OR driver + 1 friend only). Students are expected to observe all road safety requirements while at school and this includes the traffic marshalling requirements in the school's parking lot.

Visitors

All visitors to the school, including parents, must report to the Main Office or check with the administration for approval. All visitors must have a "visitors pass."

Technology and Its Responsible Use

Parents and students are asked to read the Academy's body of Conduct policy available on the school's website (sjp2academy.com) and in particular that relating to the use of personal electronic devices as it outlines their responsible use by students. Saint John Paul II Academy provides students 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 if the student follows the personal electronic devices policy. Inappropriate Internet use is a violation of the Student Code of Conduct and may lead to suspension of privileges, and possibly other consequences including expulsion.

The Academy is proud of its ongoing commitment to educational technology. Teachers and students will strive to ensure that this commitment is in no way threatened by any actions that could harm our community.

- 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 plan 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 when necessary.

The use of any handheld device in an illicit fashion is a serious breach of the Academy's 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. 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-mails 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.

The 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.

School Property

Textbooks: Students are fully responsible for all textbooks 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.

Lockers: Every student at Saint 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 school. Each locker has a number; no other marks of any kind are permitted on the lockers. The Principal or his or her 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 PHE 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.

Conduct

A code of conduct espouses the values and vision of a school in which relationships are conducted in a respectful and dignified manner. Saint 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.

We draw attention to the following sections of school policy covering Conduct:

- Student Code of Conduct
- Family Statement of Commitment
- Parent/ Guardian Code of Conduct
- Suspensions and Expulsions
- Personal Electronic Devices

These policies outline the expectation of the school as they relate to how students are to conduct and comport themselves, respect for property and personal possessions. Parents are asked to review this with their son or daughter before the start of school.

It is neither the province nor the desire of Saint John Paul II Academy to prescribe what limits of freedoms parents may specify for their child's behavior. Notwithstanding, there are times and places in which the behavior of students reflects Saint John Paul II Academy. In all such cases, student behavior is the province of Saint John Paul II Academy and the school's policy will be administered judiciously, firmly, and fairly by the school administration.

Code of Conduct on Campus

Threats of Abuse and Neglect

Saint 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 Saint John Paul II Academy. Knowing how to respond to any disclosure of abuse or neglect is critical.

Parents are encouraged to review the school's policy on Student Abuse and Neglect found on the school's website.

Harassment

Saint 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 email and in any other way that is non-threatening. In accordance with the Code of Conduct for Staff, every Saint 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.

Parents are encouraged to review the school's policy on school's Harassment and Bullying Prevention policy found on the school's website (see School Environment and Safety).

Responsibility of Students

Safety of Persons

The safety and well-being of students at Saint John Paul II Academy is of paramount consideration. Students deserve to be protected from abuse, neglect, bullying, harm, or threat of harm. Therefore, Saint John Paul II Academy ensures that students experience a learning environment that enables every child to feel safe, accepted, and respected. Every student has a right to be emotionally and physically safe while at school, while going to and from school, and while attending any school function.

Every student at Saint 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 Saint John Paul II Academy shall:

- Keep money or valuable personal possessions, including school books and supplies, secure with his or 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.

Department and Behavior

Every student at Saint John Paul II Academy shall:

- Conduct him/herself in an orderly, respectful, and courteous manner at all times, while at school, while travelling to and from school, or attending any school function.
- Use language that is appropriate to a Catholic Christian community.
- Use social media in a manner that is consistent with the values of a faith and learning community.
- 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.
- Adhere to the St. John Paul II Academy Dress Code while on campus and while attending school activities that require dress code attire. Adherence requires not only correct articles of clothing, but also that this clothing be correctly and modestly worn.

Progressive Discipline

Saint 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.

The Academy follows a Progressive Discipline Model that is intended to:

1. Make clear the policies and expectations related to student behavior (i.e., letters home, student handbook, School website, individual and Gr. Level student meetings)

2. Make clear what the consequences will be when students make choices that violate the Code of Conduct for Students and /or expectations.
3. Communication with the student and parent(s) when initial intervention strategies are unsuccessful, and the undesired behaviors continue.
4. Put in writing clear stipulations when problems persist (i.e., probation, contract, etc.)
5. 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.
6. 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/her 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 several 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. 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

1. Students who demonstrate a serious lack of responsibility and disregard for school rules and the Student Code of Conduct may be placed on probation.
2. The length of the probation is determined by the administration.
3. 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 Saint 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 nor can they be present on school grounds 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 Saint John Paul II Academy community.

Administrative Procedures

When a student breaches 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 board of directors, 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:

- Did the student commit the infraction he/she is accused of?
- Is the infraction covered by the school's policy and does the policy allow the sanction of expulsion?
- Is the policy being properly applied?
- Has the school followed its own 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.

Appropriate documents for this Appeal process will be given to the student's parent(s) at the time the sanction is imposed.

Appeal Against the Sanction of Expulsion

- 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 Saint John Paul II Academy Appeals Policy.
- The family has two (2) school days from the date of the expulsion notification to inform the principal of its decision to appeal.
- 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 Saint 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".

Health and Safety

Parents must provide the Academy with current contact information and an additional emergency contact in the event parents cannot be reached. The parents will be responsible for providing transportation home for students who are ill, please refer to our check-out policy. Students who are going home due to an illness or injury should be assessed by the Administration in the first instance prior to going home.

It is the responsibility of the parents to make sure the school is well informed of any students with health issues or a major medical history.

Students with severe allergies or asthma will be required to have an epi-pen or an inhaler at school in the original packaging from the pharmacy with a valid expiration date. These should be brought to the school during orientation or on the first day of school. Parents will need to complete the Allergy Questionnaire or Asthma Questionnaire as it pertains to the students. Though we are not a peanut free campus, every effort will be made to prevent severe allergic reactions from occurring when possible.

Saint John Paul II Academy provides over the counter medication that can be administered to students by our school secretary. To allow your child to receive medication during school hours please complete the Over-the-Counter Medication Release Form. Students who will need to take prescription medication during school hours must have the Medication Order Form completed by the prescribing physician and the medication must come in the original bottle or packaging from the pharmacy with a valid expiration date. All medication needed at school, prescription or non-prescription, must be delivered to school by a parent or guardian. Students may not have in their possession at any time any form of medication. Students found in violation of this will be subject to expulsion. Parents must pick up all medication on the last day of the school year, otherwise it will be discarded.

Immunizations

As a condition of enrolment in a school in the province of British Columbia it is mandatory for Gr. 9 students to be vaccinated. The meningococcal quadrivalent conjugate vaccine and Tdap are offered to all students in Gr. 9. Vaccines are the best way to protect your child against many diseases and their complications. It is important to keep a record of all immunizations that your child has received. Make sure that they have all doses of the recommended childhood vaccines that they are eligible for.

For more information, see HealthLink BC File #23b Meningococcal Quadrivalent Vaccines or HealthLinkBC file #18c Tetanus, Diphtheria, Pertussis (Tdap) Vaccine.

Medication

Students bringing prescription or non-prescription medication to school must bring the medication to the school office. Medication must be taken and consumed by the student in the school office as per the terms of the prescription. Medication must be in its original container and properly labeled with the student's name, doctor, and dosage requirements. Parent's written permission will be required before the student is permitted to consume any medication during school hours.

Illness

A student who becomes ill during the school day must report to the school office. No student will be allowed to leave school under such illness without a parent retrieving them from school. Students must sign the check-out statement before leaving.

Emergency Preparedness

The school regularly undertakes various emergency preparedness drills for fire, earthquake and lockdowns.

Fire Drills

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

- Each room will have a sign that indicates the closest exit.

- When the fire alarm rings, students are expected to respond quickly, orderly, and quietly to the nearest exit.
- Once outside 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.
- 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 southernmost section of the parking lot where teachers will confirm attendance and report it to the principal or his delegate

Lockdown: Threat to Personal Safety – Code Red Alert

The following is a 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 lockdown. Advise the 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 receive 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.

Absenteeism and Tardiness

Student attendance in school is mandatory, is audited by the Ministry of Education 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. This is necessary for the school audit.

The BC Ministry of Education requires that a student of the Academy 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 not receiving full government funding. Should this impact the school's funding the family will be liable for any shortfall in per-student funding owing to unexcused absences.

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 the Academy.

Attendance/Tardiness Procedures

- Students should proceed to Advisory by 8:25 am for the 8:30 am meeting.
- 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

Departure from School

If a student must 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 must 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. 8-10 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.

Special School Days

Any school day in which the regular timetable is not in effect and a special activity is held, it is 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 September.

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. Should a prolonged unexcused absence impact government funding to the school the family is responsible for making up any shortfall.

School Uniforms

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.

By choosing to attend Saint 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.

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 – A dress shoe is formal in style (closed toe) made from a polishable material (black) and is meant to complete a student uniform look.
- 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 ") made from a polishable material (black) and is meant to complete the student uniform look
- Footless tights or leggings are not permitted
- At no time are flip flops or sandals allowed to be worn to school

Physical Education Strip

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

There is no formal sportswear for colder weather days – students will be allowed to wear sweatpants, hoodies, and sweatshirts outside of the school colors.

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, 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 (i.e., Open House; extra-curricular activities) ALL students will wear their dress shirt or blouse and the school tie.

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

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 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. For boys, that means that the back lengths will not exceed the shirt collar and hair, always, will remain from the face.

Saint 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.

Saint 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 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 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 always be worn 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 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, supersede 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.

Extracurricular Activities

Athletics

Saint John Paul II Academy currently provides the following sports to all students

Fall

Cross Country
Girls Volleyball

Winter

Boys Basketball
Girls Basketball

Spring

Track and Field
Ultimate
Tennis

Practice times and league play will be provided to both parents and students once the school year begins. SJP II Academy belongs to the South 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. Student performance will be regularly reviewed and those who fall short may anticipate consequences that affect their participation in extracurricular activities.

Clubs

Saint John Paul Academy provides extra-curricular activities to appeal to the interest and needs of the student body. Each student is encouraged to participate in these activities for his/her enjoyment and development. To become a member of any organization, a student must contact the teacher moderator of that group.

Yearbook Club
Flying Club
Pro-Life Club
Campus Ministry

Vocations Club
Student Council