



ST. JOHN'S ACADEMY
VANCOUVER

369 Boundary Road, Vancouver, B.C.
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www.stjohnsacademy.ca

ST. JOHN'S ACADEMY

STUDENT
HANDBOOK
2023.24





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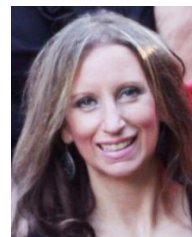
Welcome to St. John's Academy

We are so excited that you have decided to join St. John's Academy.

September 2023 brings us an exciting time as we will be at our location now for a year. With the new high-tech equipment, state of the art resources, science lab, athletic department all nestled in the metropolitan area, close to public transportation – it is a safe and vibrant community which to be educated in.

This is a community that cares deeply about each student as we have been dedicated to their education, development and well-being for over a quarter of a century! Learning sits at the center of St. John's Academy with high expectations, focus on student inquiry, professional teachers, strong academics and courses that are varied in design and practicality to pique the interests of all students. Our highly skilled advisor will create a plan that embodies all your goals and ambitions as you strive to get into the university of your choice. Our educational philosophy and direction challenges students to improve performance, exceed expectations and realize their own potential. We look forward as you join us in creating, living and realizing your educational journey.

Dr. Michelle Meadows
Principal





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MISSION/VISION

Mission

St. John's Academy Vancouver offers an academically rigorous and transformational learning program for tomorrow's leaders in a caring and supportive environment. Our holistic programs develop a sense of adventure and an appreciation of nature and the Arts, enabling our students to make positive contributions to local and global communities through responsible and principled action.

Vision

A caring community that is making the world a better place by providing life-changing experiences through innovative learning.

Core Values

At St. John's Academy Vancouver, our core values are:

- Caring
- Courage
- Integrity
- Resilience
- Respect (self, others, and environment).





STUDENT CODE OF CONDUCT

Acceptable Conduct

- Respect self and others.
- Actively participate in school and engage in learning. Attend classes, be prepared, complete all assignments, and respect classroom rules.
- Respect the school's facility and grounds.
- Keep school grounds clean and use our recycling program.
- Promote safety of yourself and others.
- Report any concerns to a teacher or office staff. Model responsibility, compassion, and respect for peers and neighbors in the community.
- All visitors must report to the office.
- Speak English during class, native language should only be spoken with the teacher approval or for emergencies.

Unacceptable Conduct

- Bullying and cyber-bullying.
- Threats, intimidation, violence or harassment in any form.
- Discrimination of any kind.
- Retribution against a person who has reported an incident.
- Theft, vandalism, or possession of any banned contraband.
- Possessing or under the influence of controlled substance or alcohol.
- Smoking or vaping on school property or within 15 meters of school property.
- Any conduct jeopardizing the school's culture, safety, or reputation.
- Forging/falsifying documents.
- Registering at another school without permission from SJA administrator.
- Defiance: Acting in defiance of school administrators reasonable requests
- Engaging in any criminal offence.

Consequences

Students will be disciplined in a timely and fair manner. Possible consequences include verbal warnings, detention, suspension, expulsion, and refusal to offer an educational program.

Mandatory consequences are required for some offences. Progressive discipline methods will be implemented to alter the inappropriate and/or unsafe behavior.

Notification

Students will be notified of the code of conduct during the school assemblies, on the student application form, in the student handbook, online, and on the notification board. Parents and guardians will be notified of serious infractions of the code of conduct when it is deemed appropriate. Authorities (police and immigration) will be notified for



serious offences.

PROGRAMS

Academic English Acquisition Program

St. John's Academy has three levels in their AE Program. All are designed to further the intellectual, social and career development of students by helping them target specific literacy objectives. Our rigorous program will:

- Strengthen students' ability to communicate fluently in English at school and in the community and
- Students will acquire the English needed to make academic progress within the BC school system and to develop to their potential.

The three levels of the AE Program are

- Academic English Intro
- Academic English Development
- Advanced Academic English

In each level of our program, students are expected to become proficient in four different domains of language:

- Reading
- Writing
- Speaking, and
- Listening

Essential skills are taught in progression to strengthen the foundational understanding of the English Language.

Students must receive 80% in the reading, writing and speaking portion before they can move into English 10.

Dogwood

St. John's Academy is a British Columbian High School. This means that we offer a program that leads to the much-desired Dogwood Diploma.

Please note that while the minimum high school graduation credential requirement is 80 credits, entering high-ranking universities often require a



minimum of 88 credits. Which would be the minimum 80 + 8 credits in grade 12 subjects. Since St. John's Academy is a university preparatory school, we will by default plan students for 88 credit-graduation rather than 80 unless requested otherwise by parents.

IMPORTANT DOCUMENTS

Custodian Declaration Form

Students under 19 years old who are not living with their parent/legal guardian in Canada are required to have a Canadian custodian in order to make necessary arrangements for the care and support of the student in place of the parents as appropriate.

Student must provide a copy of their notarized Custodian Declaration Form to the school office no longer than a month after starting course work. The school office will contact the student's custodian for attendance and academic progress purposes.

Medical Service Plan (MSP)

All students are required to enroll in MSP while studying in British Columbia. The school office can help with submitting an application for MSP and the processing time can take up to 90 days. Students are required to have private medical insurance for the first three (3) months after arrival into Canada and must provide proof of the private insurance.

Study Permit/Temporary Resident Visa

International students **must** have valid study permits for the duration for their program. It is the students' responsibility to let the school office know three months in advance of the expiration of their study permit and visa. Any student with an expired study permit is subject to being released from the school. Students can apply for a study permit online or by paper at a Visa Application Centre.

For more information about how to apply, visit the CIC website at <http://www.cic.gc.ca/english/study/study-how.asp>



POLICIES

ACADEMIC HONESTY/DISHONESTY

St. John's Academy takes plagiarism and/or cheating in our classes very seriously. All assignments and essays must be written in students' own words. Wording that is taken from other sources must be cited. Tutors, friends and family members must not write the essay or assignment for the student.

All papers suspected of plagiarism or unacceptable editing will receive an automatic grade of zero.

Students are to understand that any sort of dishonesty in assignments or examinations can result in consequences possibly leading to their dismissal from St. John's Academy.

There are three basic steps to any offences.

For a **first offence**, the assignment, quiz, exam, essay, project, or other work involved will be awarded a grade of ZERO ("0") that is to be incorporated into the calculation of the final grade.

For a **second offence**, the student will receive a grade of FAIL for the course. The offending student's parents or guardian will be notified.

For any further offence, the student will be dismissed from school.

A record of all disciplinary action(s) taken in connection with academic dishonesty will be kept in the offending student's file.

ACADEMIC WARNING, PROBATION AND DISMISSAL POLICY

To be successful at St. John's Academy, students are required to keep a 65% for course work. Academic records are reviewed mid-point in each quarter. Any student whose Grade Point Average (GPA) falls below 65% either be issued an academic warning, placed on academic probation. The Committee on Academic Progress will issue a written notice of academic warning, probation, or dismissal to the student.



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Students on probation who improve their cumulative GPA to the minimum level or higher will be removed from academic probation.

Academic Warning: Students will be issued an academic warning when they have one of the following: (1) Less than 65%. The academic record of students who receive an academic warning for more than one semester will be reviewed for possible placement on academic probation.

Academic Probation: Students will also be placed on academic probation when they cannot obtain 65% in 2 or more courses.

Students who are placed on academic probation must meet with their academic advisor to develop an academic recovery plan. First year students who are placed on academic probation as a result of their first quarter results are required to enroll in study strategies, tutoring and homework help at lunch time.

If students are on an academic probation, they may not reside on any committee within the school (ie. Student Council).

ACTIVITIES

All students are expected to participate in all activity days. These activities are designed to encourage teamwork and to promote school spirit. Students who have valid excuse for missing an activity day must present a request in writing from a parent/legal guardian or custodian to the school office. School uniforms must be worn to activities and on field trip days unless announced otherwise.

APPEALS POLICY

All academic decisions affecting students and any disciplinary action taken against individual students are subject to an appeals policy and procedure. These appeals may be made by students or parents. Appeals may be unavailable for cases where students already received and enjoyed exceptional leniency, consideration and accommodation.



Dispute Resolution and Appeals Procedures for Students

Students who wish to register a complaint about a class, course content, teacher or a complaint about disciplinary action taken against them, are asked to do the following:

1. The student must first discuss the complaint with the teacher with whom the problem originated.
2. If the problem is not resolved at step one, the student may address the grievance in writing to the principal. The principal will discuss the matter privately with each person and then with all the persons involved in an attempt to solve the problem.
3. If the first two steps of the appeal do not bring about a satisfactory resolution the principal will obtain the services of an arbitrator who will determine how the dispute will be resolved in the best interests of both parties. This arbitrator will normally be selected from within the Group 4 independent schools. The decision of the arbitrator will be binding on both parties.

Dispute Resolution and Appeals Procedures for Parents

Parents who wish to make a complaint about the curriculum, the instructional staff, or disciplinary actions applied to their children are asked to do the following:

The parents should first request an appointment with said teacher in order to clarify the problem.

If the problem is not resolved at step one the parents may address the grievance in writing to the principal. The principal will discuss the matter privately with all the persons involved and then will call a meeting of the admissions advisor, the parents and staff members who may be involved. Translation services will be provided where necessary.

If the first two steps of the appeal do not bring about a satisfactory resolution the principal will obtain the services of an arbitrator who will determine how



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the dispute will be resolved in the best interests of both parties. This arbitrator will normally be selected from staff in other Group 4 Independent Schools or from an appropriate cultural agency in the area. The decision of the arbitrator is final and binding for both parties.

If parent/family is not satisfied with the Authority Decision, they may appeal to the Independent Schools' Ombud's personnel. The school will provide the parent/family with information to proceed with appeal.

ABSENCE

Absent due to illness can be excused, only if it is accompanied by a valid health-care professional's note and an explanation from your parent/legal guardian or custodian. All excuse notifications must be sent via email and must be sent within 24 hours of the students' absence. If an email is sent after the 24 hour period, and if a health-care professional's note is not accompanied in case of illness, the students' absence will NOT be excused.

If the student is absent with a valid reason, please email the school at attendance@stjohnsis.com as soon as possible with the following information: student's name, student number and reason for the absence. Tell the school when the student will return.



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Please see the below list for excused and unexcused absences:

Excused Absences

- Personal illness or injury.
- Doctor or dental appointments that cannot be scheduled before or after school hours.
- Death of a family member.
- Religious holidays.
- Immigration appointments (requires verification).

Unexcused Absences

- Waking up too late due to going to sleep late.
- Staying home to take care of or visit with family members.
- Missing public transportation (bus, train or taxi).
- Repairing car or household items.
- Waiting for service or repair people to arrive.
- Leaving the school early or coming to school late because of booking trips without SJA approval.
- Attending or going to an outdoor non-related school activities like (beach, lake, river, mountains, concert, joyriding, partying, shopping, camping, going out for fresh air).
- Management of Personal Affairs (breaking up with a significant other or talking to parents)

ATTENDANCE

St. John's Academy has a three-stage warning system for students with attendance issues:

First Stage: Every time a student misses a class, his or her parent/guardian will be notified by email.

Second Stage: When the student has skipped 2 of the same class without any valid excuse the student and their parent/legal guardian will be invited to the school to have a meeting with the principal. The principal will then determine



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the remedial measures the student must take.

Third Stage: When the student has missed 5 classes per course without any valid excuses, the student will not receive credits for any of the course in which he or she is enrolled. There will be no refund for credits withheld in this manner. The student also may be subject to permanent dismissal if there are more than 25 missed classes per semester.

LATE POLICY

1-19 Minutes

Students check in with front office.

20 or minutes more

Students must sign in at front desk. Student will be marked absent

AUDITING COURSES

Purpose

St. John's Academy believes that education enriches individuals, communities and society as a whole. St. John's Academy is committed to enhancing the skills, knowledge and values of life-long learners in meeting students' educational goals.

Policy Statement

Students who arrive after week 5 may register in courses at St. John's Academy as an audit student. As an auditor, students need consent from parents/guardians, the instructor and advisor. Students must attend all classes for the remainder of the quarter and be an active participant. The student must be in good academic standing at the time of registration and must satisfy the prerequisites of the course.

As an audit student, students need consent from parents/guardians, instructor and the school advisor.

Auditing a course is dependent upon class size and other factors that the



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instructor and the school establish.

There is NO credit given for auditing a class.

Late student enrollment:

Students will be expected to attend classes regularly and be a positive part of the learning environment. No assignments are expected, no examinations are written (unless the instructor wishes to give them to the student(s)).

Cannot be changed to credit;

Are not assigned a grade other than "AUD";

Cannot use an "AUD" grade as a prerequisite for other courses

BULLYING POLICY AND PROCEDURES

Bullying exists in many forms in this world. The effects of bullying on learning and the school environment can be disturbing and have great impact on the student involved. At St. John's Academy we believe that the students and staff can share the responsibility to address bullying whenever and wherever it occurs. It is important to report any bullying as this matter is taken seriously and is handled in a sensitive manner.

St. John's Academy will take disciplinary measures, corrective action, or any other appropriate action as is deemed necessary and as outlined in this Policy against any person who is found to have bullied or harassed another. This includes suspension or expulsion from school in case of student offender, or termination of employment for staff/teachers.

COURSE ADD/DROP

Courses may be added or dropped up to 1 week after the start of classes. International students must maintain a full-time registration (minimum 4 courses per term).

Courses may be withdrawn after 2 weeks from the start of the term and before the midterm exam. No refund will be given and a 'W' appears on the report card. Courses may not be withdrawn after the midterm exam unless for extreme



cases.

COURSE CHALLENGE

Background

Students may earn credits toward graduation in a variety of ways. In addition to earning credits by successfully completing courses, students may earn credits through challenge. All students enrolled in St. John's Academy are entitled to undertake a challenge process to assess their prior learning for any Ministry authorized graduation program course offered by any school board in the Province that school year, as well as any Board Authorized (BAA) course taught in the school year, provided the student has not already completed the course through previous enrolment.

International students must comply with the challenge procedures set out in the Ministry's International Student Graduation Credit Policy.

Procedures

A student can challenge to receive credit for Ministry-Authorized, Board/Authority Authorized or Locally Developed Grade 10, 11, or 12 courses if s/he:

- 1.1 Is currently enrolled or registered at SJA.
- 1.2 Has not completed the course or its equivalent.
- 1.3 Can give compelling evidence that s/he will succeed in the challenge.

Prior to engaging in a challenge process, principals or designates must review any documentation of prior learning that a student presents in order to determine if credit can be awarded through equivalency. Refer to Ministry of Education Policy, Earning Credit through Equivalency, Challenge, External Credentials, Post-Secondary Credit and Independent Directed Studies.

Students must be able to demonstrate their readiness to challenge a course based on factors such as a recommendation from a previous teacher, or from evidence that relevant learning has been acquired



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outside the regular classroom setting. The demonstration is not to be an onerous process. School staff, in consultation with students and parents, are to make the decision about readiness.

COST: \$350

To create and mark

Principals or designates must document the challenge assessment delivered to each student, including a pre-Challenge Equivalency review, and the documentation must be made available to Ministry auditors if requested. Examples of assessment strategies that could be used in a challenge process include such things as hands-on demonstrations, oral performances, interviews, written examinations, or presentations of a collection of work.

Credit awarded through challenge is measured by the same standards used for students who have taken the course through enrollment. A challenge is considered successful when a student has achieved at least a C- or fifty percent (50%).

Students challenging a provincially examinable course will be awarded the School Mark portion only in the challenge procedure, and where applicable, must write the Provincial Exam during a regularly scheduled exam session.

Reference: Sections 20, 22, 65, 85 School Act Graduation Order M302/04

COMMUNICATION

Parent/Teacher Meetings

Parent/teacher meetings will be held every semester after the midterm exams. Parents/legal guardians or custodians can request an appointment with the student's teachers to learn about the student's academic progress. Translation service can be provided.

Communication of Student Progress to the Home

Communication between the home and school is critical in keeping parents/legal guardians, custodians, and/or homestay parents informed



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of the progress or difficulty that their son/daughter is experiencing. This communication can occur in both informal and formal ways. We encourage contact from the home regarding any questions or concerns that a parent/legal guardian, custodian, or homestay parent might have about the student's progress, grades, or course selection.

DISMISSAL POLICY

Students who do not follow the Rules and Policies stated in the Student Code of Conduct, or whose behavior or actions in any other way threaten the emotional, mental and physical well being of others at St. John's Academy, will be subject to progressive discipline.

First offence: Verbal and written warning

Second offence: A written warning and detention/suspension

Third offence: Expulsion from St. John's Academy

All incidents subject to disciplinary action under this policy will be documented and retained in the student's file.

Note: In some severe cases, immediate dismissal may occur. Such cases will be processed in accordance with the BC Human Rights Code and/or the Criminal Code.

DRUGS AND ALCOHOL

Drugs and alcohol of any type are **unacceptable** at St. John's Academy. Anyone caught with drugs or alcohol, at school or on school trips, will permanently and immediately be expelled from school. The same will apply to students who use drugs or alcohol before coming to school.

EMAILS AND CONTACT INFORMATION

Please provide the school office with your current email address, as well as phone number and address. Check your email regularly because the office will send you important information throughout the semester by email.

It is important that when emails are sent out from the school they are promptly



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responded to.

GRADUATION POLICY

The B.C. Certificate of Graduation or “Dogwood Diploma” is awarded to students who successfully complete the provincial graduation requirements. Students entering Grade 10 or 11 in 2017/18 are in the 2018 Graduation Program. To graduate, students will require 80 credits total – with a minimum of 16 at the grade 12 level, and 28 elective course credits. 52 credits are required from the ministry of education.

Numeracy Assessment: Numeracy is the ability, willingness, and perseverance to interpret and apply mathematical understanding to solve problems in contextualized situations, and to analyze and communicate these solutions in ways relevant to the given context.

Literacy Assessment: Literacy is the ability and willingness to make meaning from text and express oneself in a variety of modes and for a variety of purposes. Literacy includes making connections, analyzing critically, comprehending, creating, and communicating.

HOME SCHOOL

International students must be registered with our school full-time (4 courses per term grade 8/9. 5 courses grad 10-12) in order to be their home school and upload grades to the Ministry of Education.

HOMEWORK POLICY

Homework is an important and necessary extension of the learning process that is started at school. The purpose of homework is to allow a student time to practice, review, and improve upon skills learned at school. It also allows a student to display independent and creative thought when required in art, writing, research, and special projects. Furthermore, by completing homework, students will practice and improve their language skills.

Every student should expect to spend some time on homework and home study. It is essential that appropriate times and a location be arranged at



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home. It is best if the times are the same every day and the location is quiet and free of distractions. Good organizational skills need to be developed to use homework time efficiently and effectively. Homework means more than just doing assigned questions or reading. It also means regular review and study. There is no student in the school who should not have regular homework.

As a suggested guide, it is recommended that students who take 3 or 4 courses complete a minimum of 10 to 15 hours per week of study and review in addition to regular assignments and projects. Teachers may give students in-class quizzes on their homework assignments. These quizzes may count towards the final marks.

MIDTERMS AND FINAL EXAMS

Students will have to write midterm and final exams every semester. Students writing exams must be present at school at least 15 minutes before the exam begins. Students must be in their designated exam room 5 minutes before the exam is to begin. Students must come prepared with pens, pencils, erasers, etc. No cell phones or any other electronic devices maybe brought into the examination room.

ONLINE CLASSES

As a student at St. John's Academy, you are required to take a full course load (4 courses). Students wishing to take a class online at another school **MUST** see their academic advisor to get approval. A form needs to be filled out and submitted for second approval by the principal.

If this process is not followed uploading any marks will not be initiated by St. John's Academy.

MISSED EXAMS

Students who have missed exams for valid reasons must notify the school the **SAME** day of the exam. Any proof of missing the exam i.e. doctor's note, must be provided within 24 hours to the school. Sleeping in, or leaving the country early are **NOT** a viable excuse and students will be given a score of zero.



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If the student has a doctor note, the student will be permitted to write the exam within 1 day of the original exam date.

PARKING

Parking is \$50 per month. Ensure you fill out the form to complete the process. Any unauthorized vehicle parked in reserved parking spots will be towed at the owner's expense.

Students wishing to park on site at St. John's Academy are required to register their vehicle with the office. Each individual vehicle driven by a student must be registered. Student drivers who do not register their vehicle will be subject to consequences and may have their car towed at the owner's expense.

REPEATING COURSES

Students who repeat courses for the purpose of improving their grade point average, or due to failing cannot receive credit for the course every time it is taken. For improving grades, a course may be taken only TWICE.

Students who have failed courses, can retake a course up to three times.

Courses repeated at another institution will not be accepted for transfer when credit has already been earned, with a grade of D- or above or grade of credit, at St. John's Academy.

SEMESTER BREAK POLICY

St. John's Academy understands that sometimes students may have to return home for family reasons. Students may request for a semester off given that reasonable explanation and proper documentation is provided by the student's custodian and parents. Please come to the office to fill out a Semester Break Form to request leave. You will only have permission to take this break if it has been approved. A student file may be closed if they leave the country without notification. Only one semester break is allowed.



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ALL STUDENTS MUST BE READY TO LEARN AT THE START OF ANY QUARTER.

SMOKING/VAPING POLICY

St. John's Academy is a smoke-free school and endeavors to offer a safe and healthy environment for all visitors, students, and staff by ensuring there is no smoking within the school vicinity. This endeavor compels the school to enforce a campus-wide smoking-ban on tobacco, vapor products and cigarettes.

A student may be fined by both the school and the City of Vancouver, if caught by officials representing both organizations at the same time.

*St. John's Academy defines "school vicinity" as within 15m of the school building/property.

However, when wearing school uniform, any place is subject.

Meaning, while wearing our uniform, whether at school, or off premises, this policy is in effect. All evidence will be taken in for consideration.

Procedures:

St. John's Academy bans all forms of smoking: All forms of tobacco including electronic cigarettes or chewing tobacco, cannabis, or any other substance that can be inhaled in smoke form.

On discovery of any individual violating the smoking-ban, the individual will first be given a warning, the length and severity of which is determined by the counsellor or principal. This incident will be recorded on Individual Education Plan (IEP) note and a school will send out email to both the student and parent/custodian for the documentation and record keeping of the incident.

Any individual committing second offense will be issued an official



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incident report letter from the school, which is intended for documentation and informing of the custodian/parent of the school's efforts to stop the offense.

This incident will be recorded on the IEP as Second Offense.

Any individual committing third offense will be suspended from the school for one full school-week and the incident will be reported to student, school, and parents/custodians. The incident will be documented on the IEP as well as the Permanent Student Record (PSR) as willful and continued violation of school policies.

Any individual committing fourth offense will be deemed as health hazard and threat to school and student body and therefore will be dismissed and expelled from school with no refund in order to safeguard the non-offending students, staff, and visitors. The incident will be recorded on IEP and PSR with the information sent to school, student, and parent/custodian.

Each and every student will sign a pledge committing to abide by St. John's Academy's smoking-ban policy so that they are fully aware of the ban, and are in complete agreement with the ban and its enforcement.

SUPERVISION POLICY

Supervision is conducted by staff in and around the school. Supervising will be done around the entire school, parking lots, every floor, and area inside the school at all breaks, lunch time and any other times required by school needs.

Students are expected to follow all policies and rules of the school at all times. If any rules and policies are broken, administration will take appropriate action to deal with these issues.

Dismissal of a student from the school can also be taken under Student Services Department (SSD) and Principal's discretion, if the student is not cooperating.



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TEXTBOOKS

Textbook Handout Procedure

You will receive textbooks from your teachers at the beginning of each course. Once textbooks are issued, students are responsible to keep it in good condition and bring it to class.

Textbook Return Deadline

All textbooks are to be returned to the office by the last day of school on the textbook return date.

If the student does not bring in the books by the end of the semester, they will not get their book deposit back.

TRANSFER CREDIT POLICY

A course must match approximately 80% of the learning outcomes for Transfer Credit to be granted for a grade 10, 11, or 12 BC Ministry course.

The transcript provided by the student's former schools must clearly state the subject taught and the areas it covered for equivalency consideration.

In order to receive credits through equivalency, students must provide translated and notarized documentation proving successful completion of the course.

Student advisors and the Principal will determine if the course sufficiently matches a BC Ministry developed course using the Online Course Registry.

http://www.bced.gov.bc.ca/datacollections/course_registry_web_search/searchhome.en.php

For students transferring from another Canadian province, the *Secondary Education in Canada: A Student Transfer Guide* will be used to determine that the course content is covered sufficiently, and that there is no overlap with other courses.

<http://www.cmec.ca/Publications/Lists/Publications/Attachments/184/transferguide-2004-05.pdf>



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For students wishing to transfer credit from a school outside of Canada, they will be asked to provide a course overview or syllabus indicating the content covered.

Where possible, a percent grade will be assigned. Otherwise 'TS' will be indicated on the transcript.

A minimum final average of 70% is required to grant transfer credit for some selected courses.

Elective courses that do not match the available grade level in BC will not be transferred (e.g: First year high school Geography will not be transferable as Geography 12 in BC).

TUITION REFUND POLICY

Students will be granted a tuition refund or transfer under the following circumstances:

1. The student's study permit is not approved by Citizenship and Immigration Canada, providing the original rejection letter from Citizenship and Immigration Canada.
2. The student graduates from St. John's Academy with a British Columbia Certificate of Graduation (Dogwood Diploma) showing St. John's Academy as his/her home school and the full tuition was not required to complete the program. A partial refund of unspent or uncommitted fees will be considered.
3. The student has enrolled and remitted fees but fails to meet SJA admission standards and did not misrepresent his or her knowledge or skills when applying for admission.
4. If the school closes but online learning takes place, no tuition refund will be provided. However partial credit will be provided for transportation and boarding fees.
5. In case of school closure and no online learning takes place, a full refund of tuition, boarding and transportation fees will be provided

Students will NOT be granted a refund under the following circumstances:

1. The student receives his/her study permit using a Letter of Acceptance or Registration Confirmation Letter issued by St. John's Academy.



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2. The student is expelled from St. John's Academy.
3. The student transfers to another school.
4. The student leaves St. John's Academy without written notification.
5. The student has a previously known learning disability or Special Education Need that was not disclosed to the school prior to enrollment, that the school has no program to accommodate for and that the school determines exists within 90 days of the student's tenure at the school.

A student may pay per course in the final semester if any of the following conditions are met:

- A - he / she needs less than 2 courses to graduate
- B- SJA scheduling has prevented the student from finishing earlier with the full course-load in the preceding semester
- C – SJA cannot provide courses the student needs

All inactive student files will be closed after 6 months without contact from student or guardian. Tuition will not be held in this case.

If one of the tuition refund circumstances is met, the student may request for a refund by providing any required documents and submitting a completed **Refund Request Form** in order to process the refund.

All applications fees (including Custodian Application Fee and Homestay Application Fee) are non refundable including \$300 administration fee.

The normal processing time for tuition refunds is 4 weeks.

While studying at St. John`s Academy all students must take the required 4 courses per quarter.

All refunds will be given back in the same manner received: ie same bank account.

St. John`s Academy is bonded by the Ministry of Education.



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VALUABLES AND MONEY

Valuables and large sums of money should be left at home. Thefts of articles in school are uncommon. However, when something is stolen, the stolen item is rarely returned. Please do not bring valuable personal property to school. The school cannot accept responsibility for lost or stolen items.

VOLUNTEERING

All students are expected to complete at least 5 hours of volunteering per semester. Volunteer opportunities can be sought out by the students themselves, but the student services department can help direct the students to diverse opportunities at request.

UNIFORM EXPECTATIONS

Proper uniform must be worn at all times. Ties done up, white undershirt, black shoes. No outside jackets.

At no time should a student's clothing have any inappropriate language, pictures, or designs and no references to alcohol, smoking, drugs, or sex. In addition, there must be no mini or micro-mini shorts or skirts, see-through or revealing clothing. The approved skirt length for girls is 1 inch above the knee.

For boys the trousers are expected to be of regular width; not too tight or baggy. Students arriving at school in unacceptable clothing will be sent home and allowed to return to school only when they have changed into something acceptable.

Students are allowed to dye their hair as long as it is within natural hair color hue range: (i.e.: Black, Dark Brown, Brown, Blonde, Red) Bleaching or colored (highlights) streaks are not accepted except for approved special occasions or purposes.



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LOCKERS

Students may sign up for a locker with the school office. There is a \$40.00 deposit which students will get back given that their lockers are cleaned out completely by the end of the semester. Locker passwords will be changed every semester. All lockers should be locked at all times to ensure safety. Students are also advised not to leave valuables in their lockers. You will get the locker deposit back when you complete your program or decide to transfer to another school.

HOW TO OPEN A LOCKER

1. Spin the dial at least three times to the right (clockwise), all the way around. This "clears" the lock of any previous numbers. If at any point in putting in your combination you mess up, do this again to start over.

2. Enter your combination. Turn the dial to the right and stop at your first number. Always start with a turn to the right!

- For your second number, turn the dial to the left, going past zero and your first number. Then stop at your second number.
- Some locks are a bit odd or finicky -- if your locker isn't opening after you put the three numbers in correctly, try turning left *past* your second number once and stopping on it on the next go around.



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- For your third number, turn the dial to the right and go directly to the last number. Leave your lock on this number. Always remember: right, left, right.

3.Open the lock. Pull the lock open and out of the hole, or pull the latch or handle, if there is one. Otherwise, tug on the knob to open the locker.

If your locker just won't open, try it again with the last number being five before or after your "official" last number. Sometime the older locks get, the shakier they get in their requirements or abilities.

If that doesn't work, ask your classmates or teacher if there are any similar quirks in the school locker system. Try twice before you call a teacher.

SCHOOL SUPPLIES

All students are expected to be at school and ready to learn.
Required items to bring:

- Backpack
- 3-ring binder
- Pocket folders
- Notebook Dividers
- Colored pencils
- No. 2 pencils
- Erasers
- Pencil sharpener
- Pencil case
- Pens
- Highlighters
- Markers
- Lined notebook paper
- Graph paper



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- Spiral notebooks
- Computer printer paper
- Flash drive
- Glue stick
- Hand sanitizer
- Locker organizers
- Organizer/planner (School will provide)



BELL SCHEDULES

FULL DAY

Block A	8:45 am – 10:05 am	80 min
Block B	10:10 am – 11:30 am	80 min
LUNCH	11:30 am – 12:15 pm	45 min
Block C	12:15 pm - 1:35 pm	80 min
Block D	1:40 pm – 3:00 pm	80 min
Block E	3:05 pm – 4:25 pm	80 min

HALF DAY

Block A	8:45 am – 9:30 am	45 min
Block B	9:35 am – 10:20 am	45 min
Block C	10:25 am - 11:10 am	45 min
Block D	11:05 am – 11:50 am	45 min
Block E	11:55 am – 12:40 pm	45 min



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CLUBS DAY

Block A	8:45 am – 9:45 am	60 min
Block B	9:50 am – 10:50 am	60 min
CLUBS	10:55 am – 12:10 pm	80 min
Lunch	12:10 pm – 12:55 pm	45 min
Block C	12:55 pm - 1:55 pm	60 min
Block D	2:00 pm – 3:00 pm	60 min
Block E	3:05 pm – 4:05 pm	60 min



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2023-2024 School Calendar

Semester 1 Commences	Tuesday, September 5, 2023
<i>Non-instructional day (School Growth Planning Day)</i>	<i>Friday, September 22, 2023</i>
Truth and Reconciliation Day (In Lieu)	Monday, October 2, 2023
Thanksgiving Day	Monday, October 9, 2023
<i>Non-instructional day (province-wide)</i>	<i>Friday, October 20, 2023</i>
<i>Provincial Exams</i>	<i>Monday October 30, 2023 Tuesday, October 31, 2023</i>
<i>Midterm Week</i>	<i>Nov 7,8, and 9, 2023</i>
<i>Non-instructional day (school-based)</i>	<i>Friday, November 10, 2023</i>
Remembrance Day (In Lieu)	Monday, November 13, 2023
Mid Term Reports Distributed	Tuesday, November 14, 2023
Parent/Teacher/Guardian Interviews	Thursday, November 23, 2023
Last Day Before Winter Break	Friday, December 22, 2023
Winter break	Monday, December 25, 2023 to Monday, January 7, 2024
School reopens after winter break	Tuesday, January 8, 2024
Provincial Exams	Monday, January 22, 2024 Tuesday, January 23, 2024
Finals	January 24, 25, and 26, 2024
Report Cards Distributed	Wednesday, January 29, 2024
Semester 2 Commences	Monday, February 5, 2024
Family Day	Monday, February 19, 2024
<i>Non-instructional day (school-based)</i>	<i>Friday, March 8, 2024</i>
Last Day Prior to Spring Break	Friday, March 15, 2024
<i>School not in Session (Spring Break)</i>	<i>Monday, March 18, 2024 to Monday, April 1, 2024</i>
School reopens after spring break	Tuesday, April 2, 2024
Mid Term Week	April 16, 17, and 18, 2024
<i>Non-instructional day (school-based)</i>	<i>Friday April 19, 2024</i>
<i>Report Cards Distributed</i>	<i>Tuesday, April 23, 2024</i>
Parent/Teacher/Guardian Interviews	Tuesday, April 30, 2024
<i>Non-instructional day</i>	<i>Friday, May 17, 2024</i>
Victoria Day	Monday, May 20, 2024



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Provincial Exams

Monday, June 10, 2024

Tuesday, June 11, 2024

Finals

June 25, 26, and 27, 2024

Administration Day

Friday, June 28, 2024



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