

St. John's School

Senior School

Student Handbook



2008-2009

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GENERAL OPERATIONS

School Hours

The school offices are open from 8 AM until 4 PM daily. The school is closed on Saturdays, Sundays and statutory holidays but will remain open on all other days. On extended breaks such as winter, spring and summer holidays, school office hours are 9 AM to 3 PM. The school's telephone system offers automated voice mail and may be accessed at any time.

Contact Information

St. John's School
2215 West 10th Avenue
Vancouver, BC, V6K 2J1
Tel: 604-732-4434
Fax: 604-732-1074
Website: www.stjohns.bc.ca

Block Schedule

There is a new timetable and daily schedule for 2008-2009. The school has adopted a 4 period day with 8 teaching blocks over a 2 day cycle.

Day 1

Period 1 – Block A
Period 2 – Block B
Period 3 – Block C
Period 4 – Block D

Day 2

Period 1 – Block E
Period 2 – Block F
Period 3 – Block G
Period 4 – Block H

Regular Day Schedule

The new daily schedule consists of 2 periods in the morning followed by a 1 hour lunch from 11:30 to 12:30 and then another 2 periods until school ends at 3:15. There is 20 minute recess in the morning between periods 1 and 2, as well as, a 5 minute transition break in the afternoon between periods 3 and 4.

8:20 – 8:30	Homeroom/Attendance/Announcements (students must be in their homerooms at 8:20 for attendance and announcements)
8:30 – 9:50	Period 1
9:50 – 10:10	Recess
10:10 – 11:30	Period 2
11:30 – 12:30	Lunch
12:30 – 1:50	Period 3
1:50 – 3:15	Period 4
3:15	End of school day/Dismissal
3:30 – 4:30	After-school activities

Assembly Day Schedule

On Mondays, or the first day of the week after a long weekend, a K-12 assembly is held. This is followed by an assembly for the Senior School alone.

8:20 – 8:30	Homeroom/Attendance/Announcements (students must be in their homerooms at 8:20 for attendance and announcements)
8:30 – 9:40	Period 1
9:40 – 10:10	Assembly (or homeroom on alternate Fridays)
10:10 – 10:30	Recess
10:30 – 11:30	Period 2
11:30 – 12:30	Lunch
12:30 – 1:50	Period 3
1:50 – 3:15	Period 4
3:15	End of school day/Dismissal
3:30 – 4:30	After-school activities

Early Dismissal Day Schedule

Occasionally the school has early dismissal days. These occur at mid-term and end of term, as well as, prior to holiday long weekends such as Thanksgiving and Victoria Day.

8:20 – 8:30	Homeroom/Attendance/Announcements (students must be in their homerooms at 8:20 for attendance and announcements)
8:30 – 9:10	Period 1
9:10 – 9:50	Period 2
9:50 – 10:10	Recess
10:10 – 10:50	Period 3
10:50 – 11:30	Period 4
11:30	End of school day/Dismissal

Attendance

Students must attend classes on all regularly scheduled school days, unless prevented by illness or another reasonable cause. Attendance is taken daily and if a student is absent without prior notice, the student's parent or guardian will be called. For each absence, a note providing the reason for the absence must be signed by the student's parent or guardian and delivered to the front office. Each absence must be accounted for in order for the school to receive the Provincial School Grant. In the case of a prolonged absence due to illness, a note from the student's physician will also be required. *The school requests that students who may be contagious remain home until fully recovered and no longer infectious.*

NOTE: The school is not eligible to receive the Provincial School Grant (approximately \$3,000 per student) for any student who attends school for fewer than 600 hours before May 15 (other than for medical reasons). In such cases, the parents of that student must pay to the school the full amount of any grant lost due to unexcused absences. Consequences for non-payment can result in ineligibility to re-enroll.

Students must attend classes for the entire school year. Absences for holidays or special vacations should be scheduled outside of school days. The Principal or the Headmaster will have absolute discretion to allow or to refuse to allow a student to write an exam or to submit work due during an absence unless the absence was due to the student's illness or a family emergency.

General Policies

Missed School Work Due to Illness

Students are responsible for all missed school work. Arrangements should be made with individual subject teachers before a planned absence, such as a doctor's appointment, and on the first day back after an illness. As noted previously, the Principal or the Headmaster will have absolute discretion to allow or to refuse to allow a student to write an exam or to submit work due during an absence unless the absence was due to the student's illness or a family emergency.

Missed School Work Due to Holidays

Requests for holiday extensions must be submitted in writing to the Headmaster for his consideration. Violations to this policy may be reflected in the student's academic evaluation. The major dates for the school year are indicated on the School Calendar. Please make careful note of the holiday schedule as examinations and other events may be re-scheduled only because of a student's illness or a family emergency. Teachers are not required to provide special coursework packages for students going on extended holidays during instructional time. Students should contact their teachers in advance of such holidays, and must catch up on missed work upon their return.

Late Arrivals

Students (other than Grade 12 students with off-campus privileges) who arrive in homeroom after 8:20 am are considered late and must obtain a late slip from the front office before entering their first class. If a student arrives late and fails to obtain a late slip, they will be presumed absent and the student's parent or guardian will be contacted to ensure safe arrival. Three unexcused late arrivals in a one-month period will result in a Friday detention.

Late Arrival or Early Departure

In order to ensure the safety of students, it is imperative that the school knows the whereabouts of each student during school hours. Students who arrive late or leave early must sign in or out with the receptionist at the front office. It is not sufficient for students simply to sign the recess/lunch sign-out books. Students must provide a note from their parent or guardian in order to arrive late to or leave early from school, unless they are students with off-campus privileges.

Off-Campus Privileges

Students in Grade 11 may earn off-campus privileges, commencing in Term 2, during their spare periods by demonstrating exemplary conduct and achievement (Honour Roll or Headmaster's List status). Grade 12 students are given this privilege at the beginning of the school year. Off-campus privileges may be revoked for Grade 11 or Grade 12 students if they fail to maintain appropriate standards of conduct or academic achievement or miss their Graduation Transitions block or Assembly.

Students who wish to leave campus at recess or lunch may do so by signing out in the Sign-out Binders, which are organized by grade level and homeroom and are located in the foyer. Students must also sign in on their return to school. These procedures must be followed for security and safety reasons.

Students who sign out must remain within the immediate vicinity of the school: between West Broadway and West 12th Avenue and between Arbutus Street and Vine Street. Students must not leave the building alone. They must be accompanied by at least one other student. Sign-out privileges may be withdrawn if a student abuses off-campus privileges, such as by failing to sign in or out, or by behaving inappropriately in a local shop. Serious incidents of inappropriate conduct while off-campus will be dealt with appropriately, and may include the temporary or permanent suspension of off-campus privileges.

Medical Illness or Injury at School

Students who are ill or are injured will be assessed by a staff member who is trained in first aid. If the staff member decides that it would be unwise for the student to remain at school and attend classes, the student's parent or guardian will be called to collect the student from school. In the event of a serious illness or emergency, "911" will be called.

Please advise the school of any medication that your child takes regularly or if your child has any special health requirements. The staff will not administer any medication without a doctor's note or parental permission.

NOTE: The school does not have a nurse stationed on site. The community health nurse attends the school on various occasions throughout the year.

Allergies

Due to some student's very serious allergies, the school is attempting to minimize the risk of exposure to nuts within the school. The school therefore asks all students, parents and guardians to refrain from bringing any nuts or foods containing nuts to school. Please consider the school as a peanut free facility.

Lunches

The school strives to promote healthy food choices. We cannot regulate outside purchases; however, we encourage students to consume healthy snacks and lunches.

Lost Property

The Lost and Found Bin is located outside the Gymnasium. Expensive items such as jewelry, graphing calculators, and cell phones are often turned in to the front office. Students should check these locations if they have lost property. Lost clothing items that cannot easily be identified, or are not collected by students, will be donated to charity on a monthly basis or sold at the used uniform sales.

School Supplies and Textbooks

Students are required to obtain their own school supplies. Teachers will notify students of essential supplies for their classes. However, each student should arrive on the first day of school with the following school supplies: lined loose-leaf paper, binders, pencils and pens. Textbooks are distributed to students on the first day of classes. Immediately after issue, all books must be labeled with the student's name, grade and year. Students are responsible for the care of their textbooks. When textbooks are issued and returned, a check is made on the condition of each book. Students will be charged for any textbook that has been abused or lost. This charge for an abused or lost textbook must be collected by the school before a student's report card will be released in June.

Lost and Damaged Library Books

From time to time, library books are lost or damaged. If a book is not returned by the end of a school term or is damaged, the book will be deemed to have been lost and the student will be charged for the replacement cost of the book.

Lockers

At the beginning of the year the school issues a lock and locker to each student. The locker must be kept locked at all times for safety and security reasons. Students are responsible for the replacement of lost locks and all items found within their lockers. Lockers must be cleaned at the end of each term. Locker inspections may be held from time to time to ensure that lockers are being used appropriately. A \$20 fee will be levied against any student whose lock is replaced.

COMMUNICATION

Telephone / Messages

There is a telephone available for student use outside the front office in the foyer. Students may use this telephone at any time but are expected to keep calls short and for important matters, keeping in mind that this is a public phone for use by all members of the school community. The school expects that parents and guardians keep phone messages for students to a minimum.

Eagle Eye

The school newsletter, *The Eagle Eye*, is published monthly and posted on the school's website at: www.stjohns.bc.ca. General school information is distributed to parents in *The Eagle Eye*.

Week Ahead

The Week Ahead is a flyer that lists all field trips, sporting events, practices, special presentations, and meetings for the coming week. Each Friday it is sent home with Junior School students, posted on the parent notice board, the student notice boards and the school's website at: www.stjohns.bc.ca.

Notices

Specific notices to parents regarding field trips, activities, special events, and similar issues are sent home with students by mail to students' home addresses, or by email to parents' or guardians' email addresses.

Website

The school's website can be accessed at www.stjohns.bc.ca. School information is available to all parents, students and new families, including program overviews, calendars, events, important links, student achievements and other important bulletins and documents.

Parent-Teacher Interviews

Parent-teacher interviews take place in November and January. Parents and guardians have an opportunity to indicate their preferred times for interviews and to select the teachers with whom they would like to meet well in advance of the interview dates. The interview dates are published in the school calendar.

Emergency Communications and School Closure

In the event of an emergency that may affect the operation of the school, the Class Parent group will initiate calls to parents and guardians using a phone pyramid. School closings will also be reported on local radio stations and noted on the school's website. If any student arrives at the school when it is closed due to an emergency, appropriate arrangements will be made for that student.

Fire, Earthquake and Lock-down Drills

These drills are practiced throughout the school year. Students are coached on the importance of following the correct procedure for situation. In an event requiring the evacuation of the school, students will be taken to Kitsilano Community Centre located two blocks west of the school.

ACADEMICS

Student Agendas

The school supplies a student agenda to all students in Grades 8 through 12 at the beginning of the year. While their use is not monitored, students are encouraged to use their agendas to organize their academic and extra-curricular commitments. Replacements are available in the front office at a cost of \$10 per agenda. Agendas that are found should be returned to the owner or delivered to the front office.

Course Descriptions

Course Overviews are distributed to students on the first day of classes and to their parents or guardians at Curriculum Night in September. A Course Descriptions Booklet is published each spring to assist students with their course selections for the coming academic year.

Homework

Students receive reasonable homework assignments that complement classroom instruction. Approximate expectations for homework are: 1 ½ hours per day for Grades 8 to 9; and 2 hours per day for Grades 10 through 12. Students are reminded that the best strategy is to tackle homework assignments on the day that they are assigned.

NOTE: Students should advise their teachers if they have more than 2 unit tests scheduled on the same day. If more than 2 unit tests are scheduled on one day, teachers will make arrangements for one of the tests to be rescheduled to another day.

Spare Periods

Students in Grades 11 and 12 will have Study Halls or Graduation Transitions during spare periods. Grade 12 students may use this time at their discretion, including signing out of the building, if they are not involved in Grad Transitions during that block. Grade 11 students may earn off-campus privileges during their spare periods beginning in Term 2 by earning and maintaining Honour Roll standing; however, they may not exercise this privilege if they are involved in Grad Transitions during that block.

Ministry of Education Graduation Program

The Ministry of Education's regulated graduation requirements are posted on the school's website. Information and provincial exam results are available from the ministry at:

www.bced.bc.ca/exams.

AWARDS

Assembly

Students' achievements are regularly acknowledged in the school's weekly assembly. Acknowledgements are for student achievements or conduct at school, and occasionally students are acknowledged for their outstanding achievements in the community at large.

Letters

From time to time, the Headmaster will acknowledge a student's special achievement through the presentation of a commendation letter.

Honour Roll

An Honour Roll is published at the end of each term. Students with an overall average of at least 82.5% but less than 87.5% earn Honour Roll standing. Students on the Honour Roll are acknowledged with the presentation of an Honour Roll Certificate during assembly.

Headmaster's List

The Headmaster's List is published at the end of each term. Students with an overall average of 87.5% or higher earn Headmaster's List standing. Students are acknowledged with the presentation of a Headmaster's List Certificate during assembly.

Academic Awards

Subject Awards

These are awarded at the end of Term 3 to the students who demonstrated outstanding achievement and whose passion for the subject and contribution to the course were exemplary.

Honour Roll and Headmaster's List Certificates

These are awarded at the end of Term 3 to students who attained an overall average of at least 82.5% and 87.5% respectively.

Academic Eagle Pins

These pins are awarded to students who have been:

- on the Honour Roll for three terms (Bronze)
- on a combination of the Honour Roll and Headmaster's List for three terms (Silver)
- on the Headmaster's List for three terms (Gold)

These pins are presented during the graduation ceremonies in June.

BC Passport to Education

Twelve awards of \$250 and three awards of \$500 are presented to the students in Grades 10 through 12 who have the highest overall grade averages, have participated actively in co- and extra- curricular programs, have displayed good citizenship and have maintained a good attendance record.

These awards are kept on file until a student graduates.

B.C. Innovation Council Science Achievement Award

This award is presented to a student who demonstrated outstanding achievement in at least four science courses at the Grade 11 and 12 levels.

Academic Excellence Awards

This award is presented to the student in each grade level who attained the highest average in all courses.

Governor General's Bronze Academic Medal

This award is presented to the graduating student in Grade 12 who attained the highest average in all Grade 11 and 12 courses taken.

Major Awards

Outstanding Effort and Determination

This award is presented to one student in each of Grades 8 through 10 and one student in Grades 11 or 12 who consistently demonstrated the highest degree of effort and determination in all of their pursuits.

Community Service Award

This award is presented to the student in Grades 8 through 12 who served the school and the greater community in an exemplary manner.

Citizenship Award

This award is presented to the student in Grades 8 through 12 who consistently demonstrated the highest degree of courtesy, support, friendliness, and helpfulness.

Community Service Award

This award is presented annually to the Grade 8 through Grade 12 student who best promoted service activities to students, helped students to meet their service requirements, and set an example to other students by serving in the community.

Jack Rose Cup

This award is presented to the students in Grades 10 through 12 who best demonstrated the qualities of integrity, honour, and commitment to their fellow students. This prestigious award is made in recognition of the outstanding qualities that Mr. Jack Rose brought to the school.

House Cup

This is awarded to the House that accumulated the most points over the school year in relation to academics, athletics and the arts.

Scholarships

Top Ten School Wear Scholarship

This scholarship, generously donated by Top Ten School Wear, is awarded to a student entering Grade 10 who has demonstrated a keen interest and a particular talent in the fine arts, demonstrated through visual arts, music, or drama. The recipient will be a student who was able to balance his or her talents by maintaining a minimum overall 'B' average throughout his or her Grade 9 year.

Top Ten School Wear Academic Scholarship

This scholarship, also generously donated by Top Ten School Wear, is awarded to the student entering Grade 12 who achieved the highest overall academic standing at the end of Term 3 in Grade 11.

Kees Wouters Scholarship

This \$250 award is given to the student who best exemplified the spirit of the school as demonstrated by Mr. Kees Wouters – integrity, diligence, commitment, honesty, participation, and compassion. This scholarship honours the service and dedication that Mr. Wouters exhibited to the students, staff and families of the school.

Athletic and Club Awards

Coaches Award

Sportsmanship Award

Outstanding Team of the Year

Outstanding Female Athlete of the Year

Outstanding Male athlete of the Year

SCHOOL RULES AND REGULATIONS

Code of Conduct

It is expected that all students will:

- demonstrate respect for and tolerance of the various cultures, religious beliefs, and ethnic roots which form the school's community;
- demonstrate respect for others by refraining from teasing and ridiculing;
- participate in positive group activities and not be involved in any bullying, intimidating or harassing of fellow students, parents, faculty members, or visitors to the school;
- demonstrate respect for the individual differences that make each member of the school community unique;
- show respect for school property and the property of others;
- demonstrate respect for the various skills and abilities of fellow students and members of the school community;
- demonstrate a strong sense of respect, character, honour, and responsibility while representing the school in activities that go beyond the school grounds (including athletic events, debating, and lunch breaks);
- respect direction from all staff of the school;
- be honest with all staff as well as with their fellow students;
- not cheat or plagiarize their work or the work of others;
- attend all classes on time;
- be prepared for classes with the appropriate materials and homework completed;
- express themselves without the use of profane language or offensive gestures;
- not partake in the unlawful use of drugs, alcohol, or tobacco. Such items are not permitted on school property, on any school excursion, or while representing the school at an extramural activity; and
- not bring weapons of any kind to school or to school functions.

The school is committed to providing a climate conducive to effective student learning where the needs, rights and responsibilities of individuals and groups are appropriately balanced. One of the school's main goals is to develop citizens who will think critically, make decisions wisely, and behave responsibly.

Teachers and administrators employ preventative disciplinary strategies and supportive intervention strategies to encourage students to accept responsibility for their own conduct and to develop self-discipline.

The consequences for a student's breach of this code of conduct will be proportionate to the severity of the breach and whether the breach is uncharacteristic for the student. Consequences may include, in ascending severity:

- Informal Talk – The student and the subject teacher will speak informally. The Principal may join the conversation. The purpose of the conversation will be to clarify why the behaviour is inappropriate, how it must be modified and how the corrective action will be measured. Most inappropriate conduct is addressed in this manner, with minimal parental or administrative involvement. A detention may be assigned to the student.
- Formal Interview – A formal interview will take place between the student, the subject teacher and an administrator or between the student and the Principal. A written record of the meeting will be kept. The student must agree to correct his or her behaviour, and that agreement must be acknowledged in writing. The student’s parent or guardian will be informed in writing of the student’s inappropriate behaviour and of his or her agreement to correct it. A Friday detention will be assigned.
- Parent/School Interview – A formal interview will take place between the student’s parent or guardian and the Principal or the Headmaster. A written record of the meeting will be kept. The parent or guardian will be informed of the student’s recurring inappropriate behaviour and corrective efforts at the school level. An agreement will be reached between the Principal or the Headmaster and the parent or guardian on how the inappropriate behaviour will be addressed. The student may be assigned a detention or face suspension.
- Detention/Suspension – Detentions are generally served on Fridays from 3:30 to 4:30 PM, and are assigned for relatively minor infractions of the Code of Conduct. Persistent minor infractions or major infractions may lead to suspension from school. Suspensions may be served in-school or out-of-school at the sole discretion of the Principal or the Headmaster. The length and type of suspension will depend on the nature and severity of the infraction of the Code of Conduct and whether the infraction is characteristic for the student. Suspended students will receive ‘0’ for all assignments due during the suspension period.
- Expulsion – The Headmaster, upon the recommendation of the Principal, will have the discretion to expel a student for a serious violation of the Code of Conduct or a persistent refusal to follow the Code of Conduct, if the Headmaster determines that the conduct of the student is detrimental to the moral tone of the school, or the well-being of any members of the school community.

Academic Probation

Any student who is failing a course may be placed on academic probation. A student placed on academic probation who is unable to complete the course, or raise their performance sufficiently to maintain a passing grade in that course within the period of time established by the Principal, may be required to withdraw from the course. If the student is required to withdraw from a required course, the student may be asked to withdraw from the school if withdrawal from the required course impedes the student’s progress in the school’s academic program. The subject teacher, the Principal and the Headmaster will consider all of the relevant factors in determining whether a particular student will be placed on academic probation. If the student is in Grade 10, 11 or 12, the Graduate Advisor will also be involved in the determination.

Academic Honesty Policy

The purpose of this policy is to create and maintain an ethical academic environment at school. Honest behaviour is an expected of all students at the school. Academic dishonesty, like other forms of dishonesty, includes misrepresentation with intent to deceive or without regard to the source or the accuracy of statements or findings. Academic dishonesty, in whatever form, is ultimately destructive of the values of the school. It is unfair and discouraging to the majority of students who pursue their studies honestly.

All students are required to sign and abide by the school's Academic Honesty Policy each year of their school career. (See appendix)

Definitions of Academic Dishonesty

The examples presented below are representative but not exhaustive of the activities that constitute academic dishonesty:

- Plagiarism where an individual submits or presents the work of another person as his or her own. Academic work includes an examination of and reference to the thoughts and writings of others. However, when excerpts are used in paragraphs or essays, the author must be acknowledged using an accepted format such as footnotes or endnotes. Plagiarism also exists when there is inadequate recognition given to the author for phrases, sentences, or ideas of others incorporated into an essay. Footnotes, endnotes, references and bibliographies must be complete. A draft paper or other assignment may be subject to penalty for academic dishonesty provided the teacher has informed the student before the work is submitted that the draft must properly acknowledge all sources.
- Cheating on an examination or falsifying material subject to evaluation. This includes looking at another student's paper, sharing answers, or copying from another student's paper as well as the unauthorized possession or use of an examination.
- Using or attempting to use other student's answers providing answers to other students, failing to take reasonable measures to protect answers from use by other students in assignments, projects or examinations, or submitting identical or virtually identical assignments by students who studied together. While collaboration is often encouraged, unauthorized collaboration is not permitted. Teachers will inform students at the beginning of a course of any special criteria of academic honesty pertinent to the class or course. Tolerance for group work varies greatly between disciplines, and teachers will convey to their students the acceptable level of group work.
- Submitting as one's original work, essay, presentation or assignment material that was purchased or otherwise acquired from another source.
- Any unauthorized signing of another person's name to school documents.
- Submitting false records or information, orally or in writing. This includes the falsification or submission of fabricated laboratory results, documents, or other academic records.
- Stealing, altering or destroying the work of another student.
- Any intentional and unauthorized alteration of teacher or library materials.
- Unauthorized or inappropriate use of computers, calculators and other forms of technology in course work, assignments or examinations.

Consequences for Academic Dishonesty

The consequences imposed by the school for academic dishonesty may include, but are not limited to, one or more of the following: a warning, a verbal or written reprimand, the reassessment of work, a failing grade, suspension, or expulsion.

Any alleged violation of this policy will be thoroughly investigated. In deciding on the appropriate consequence to be imposed for an act of academic dishonesty, consideration will be given to the following factors:

- the extent of the academic dishonesty;
- whether or not the academic dishonesty was deliberate;
- the importance of the work in question as a component of the course;
- whether the act in question was an isolated incident or part of repeated acts of academic dishonesty; and
- any other relevant circumstances.

Disciplinary action for a substantiated breach of this policy may include:

- For a first offence, the student will meet with the Principal and the student's parent or guardian will be contacted. The student will lose credit for the assignment, paper, test or examination in proportion to the extent of the violation.
- For a second offence, the student will meet with the Principal and a letter of reprimand will be sent to the student's parent or guardian. The student will lose all credit for the assignment, paper, test or examination with no opportunity to obtain credit for that assignment, paper, test or examination. The student will be required to serve detentions totalling 5 hours in school outside of class time (within 30 days following the meeting with the Principal). The report card issued after this disciplinary action will include comments outlining the offence. The student will be removed from all elected or appointed leadership positions for the remainder of the school year. The student will be placed on academic probation for the remainder of the school year.
- For any subsequent offence, the student may be expelled or other disciplinary action may be taken as determined by the Headmaster at his absolute discretion.

Tips to Avoid Committing an Act of Academic Dishonesty

Consider adopting the following practices to avoid being accused of an act of academic dishonesty:

- Plan ahead. When you procrastinate or leave things until the last minute, feelings of desperation and panic may lead you to consider cheating as a solution to your lack of preparation. Leave yourself enough time to properly prepare assignments and projects, and to study for tests.
- Don't cheat. If you are having difficulty with an assignment, homework, or project, get help from your teacher, another teacher or tutor.

- Be aware. Make sure that you are aware of each of your teachers' guidelines for academic honesty at the beginning of each course. If your teacher does not articulate his or her guidelines in the course outline/syllabus or on the first day of class, do not hesitate to ask questions about what specifically constitutes cheating in the course. Do not assume that the guidelines for one teacher or one class apply to all your teachers or classes.
- Pay attention. Pay particular attention to class guidelines about group and project work and when it is appropriate to work in teams. The same holds true for homework and computer programs. If you are confused or unclear, ask your teacher for clarification.
- Use caution. If you are not permitted to work together on assignments, use caution when you are helping a classmate. Do not lend your homework, provide copies of exams or quizzes, or provide assistance when it is specifically prohibited. Sometimes a student has tried to help a friend, and later been accused of facilitating academic dishonesty.
- When doing research or writing a paper, make sure that you give full and proper credit to all of your sources, including those from the Internet, and appropriately attribute direct quotes. Remember that it is just as easy for your teacher to search the web for your sources as it was for you to find them. If you are unsure about proper documentation practices, ask your teacher. MLA is the most common format of documentation used in the school.
- In an exam setting, keep your eyes on your own paper and guard your own paper so that it is not easy for someone else to copy your work.

Smoking, Drug and Alcohol Policy

Smoking

Students must refrain from smoking at all times on school property and off campus during any school related activity. The consequences for smoking on school property or off campus during a school related activity may include contact with the student's parent or guardian, additional community service, and a meeting with the Principal. Smoking within the school may result in suspension or expulsion.

The Use of Alcohol and Non-Medicinal Drugs

All students must refrain from the use of such substances at all times on school property and off campus during any school related activity. The bringing of drugs and alcohol onto school property at any time (including but not limited to dances, social occasions or events at the school or other schools) or appearing on school property while under the influence of drugs or alcohol is absolutely forbidden. This is a serious breach of discipline and the Code of Conduct. Students who use non-medicinal drugs or alcohol on school property or off campus during any school related activity will be dealt with severely. The school will fairly investigate every alleged breach of this policy. A student's previous conduct, the particular circumstances of the conduct, any act of restitution made by the student, the student's attitude, and the potential future risks to the student or the school community, will be taken into consideration when the consequences for the breach are formulated. Consequences may include suspension or expulsion.

Students who obtain drugs or alcohol and distribute them to others will be deemed to be trafficking, whether or not they charge money. Such behaviour will be dealt with severely. The school will fairly investigate every alleged breach of this policy. A student's previous conduct, the particular circumstances of the conduct, any act of restitution made by the student, the student's attitude, and the potential future risks to the student or the school community will be taken into consideration when the consequences for the breach are formulated. Consequences may include suspension or expulsion.

Weapons

All weapons and potential weapons are forbidden on school property as well as in a student's possession off campus during any school related activity. This includes but is not limited to knives, pellet guns and replica or toy firearms. In the interest of public safety, students suspected of having a weapon on school property or in their possession off campus during any school related activity will be searched and have their locker and personal belongings searched. Using a weapon to threaten another person is a serious offence. The consequences for a breach of this policy may include suspension, a recommendation for psychological assessment, and expulsion.

Computer and Internet Use Policy

The school has a direct Internet connection and it is not practical to use a technical solution to prevent students from accessing all objectionable material. Everyone on the Network, including students, is able to download files from public electronic repositories, some of which contain material that almost everyone would consider objectionable for school-age people. The school controls the times and opportunities that students have to access the Internet and only allows access under supervision. Students who are determined to have abused this technology may temporarily lose access to the school's computers (including Internet access) or face suspension, depending on the severity of the situation.

All students are required to sign and abide by the school's Acceptable Use of Computer Technology Policy each year. (See appendix)

Anti-Bullying Policy

Violence

The school will deal appropriately with any student whose behaviour is intended to injure another person, leads to unwarranted physical confrontation or indicates a loss of control. The consequences for such behaviour will include contacting the student's parent or guardian and may include suspension, additional community service time, and counselling. The Headmaster will have the absolute discretion to expel a student for particularly serious or repeated violent behaviour.

Harassment

Students may not persist in conduct that is unwelcome to others, including staff members. This includes conduct which the harasser knew or ought reasonably to have known was unwelcome to the recipient. Unwanted physical contact, verbal abuse and threats, unwelcome remarks including jokes, innuendo, or taunting (in verbal, written, or digital form) about a person's body, race, gender, attire, perceived sexual orientation, or religion are all forms of harassment. Cyber-bullying is the use of electronic media such as websites, email, MSN, or chat-rooms for harassment and will be treated in a similar fashion. The school will deal appropriately with any student whose conduct is determined to amount to harassment. The consequences for such behaviour will include conversations with the student and the student's parent or guardian. The Headmaster will have the absolute discretion to suspend or expel a student for particularly serious or repeated harassment.

NOTE: Many aggravating behaviours do not amount to harassment. The perception of unfair treatment, personality conflicts and inappropriate conduct are serious issues that may need resolution, mediation or investigation but may not constitute harassment.

What to do if you believe that you are being harassed:

If at all possible, let the harasser know privately that his or her behaviour is unwelcome and simply ask him or her to stop. This action provides the antagonist with "fair warning". If the problem persists, write down what has happened, when and where it happened, what you did, the harasser's response, if any, the names of any witnesses and other pertinent details. If you do not feel comfortable dealing directly with your harasser, the school staff will help you. See a trusted teacher, counsellor or the Principal.

School Appeal Process

In the event that a student has a grievance with a staff member or a school policy (or the application of a policy), the following steps are recommended. The student should notify the staff member or the Principal that the student wishes to resolve a grievance, and provide details of the grievance. The student may ask the Principal to mediate a grievance with a staff member. The student, the staff member and the Principal, as the case may be, will meet and each will allow the other(s) to express their concerns and propose a resolution of the matter. If the grievance is not resolved to the student's satisfaction, the grievance will be heard by the Headmaster. A written summary of all prior meetings and proposed solutions must be prepared and delivered to the Headmaster before he meets with the student, the staff member and the Principal, as the case may be. The Headmaster has absolute discretion to resolve the grievance in accordance with the spirit and intent of the school's policies and its mission statement.

STUDENT LIFE

Student Council

Student Council consists of the students who were elected at the end of the previous school year. The members of the Student Council are elected by students in Grades 8 through 11, the teachers, and administration. These students organize student activities such as school dances, Halloween activities, athletic competitions, and fundraising events to enhance school life.

Student Council provides students with leadership opportunities in the school. All prefects are leaders within the school and help to reinforce the school's Four Pillars and Code of Conduct. The members of the Student Council work directly with the faculty and administration and are responsible for representing the entire student body. They act as liaisons between the students and the teachers and administration to organize student events and to help address student concerns.

The prefects are led by a Head Prefect, who is assisted by an Assistant Head Prefect. There are prefects responsible for Arts, Athletics, and Service. In addition, there is a House captain from Grade 11 or 12 for each House – Lightning, Storm, and Thunder. Further elections are held during the school year for two class representatives from each of the other grades.

Elected Positions

- Head Prefect, Assistant Head Prefect – Grade 12
- Arts, Athletics, and Service Prefect – Grade 11 or 12
- House Captains (Lightning, Storm, Thunder) – Grade 11 or 12

House System

The students are sorted into three Houses: Lightning (blue), Storm (green), and Thunder (black). House points are accumulated during the year through students' participation in intramural activities, academic achievement and extra-curricular activities. At the end of the school year, the House Cup is awarded to the House that accumulated the most points during the year. On the last Friday of each month, students are allowed to wear a school t-shirt in their House colour and other appropriate casual clothing in lieu of their uniform.

The House Captains are responsible for inspiring House loyalty and involvement in House activities through enthusiasm and friendliness. They lead House activities such as Sports Day, Spirit Days, and other House competitions. Each House captain has an assistant House captain who helps him or her with these responsibilities throughout the school year.

Community Service

Students in the Senior School are required to perform unpaid service in the community as listed below:

Grade 8: 12 hours (4 hours per term)
Grade 9: 15 hours (5 hours per term)
Grade 10: 21 hours (7 hours per term)
Grades 11-12: 30 hours of work experience over 2 years to meet the Ministry of Education's requirements.

Community Service includes any time spent volunteering for an organization outside of the school and excluding the student's immediate family, preferably for a nonprofit organization. Each student must report on his or her community service activities on the Community Service Record form. Students will be provided with a list of organizations that have been approved for Community Service credits.

Half of the hours at any grade level may be obtained in service to the school. To qualify for credit, these hours must be served outside of the regular school day (8 a.m. – 3:30 p.m.), unless approved in advance by the Principal or the Headmaster.

Global Leadership (Community Service) Club

The Global Leadership Club meets weekly under the direction and assistance of a sponsor teacher. The club's main responsibilities are to assist students in meeting their service requirements by identifying organizations through which students can serve, and organizing service experiences in which students can participate. The club also aims to make students aware of needs in the community and to organize service activities to meet those needs.

The Duke of Edinburgh's Award Program – Young Canadians' Challenge

The Duke of Edinburgh's Award – Young Canadians' Challenge is the most prestigious achievement award for young Canadians. It offers a challenge to all young people between the ages of 14 and 25 to broaden their interests and experience under adult guidance and assessment. This is achieved through participation in a balanced program of practical, cultural, and adventurous activities.

There are three Awards – Bronze, which requires a minimum starting age of 14; Silver, which requires a minimum starting age of 15; Gold, which requires a minimum starting age of 16. To qualify for an Award, a young person must first register and obtain a Record Book and then satisfy the requirements of the four sections of the program – service, expeditions, skills, and fitness.

Extra-Curricular Program

The school considers its extra-curricular program to be an integral part of school life and essential to a student's fullest development. The program offers a wide range of group and individual activities as well as opportunities to develop personal skills and leadership qualities that benefit students long after they graduate. The school urges parents to ensure that their children are participating fully in the extra-curricular program and also to support the school's philosophy that victory at any cost is not the paramount goal of participation in any activity. The school also asks for parent support in encouraging all-round development rather than focusing on specific activities at the expense of all others.

Students are expected to be on time and appropriately dressed in school sports wear for athletic practices and games. Students must ensure that their attendance is noted. Attendance at all games is mandatory unless the student is ill or excused in advance by the coach. When traveling with a school team to an away game, students are representing the school in public and must dress and behave accordingly.

Athletics

Students who make a strong commitment to their sport and exhibit good sportsmanship and dedication to their team will earn credit towards a St. John's Pin.

Activities

Term I

JV Boys Soccer
Bantam Boys Soccer
Sr. Boys Soccer
JV Girls Volleyball
Sr. Girls Volleyball

Term II

JV Boys Basketball
Bantam Girls Basketball
Sr. Boys Basketball
Sr. Girls Basketball
Ski and Snowboard

Term III

Badminton
Beach Volleyball
Golf
Sr. Girls Soccer
Track and Field

Clubs

Art Club
Chess-Board Games
Debating
Drama
Duke of Edinburgh
Global Leadership, Service
Model United Nations (MUN)
Outdoor Club
Photography
SchoolReach Quiz Team
Spanish Culture
Strings Club
Ultimate Frisbee

Eligibility Policy

The purpose of this policy is to communicate clearly the expectations for students who represent the school in major school activities such as a school teams (athletic, SchoolReach, or other teams), play a major role in a school production, or hold a position on student council.

Students are expected to:

- maintain passing grades in all subjects;
- maintain regular attendance in all classes and school activities;
- demonstrate responsible citizenship at all times; and
- attend all practices, rehearsals, and games scheduled for the activity unless absences are permitted by the supervising teacher.

Any student who is unable to comply with these standards may be asked to sit out of the activity for a time period until the concerns are addressed to the satisfaction of the Principal or the Headmaster. If the student cannot or will not comply with these standards, the student may be excluded from the activity for the duration of the current school term.

Parking and Traffic

Parking spaces are limited at the school. The staff parking lots are reserved for staff only. Parents and students who drive to school may not park in the parking lot or in front of the school. Parents may stop briefly in front of the school in order to drop off or pick up students safely, provided that they do not leave their car. Due to traffic congestion near the school, car-pooling and the use of public transit are encouraged.

School Foyer

The furniture in the main foyer is provided for the comfort of the parents and guardians of students and guests of the school. Students are requested not to sit in this area when parents, guardians or guests are present in the foyer.

STUDENT SERVICES

Counselling

The school's Counsellor, who is based out of the 1st floor Counsellor's Room, provides social and emotional support to students. The Counsellor visits classes early in the year to get to know new students. The Counsellor schedules special guests who provide a variety of workshops on topics such as respect, sexual health, and drug awareness.

Computer Labs

The computer lab is located on the 2nd floor and is open to students before school at 8 a.m., at lunchtime and after school until 4 p.m. Notebook computers (iBooks from the mobile computing lab) may be signed out from the 3rd floor Prep Room if students are being supervised by a teacher. (See appendix)

Post-secondary Advising

The main role of the Graduate Advisor is to oversee the successful completion of the graduation program by all students in Grades 10 through 12, including planning and preparation for a program of the student's choice upon graduation from secondary school. The Graduate Advisor meets regularly with Grade 12 students both individually and as a group during their graduation year and also meets with Grade 11 students individually during the year. The Graduate Advisor also holds information sessions in the evenings for students as well as their parents and guardians and arranges for presentations at the school by selected post-secondary institutions from Canada, the United States and the United Kingdom.

Student Records

Student records, which detail a student's academic achievements, are kept on file in the school office. If a student transfers to another school within British Columbia and written consent is provided to the school by the student's parent or guardian (or by the student, if he or she is 18 years of age or older), the student's records will be transferred to the student's new school.

Technical Support

Support is available in the 2nd floor Computer Lab from the IT Technician during school hours.

UNIFORM

Uniform Requirements

A school uniform frees students from social pressures that demand "fashion". A uniform also fosters pride in the school and a sense of belonging. Students' uniforms must be tidy and well cared for at all times, including when students are arriving to and leaving from the school.

Students may wear a school crested V-neck sweater, vest or blazer whenever they are cold in class. Students are not allowed to wear any items of clothing in the classroom other than articles of the Number 1 Dress uniform or a school crested V-neck sweater or vest. This prohibition includes school crested sweatshirts, fleeces and athletic wear, except for sports jerseys worn over the uniform by team members on game days.

Number 1 Dress

This uniform is worn on formal assembly days, when students represent the school off-campus and on special occasions designated by the Principal or the Headmaster.

Winter Dress

This uniform is worn on the first day of classes in September through to the beginning of Spring Break.

Summer Dress

This uniform is worn on the first day of classes after Spring Break through June 30th.

Shoes

Shoes must be black and polished. Black running shoes are not acceptable. Each student also requires indoor court shoes with non-scuff soles and outdoor running shoes for Physical Education classes.

Winter Uniform Requirements for Boys

Long-sleeved Oxford dress shirt
Grey dress pants
Black leather belt
Black socks
Polished black shoes
Black school blazer*
School tie*
Optional black sweater vest or black V-neck sweater*

Winter Uniform Requirements for Girls

Long-sleeved girls blouse
School kilt*
Black knee socks
Polished black shoes
Black dance shorts or mesh gym shorts to wear under kilts*
Black school blazer*
School tie*
Optional black sweater vest or black V-neck sweater*

Summer Uniform Requirements

Both boys and girls may wear a school crested white polo shirt* instead of the long-sleeved dress shirt or blouse. Girls may wear white knee socks instead of black knee socks.

P.E. Uniform Requirements for Boys and Girls

Grey T-shirt*
Black mesh shorts*
Black track jacket* (team wear) – will be mandatory for all by 2008
Black track pants* (team wear) – will be mandatory for all by 2008
House T-shirt*
Indoor court shoes with non-scuff sole
Outdoor running shoes
Optional grey sweatshirt* (cannot be worn with uniform – please purchase V-neck sweater)
Optional grey sweatpants*
Optional black sports bag*

All students participating in an individual or team sport must wear a school track suit to events held off campus unless required to wear their Number 1 Dress uniform.

NOTE: All items marked with an asterisk (*) bear the school's crest or tartan and must be purchased at Top Ten School Wear.

Team Uniform Damage Deposit

Every student who is issued a team uniform is required to provide a \$50 damage deposit. Cheques should be post-dated to June 1st of the current school year and be made payable to the school. The deposit cheque will be cashed or the cash deposit retained only if a student fails to return the uniform, as provided, to the coach in satisfactory condition.

Appearance Standards

1. All students must have neat, conservative hairstyles (off the collar for boys). Boys must be clean-shaven. Hair colour is permitted, but treatments must be subtle and natural in appearance. Hair ornamentation such as barrettes or bands must be discreet.
2. Jewelry, visible body piercings (such as nose rings or studs) and other similar accessories or adornments may not to be worn at school, with the exception of the following:
 - Students may wear appropriate school pins on their blazer lapels
 - Girls may wear modest earrings (one stud or one small hoop per ear)
 - Students may wear religious accessories deemed appropriate and formally approved by the Principal or the Headmaster.
3. Make-up and nail polish must be subtle and natural in appearance.

NOTE: If a student is ever uncertain about these standards, he or she should speak to the Principal.

Travel Dress Policy

Students must wear their Number 1 Dress uniform for field trips and may wear the school track suit for athletic competitions held off campus. Exceptions to this policy may be made by the Principal or the Headmaster at their sole discretion.

Casual Days

On the last Friday of every month, as well as for some other occasions throughout the school year, students are allowed to wear casual clothes, usually as a spirit initiative and in exchange for a donation to a charitable or school-related cause. These clothes must be appropriate for school, and cannot be offensive or too revealing. If students are uncertain about proper attire or appearance standards, they should speak to the Principal or the Headmaster.

Uniform Supplier

The school uniform and accessories may be purchased at:

Top Ten School Wear
1638 S.E. Marine Drive
Vancouver, BC, V5P 2R6
Telephone: 604-322-1626

APPENDICES

St. John's School Acceptable Use Agreement for Information Technology

By signing below, you (the St. John's user) will acknowledge and agree to abide by the following code of conduct regarding the use of technology at St. John's School:

Technical Issues

1. St. John's users will only use software that has been licensed to the school.
2. St. John's users will not add to or alter any hardware connected to the school's computer or network equipment.
3. St. John's users will respect and comply with copyright laws and software licensing agreements.
4. St. John's users will not access social networking websites while at school.
5. St. John's users will access the school's network using their assigned login identification.
6. All information technology usage and internet activity must be governed by discretion and good judgement that reflects the school's values of character, diligence, loyalty and service.

Privacy Issues

1. The school respects the privacy of the school community and will attempt to safeguard that privacy. However, absolute privacy cannot be guaranteed and there may be circumstances where breaches are unavoidable.
2. The school has the right to inspect, log and/or archive data files stored on school owned equipment and data transmitted across the network.
3. Authorized IT personnel at the school may inadvertently view or access data or information while performing systems maintenance or management functions. If this occurs, the personnel are required to hold in confidence the contents of the data files or messages unless there is a suspected breach of policy or as required by law.

I have read and understood the above code of conduct regarding the use of information technology at St. John's School and I agree to comply with this code while attending St. John's School.

Student

Parent/Guardian

Signature: _____

Signature: _____

Print Name: _____

Print Name: _____

Grade: _____

Date: _____

Date: _____

Academic Honesty Policy

I recognize that the following activities constitute academic dishonesty and that if I commit one of these offences I can expect substantial consequences:

- Plagiarism;
- Cheating on an examination;
- Using or attempting to use other students' answers;
- Submitting as one's original work, essays, presentations or assignments which were purchased or otherwise acquired from another source;
- Any unauthorized signing of another person's name to school documents;
- Submitting false records or information, in writing or orally;
- Stealing or destroying the work of another student;
- Any intentional and unauthorized alteration of student, teacher, or library materials;
- Unauthorized or inappropriate use of computers, calculators and other forms of technology in course work, assignments or examinations;

I have read and understood these rules and agree to comply with them for the duration of the school year.

Name of Student

Grade

Signature of Student

Date

I _____ the parent/guardian of the student above have read and understood the Academic Honesty Policy.

Parent/Guardian's Signature

Date