

St. John's International School



Student & Parent School Information Handbook

2009 ~ 2010

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✧ Our Vision and Our Mission ✧

To develop an international school with a reputation for excellence in the preparation of students for university or other academic studies.

To provide the best opportunities to meet the needs of a multicultural student body.

✧ Our Goals ✧

To create a positive learning environment to encourage high academic performance for all students.

To educate our students to be considerate of others, honest in their work and responsible for their actions.

St. John's International
School

※ School Policies ※

The policies listed below have been created to enhance scholastic excellence while promoting a safe and comfortable environment. You are encouraged to take the time to read these policies carefully. Please see the Principal if you have any questions. These policies will be introduced to students on the first day of class in September and will be enforced at the beginning of the second week of school. Let's work together to have a safe and happy academic year!!

1. DRESS CODE Students are allowed to wear casual clothes; however students' clothing must not 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. 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.

2. DRESS CODE FOR TEACHERS AND ADMINISTRATIVE STAFF Teachers and staff are expected to be models of decorum for our students and therefore should dress appropriately, i.e. modestly and in professional attire. Any clothing which is revealing or contains inappropriate subject matter should not be worn. Jeans are to be worn only on Fridays.

3. ATTENDANCE AND PUNCTUALITY All students are expected to be at school every day (Monday to Friday). If students are sick or unable, for valid reasons, to attend school they must have a parent, guardian, or homestay parent contact the school and write a note

explaining the student's absence. If a student is sick, she/he is required to bring a doctor's note. All notes must be handed to the Reception at the front desk. Absences that are not accompanied by a valid note will be counted as unexcused absences.

Students are expected to be **IN CLASS** before the bell rings (in the morning, after lunch, and between classes). If a student is late arriving to class, s/he will receive 1 demerit. Also, if a student shows up for class and then leaves, s/he is considered absent from the class.

4. DISCIPLINE: enforcement of school rules

Demerit System:

Students who fail to obey the school rules will receive demerits.

* Late → 1 demerit

* Late (less than 10 minutes) → ½ Demerit)

* One Absence (AM or PM) → 1 demerit

* Some examples of other behaviour infractions:

- smoking → 1 demerit
- skipping part of a class → 1 demerit
- dress code violation → 1 demerit
- student in the halls without a permission slip → 1 demerit
- disrespectful behaviour to staff, teachers, or other students → demerits or in-school suspension.
- fighting → instant in-school suspension

Note 1: Demerits are cumulative (added together) for all infractions: lates, absences, misbehaviour, etc. They are not counted separately.

Note 2: Absences are counted for morning and afternoon

Consequences of accumulating demerits:

5 demerits → Warning Letter #1
10 demerits → Warning Letter #2
12 demerits → In-school Suspension
After the Suspension, if there are more demerits →
Expulsion

5. SCHOOL FEES Students enrolled in three or more courses per semester will be considered FULL TIME students. Students enrolled in two or fewer courses will be considered PART TIME students. School fees must be paid in full before the beginning of the semester. The admissions advisors can be contacted for more information about tuition fees.

6. DAILY PHYSICAL ACTIVITY (DPA) Daily Physical Activity (DPA) for students is a requirement of the Ministry of Education. Students can choose to meet the DPA requirement of 150 minutes per week (30 minutes per day) through a variety of school, home, or community-based options. Students must write the date and times of their daily physical activities on a form provided by the school and have it verified by a supervising adult.

7. ELECTRONIC DEVICES Electronic devices (cell phones, Ipods, etc.) may be used only during breaks, lunchtime and after school. They may not be used during class time unless a teacher gives special permission. A student will receive 1 demerit for usage during class time. Repeated usage will result in the device being confiscated for one week. The school has a telephone available for student use during breaks, lunchtime, and after school but not during class time.

8. VISITORS. Visitors are welcome but we ask you to please report to the Reception at the front desk.

9. LUNCH TIME / FOOD AND DRINK Students must eat lunch in the school lunchroom and not in any of the classrooms. Students are encouraged to bring their own lunch; however, students may purchase food and drinks from the cafeteria on the first floor. Drinking water is available for all students in the lunchroom, but students should bring their own drinking container.

10. BREAKS The school schedule includes two breaks of 5 minutes each in order for students to change to the next classroom. The first break is in the morning from 10:30am – 10:35am and the second break is in the afternoon from 2:05pm – 2:10pm.

11. COMPUTER LAB Students are not allowed to work in the computer lab without a supervising teacher present. Also, food and drink is not permitted in the computer lab.

12. BEHAVIOUR IN THE CORRIDORS Students must receive permission from their class teacher in order to go into the halls. Students are asked to use proper behavior in the halls and in the reception area so as to not disturb other classes. Students **MUST** remain quiet while walking through these areas.

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

14. LOCKERS Students can either bring their own lock or purchase a lock from the Reception for \$5.00. All lockers should be locked at all times to ensure safety. Students are also advised not to leave valuables in their lockers.

Students **MUST** clean out their lockers at the end of every semester.

15. ACTIVITY DAYS 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 a valid excuse for missing an activity day must present a request in writing from a parent, guardian or home stay to Reception. **There will be no refunds for any reason for students who do not participate in activity days.**

16. COURSE WITHDRAWALS AND CHANGES **After registering for their course program, students will have one week to change courses,** if there is sufficient space in the course they want to transfer into. **NO** withdrawals or course changes will be allowed after this time period. Make sure you see the academic advisor within one week of registering if you wish to change one of your courses.

17. STAFF ROOM ETIQUETTE The staff room is the teachers' private meeting space. It is the space where meetings are held and important decisions are made. Students who have an **URGENT** reason to talk to a teacher should wait or ask permission from the Reception to talk to a teacher. Students may not enter the staff room without a teacher's permission. Students must not enter the staff room at lunch or during staff meetings.

18. PRINTERS All homework assignments **MUST** be printed at home and students will **NOT** be permitted to print assignments the morning that the assignment is due.

19. 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 may be brought into the examination room.

20. ACADEMIC HONESTY All assignments and essays must be written in a student's own words. Ideas from experts must be referenced. A bibliography highlighting all the sources (books, journals, etc) used to complete the assignment should be included in the final product of your assignment. All English and Social Studies teachers at every grade level will review how to reference ideas and how to complete a bibliography. 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. Make sure you contact your teacher to clarify any questions you might have about academic honesty. It is an important and serious issue for the teaching staff at St. John's International School.

21. ENGLISH LANGUAGE PROGRAM.

ESL (ESD) and Academic English Program

Purpose: the organization of the ESL program is designed to prepare students for success in the academic English classes, which are required for high school graduation.

Organization of the ELD (English Language Development) Program:

- There are three levels of ESL, called ELD (English Language Development). ELD (Introduction) is a non-credit course. ELD 10A (Intermediate) and ELD 10B (Advanced) are both 4 credit courses.
- The components of Reading, Writing, Grammar, Speaking, and Listening are integrated into each level. Students write a placement test at the beginning of the semester to determine the most appropriate level.
- It should be understood that an ESD placement higher than a student's current English ability usually results in much slower progress for the student, as he or she has not learned the skills necessary for success at a higher level.
- In each level of ESD, students are expected to become proficient in a number of learning objectives in Reading, Writing, Grammar, Speaking, and Listening. The emphasis is on the student's ability to clearly communicate in the English language, in speaking but especially in writing.
- Students in ELD Introduction, ELD 10A and ELD 10B study for two periods every day. In the other two periods, students can choose courses required for graduation, such as Planning, Art, Music, P.E., etc.
- The sequence of courses is as follows:
ELD (Intro)→ ELD 10A→ELD 10B→English 10
- Students must receive a passing grade of 50% in their course work and standardized ELD Promotion Tests in order to be promoted to the next level.

Academic English

- The sequence of courses in the academic English program is as follows:

English 10 → Communications 11 →
Communications 12
(Students may enter English 11 if they achieve more than 70% in English 10.)

Note: Communications 11 and 12 satisfy the English requirement for high school graduation and admission to most colleges.

✱ 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. As well, a student, by doing homework, can improve his/her reading levels.

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

It is best if the time is 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 must do 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 will count towards their final marks.

✧ 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.

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. If it is impossible to discuss the matter with the teacher, the student should discuss it with an admissions advisor who will make arrangements for a meeting with an admissions advisor, teacher and student. Most problems are resolved at this stage.
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:

1. The parents should first request an appointment with one of admissions advisors in order to clarify the problem. The admissions advisor then will discuss the matter with the appropriate person (teacher, principal, etc.), try to resolve the problem and report to the parents. If further meetings with school staff are required the admissions advisor will make the arrangements and provide translation services where required.
2. 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.
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 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 on both parties.

POLICY ON CHILD ABUSE AND NEGLECT

It is the policy of St. John's International School to report to a child protection social worker any perceived case of willful neglect or abuse of any child in our school. This is done because of the school's concern about child abuse and because it is legally required under the **Child, Family and Community Service Act**.

✧ Graduation Requirements ✧

2004 Requirements

80 credits over Grades 10, 11 and 12

48 required credits:

- English 10 (4 credits)*
 - Language Arts 11 (4 credits)*
 - Language Arts 12 (4 credits)*
 - Social Studies 10 (4 credits)
 - Social Studies 11, Civic Studies 11 or BC First Nations Studies 11 (4 credits)
 - Science 10 (4 credits)
 - Science 11 or 12 (4 credits)*
 - Mathematics 10 (4 credits)*
 - Mathematics 11 or 12 (4 credits)*
 - Physical Education 10 (4 credits)
 - Fine Arts and/or Applied Skills 10, 11 or 12 (4 credits)*
 - Planning 10 (4 credits)
- (* one from a number of course options)

Students must also:

- earn 4 Graduation Transition credits, and
- complete a minimum of 28 elective credits in grades 10, 11 and 12.

A minimum of 16 credits from either ministry-or board/authority-authorized or post-secondary courses are required at the Grade 12 level.

At least five Provincial Exams in Grades 10 – 12 are required for graduation: Math 10, Science 10, Social Studies 11, English 10, and Language Arts 12.

✧ Communication of Student Progress to the Home ✧

Communication between the home and school is critical in keeping parents/guardians/homestay parents informed 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/ guardian/ homestay parent might have about their child's progress, marks, or course selection.

We will have six formal reports prepared for parents during the school year. Generally, the reports will be prepared on or about the following dates:

- | | |
|------------------|----------|
| ❖ First Report: | November |
| ❖ Second Report | December |
| ❖ Third Report: | March |
| ❖ Fourth Report: | April |
| ❖ Fifth Report: | July |
| ❖ Sixth Report: | August |

✧ **Parent Teacher Interviews** ✧

Interviews will be held in November, March, and July. Parents/guardians/homestay parents will be notified of the exact dates.

✧ **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.

✧ **The Homestay Program** ✧

All of our students under 19 years old are required to be under the direct supervision of a responsible adult (a person or persons over 25 years of age) while living in Vancouver. Independent student living is not acceptable for these students.

The primary goal for all of our students is to do well in the educational program, and this includes learning English.

Independent living is counter-productive and creates many serious problems for both the student living unsupervised, for the other students in the school, and for the school personnel and families abroad who have to deal with the problems created.

Our homestay parents or guardians looking after the students help support the learning goals of the student by providing food and shelter for the student. They help

look after the student during illness, and they help the student behave responsibly so that educational goals may be reached.

All of our homestay arrangements are made by CVI Homestay, an agency with many years of experience in homestay placement.

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