Johnathan Academy

Parent and Student Handbook

Johnathan Academy

Our Mission

Johnathan Academy delivers the B.C. curriculum in a culturally enhanced and academically rich environment. We offer the very best in academic quality as well as support personal development. We provide instruction in all subjects required to meet the B.C. High School Graduation requirements and to obtain a Dogwood Diploma.

Our Vision

It is our hope that our students will successfully enroll in the most prestigious world-class universities and that they will inspire the world and lead into the future.

School Goal

Johnathan Academy envisions delivering the BC curriculum in a culturally enhanced and academically rich environment. We will offer the very best in academic quality as well as supporting personal development. We will provide instruction in all subjects required to meet the BC High School Graduation requirements and to obtain a Dogwood Diploma. At Johnathan Academy, our foremost goal is to prepare our students to successfully enroll in the most prestigious world-class universities.

RECONCILIATION AND ACKNOWLEDGEMENT

"Johnathan Academy would like to acknowledge that we gather to work and study on the traditional, ancestral and unceded territory of the Coast Salish peoples- Sḵwx̱wú7mesh (Squamish), Stó:l̓ō and Səl ílwətaɁ/Selilwitulh (Tsleil-Waututh) and xʷməθkʷəy əm (Musqueam) Nation

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WHO'S WHO AT Johnathan Academy

ADMINISTRATION

Mr. John Campbell, **Principal**
Mr. Polo Zhang, **Office Manager**

SUPPORT JOHNATHAN ACADEMY STAFF

Mrs. Debbie Wu, **Office Assistant**

TEACHING JOHNATHAN ACADEMY STAFF

Mr. Jonathan Lowe – Science, English
Mrs. Katherine Wong-Perrotta – English, Humanities
Miss Lin Zheng – Mathematics, Computer Science

Johnathan Academy Emergency Management Plan

School Planning Committee

Membership: John Campbell - Principal
Support Staff: Polo Zhang - Office Manager
Teaching Staff Rep: Jonathan Lowe
First Responders: 911

Pre-assigned roles according to the CSEEC structure

Site Incident Commander – Principal
Operations Section – Office Manager
School Owner – John Zhu Response

Protocols (and drills) are in place for:

- Earthquake Drill
- Fire Drill
- Lockdown Drill

Provincial Health Orders
Johnathan Academy is compliant with Provincial Health Orders when they are given. As in the case of the COVID restrictions, Johnathan Academy formulated a Safety Plan that adhered to the requirements from the government and was adapted for our campus.

Student Release Plan
- Pre-assigned student gathering & release site: Jewish Community Centre Parking lot
- Contact Info with staff/parent/guardian at Office & Contact Info is on MyEd BC.

Communications Plan

- Site Incident Commander to establish communication with First Responders
- Parent communication to be established through Operations Section
- Media Contact – Principal
- Continuity of operations plan
- Office Info stored digitally alternate location
- Work of staff & students available digitally

Records & Resources

- Equipment and supplies available
- Electronic copies available in two locations
- Hard copies available at Office

Conduct training and drills
Training of staff and students is ongoing and recorded.
The frequency is as recommended in Emergency Guidelines.

SECTION A: STUDENT SERVICES

1. Counseling Department

The school has two specific counseling services for students: (1) Grade-Level Academic Advisors, (2) Post-Secondary Counseling. Our counseling services attempt to serve the whole student with particular emphasis on academic, vocational and personal matters. Students or families in need of other services will be referred to agencies and services outside of the school.

Senior Academic, Vocational and Post-Secondary Counseling includes:
(1) Course selection at each grade level, (2) Post-secondary advising (including SAT's & financial aid), (3) Assistance with language proficiency testing (TOEFL; Ielts; LPI), (4) Referrals to Learning Assistance or English as a Second Language training, (5) Career guidance, (6) Liaison with Post-Secondary Institutions, and (7) Providing parents/guardians with information about school policies, course offerings and career opportunities.

Personal Counseling Services include:
(1) Individual student counseling on a short-term basis to help a student cope with a specific problem.

(2) Referral of students who require more intensive or longer-term support provided by other community services,

(3) Provide assistance to parents/guardians or families in forming realistic perceptions of the student's aptitudes, abilities, interests and attitudes as related to academic achievement, personal/social development,

(4) provide assessment and referral of families who are in need of long-term family counseling. The Johnathan Academy Policy on Responding to Student Abuse and Neglect is found at: https://www2.gov.bc.ca/assets/gov/public-safety-and-emergency-services/public-safety/protecting-children/childabusepreventionhandbook_serviceprovider.pdf

The basis for our policies and procedures in the book entitled, *"Supporting our Students: A Guide for Independent School Personnel Responding to Child Abuse"*.

2. Learning Resources (Learning Assistance):

For students who are experiencing academic difficulties, the school provides the following: English Enhancement blocks where assistance is given to students, collaborative work with subject teachers to modify or adapt a student's program, in-class support to students and teachers and out-of-class-assistance.

3. Health Services

Unfortunately, the school does not have a nurse on duty. It is the parent/guardian's responsibility to ensure that the student's general health is attended to through their family physician.

SECTION B: ACADEMIC POLICIES AND EXPECTATIONS

1. Philosophy of Assessment and Evaluation

At Johnathan Academy we have established specific beliefs about assessment and evaluation of students' progress.

- Evaluation incorporates the assessment of both the process and the product and involves a variety of assessment strategies and techniques.
- The ultimate aim of the assessment and evaluation process is to teach the student to take responsibility for his or her own learning.
- Student participation in the evaluation process develops the attitudes, knowledge, and skills necessary to become an independent learner.
- Performance criteria for assessment must always be developed and understood by the student and the teacher, with frequent opportunities for discussion regarding what is to be learned and how it is to be assessed.

Percent	Letter Grade	G.P.A.
86+	A	4
73-85	B	3
67-72	C+	2.5
60-66	C	2
50-59	C-	1
0-49	F	0

2. Assessment and Evaluation Criteria

Each student is evaluated with respect to the Learning Outcomes described in each course curriculum specified by the B.C. Ministry of Education. Johnathan Academy follows the B.C. Ministry of Education grading system which appears in the preceding table. Students who have not yet completed a course and who have not yet attained the learning outcomes before the course is complete are given a standing of I.P. (In Progress).

3. Honour Roll

Johnathan Academy recognizes Honour Roll standing based on a minimum 82% average in all subjects and/or work habits of (E) Excellent or (G) Good in all subject areas. Students with an average of 92% or above attain “First Class Honour Roll’ standing.

4. B.C. Certificate of Graduation

The B.C. Certificate of Graduation or "Dogwood Diploma" is awarded to students who successfully complete the provincial graduation requirements. Students require a minimum of 80 credits to graduate.

Of these 80 credits:

52 credits are required from the following:

- Language Arts 10 (4 total credits)
    - English First Peoples Literary Studies 10 (2 credits)
    - English First Peoples Writing 10 (2 credits)
- Physical and Health Education 10 (4 credits)
- Foundations of Mathematics and Pre-Calculus 10 (4 credits)
- Science 10 (4 credits)
- Social Studies 10 (4 credits)
- Career-Life Education (4 credits)
- A Science 11 or 12 (4 credits)
- Social Studies 11 or 12 (4 credits)
- Arts/Applied Skills 10, 11 or 12 (4 credits)
- Language Arts 11 (4 credits)
- English First Peoples Literary Studies & Spoken Language 11 (4 credits)
- A Math 11 or 12 (4 credits)
- Language Arts 12 (4 credits)
    - English First Peoples Literary Studies & Spoken Language 11 (4 credits)
- Career-Life Connections (4 credits)

16 credits must be at the Grade 12 level, including a required Language Arts 12
28 credits minimum must be from elective course credits

In addition, students must also complete three graduation assessments:

Grade 10 Graduation Literacy Assessment
Grade 10 Graduation Numeracy Assessment
Grade 12 Graduation Literacy Assessment

30 hours of community service:

Johnathan Academy will help organize and coordinate voluntary time work within the campus and community. Students are free to sign up to meet the graduation requirements.

5. Report Cards and Parent-Teacher-Student Conferences

Formal Student Point of Progress Reports are provided three times per year (November, February and May), with scheduled Parent/Guardians/Teacher/Student conferences to follow. Parents/Guardians will receive a scheduled interview during these times. Student progress can be monitored by both students and parents/guardians on Microsoft Teams throughout the school year. As student evaluations take place on a consistent basis, teachers are able to discuss issues with parents as they arise.

6. School Assessments

School-wide final exams and assessments are usually held three times a year (during the week in December, April and in June).

7. Homework Policy and Procedures

At Johnathan Academy we approach homework from a perspective that recognizes that there needs to be a balance between: 1) Purposely planned homework that has an important place in some disciplines to enhance student learning; and 2) Family time that honours the bonds between school and family. As a community, we recognize that the stronger these bonds, the more effectively our students are able to learn and to develop the unique talents and gifts with which they are blessed. **Homework** is defined as a learning experience assigned by a teacher, for completion outside of class-time **that supports and enriches** the learning and development of each student. Homework shall be purposefully planned to avoid overload.

Characteristics of Effective Homework - When homework is assigned, however, it must be directly related to classroom instruction and curricular competencies and has the following characteristics:

- Homework is an engaging, meaningful and relevant learning activity that can be independently completed by the student
- Homework is purposefully planned to avoid student overload;
- Homework is clearly articulated by the teacher and understood by students;
- Homework is differentiated, as appropriate, to meet student learning needs;
- Homework is inclusive of meaningful and timely teacher feedback
- Homework is sensitive to scheduled holidays and days of significance.

Homework is not necessarily limited to pencil and paper tasks. It may include other tasks such as practicing, observing, rehearsing, interviewing, researching and studying, for example. Johnathan Academy does not require that homework be assigned daily in all areas. However, it would be extremely rare that a student does not have homework for a few days. No extra homework shall be assigned immediately before a holiday that is due immediately following holidays, or lengthier school breaks (December, March, or April Break).

Types of Commonly Assigned Homework - The following types of homework may occur:

a) Completion Homework is any work assigned following instruction that is begun in class and completed at home. The intended outcome is to help students to keep up to date with the instructional program.

b) Practice Homework is any work that reviews and reinforces skills and concepts learned in class. The intended outcome is to help students to develop newly acquired skills and consolidate new concepts.

c) Preparation Homework is any work that prepares students for new learning or for upcoming summative assessments/evaluations. The intended outcome requires students to gather information or artifacts in preparation for learning or requires students to prepare for tests, presentations and performances, etc.

d) Extension/Projects/Major Assignments is any work that explores learning in new contexts or integrates/expands on classroom learning. The intended purpose is to encourage students to problem solve, think creatively and think critically.

Specific Procedures/Expectations
Grade 10: As a guideline, homework shall be limited to **20 minutes <u>on average</u>** per day per course. This time may vary for individual students depending on student pace of work.
Grades 11 and 12: As a guideline, homework shall be limited to **30 minutes <u>on average</u>** per day per course. This may vary widely depending on course load and other factors.

Roles and Responsibilities
School staff, teachers, students, and family all have mutually supportive roles and responsibilities. Mutual support will have a positive impact on student success in the homework process. Homework is designed to encourage parent/guardian involvement, where appropriate, in supporting their children's learning but does not require additional teaching outside of the classroom. In instances of group work, sufficient time shall be provided within the instructional day(s) for students to meet the required learning outcomes. In some cases, students may require additional time beyond the instructional day to complete their <u>individual portion</u> of the group work.

1. <u>Role of the Student Regarding Homework</u> - Students have a responsibility to take advantage of practice and homework opportunities, since failure to practice may result in reduced skill levels when outcomes are assessed in the classroom. High school students should take increasing responsibility for completing their homework as they grow and mature. In most cases, school and home intervention should decrease and student ownership and responsibility should increase as students move from Grades 8 to 12.

2. <u>Role of the Teacher Regarding Homework-</u> Teachers have a responsibility to maximize instruction during school hours by using strategies such as differentiated assessment and instruction. When teachers design homework, they will make every effort to differentiate assignments, so that homework continues to be engaging and meaningful to the student. Students will be given appropriate time in class to complete group work/projects to eliminate transportation issues for families. Recognizing that high school students might have jobs or are involved in other extracurricular activities teachers will make every effort to design homework to be meaningful and to reflect the students' realities. **A new homework intervention strategy will be implemented to deal with students not keeping up with their homework responsibilities.**

3. <u>Role of the Parent(s)/Guardian(s) Regarding Homework</u> - Parents are the primary educators of their children, and as such have important responsibilities regarding the personal and educational growth of their children. It is recognized that homework is one of the options parents have for inclusion in their child's personal and family time. The following tips may help parents/guardians in supporting your child with homework:

- Set aside a specific time after school each day for your child to do homework.
- Supervise and take an interest in your child's education as they practice skills at home
- Be available to help your child without doing the work for him or her.
- Demonstrate interest in your child's learning by talking about his or her school day.
- Limit television and other "technology time", especially if your child is having difficulty completing school work. Do not let your child go to bed with a cellular telephone or other electronic communication device.
- Supervise, limit and monitor your child's internet and personal electronic device use.

- Parents who have concerns with homework expectations for their child are encouraged to contact their child's teacher.

Extended Absences and Homework

Teachers shall not be expected to provide detailed classroom work and homework assignments for students who are away for extended periods of time as a result of family or parent-initiated (unexcused) absences. Students on extended absences would be missing the necessary direct instruction and learning required to complete the classroom work and homework. For absences due to extended illness, parents/guardians may contact the school to discuss available options.

- Assignments submitted after the deadline **without prior approval** may be subject to one or more of the following:
    - A reduction in marks; Students are required to submit all assignments on time, late submission results in grade deduction.
        - All late assignments will be given a 0% until submitted.
        - One day late - 20% deduction
        - One day to 5 days late - additional 10% deduction per day
        - Over 5 days late – worth 0% unless an exemption has been granted by the teacher.
    - Completion during supervised time (lunch, spare blocks, or after school)
- Extensions may be granted **in advance** for legitimate reasons at the teacher's discretion.
- Absences are not an excuse for not handing assignments in on time. Absences due to leaves or sickness do not excuse the due date for submission. The students must meet with the teacher the day of returning from such leaves to agree upon a reasonable extension. It is the student's responsibility to see the teacher…DO NOT AVOID seeing the teacher the day of your return to classes. COMMUNICATION IS THE KEY!
- Repeated late submissions will be documented and may result in parent/guardian contact and administrative involvement.

8. Assignment Redo and Reassessment Policy

RATIONALE

Johnathan Academy believes learning is a process and that students benefit from reflection and improvement. Redo opportunities exist to support learning—not to replace responsibility or deadlines.

POLICY

Assignment redoes are **not automatic** and may be permitted at the teacher's discretion for learning purposes.

PROCEDURES/CONSEQUENCES

- Redoes may be permitted when:
    - The original work was submitted on time;
    - The student has demonstrated genuine effort;

- The student completes required reflection or corrective work.

- Redoes may:
  - Be capped at a maximum achievable grade (usually 80% of the original total);
  - Require completion during supervised time;
  - Be denied in cases of repeated negligence or academic dishonesty.
- Redoes are **not permitted** for assignments involving cheating, plagiarism, misuse of AI (over 50% AI) or assignments handed in late.
- Redoes may only occur 2 times/course

RESPONSIBILITIES

- **Students** must take responsibility for original submissions and learning gaps.
- **Teachers** will determine eligibility and conditions for redoes.

9. Online Courses

From time to time, students may take external courses that will count toward graduation**. It is important that students communicate with the appropriate Academic Counsellor to ensure appropriate course selection for the purposes of graduation.** It is the student's responsibility to provide the school with appropriate documentation on completion of the course. In almost all circumstances, the cost for these courses will be paid for by the student and their family. Core Courses required for graduation must be taken at Johnathan Academy if prior credit is not granted.

10. Summer School

There are three types of summer school courses: remedial, preview and secondary completion. Students who fail these courses will be required to repeat them the following year. Students are expected to pay for these courses. Any student who fails more than two courses may have difficulty in being scheduled the following year.

11. Extra Help

Extra help given by teachers is a privilege designed for students who, despite their hard work and consistent efforts, are experiencing difficulties in various subjects. Eligibility of students to attend extra help is solely at the discretion of the subject teacher and the administration. However, it is the responsibility of the student to make an appointment with the teacher for extra help and to be punctual. To be eligible for consideration, the student must: (1) Hand in homework as assigned, (2) Be attentive in class, (3) Be punctual and attend classes regularly, and (4) Be polite and respectful of teachers and fellow students.

It is also the responsibility of the student to inform the teacher if an appointment with the teacher cannot be kept and to reschedule the appointment to a time that is convenient for the teacher. In the case of extended vacations, it is the student's responsibility to keep up with classwork. Extra help may not be available upon return due to the varying commitments of the teachers. If a student does not cooperate and continues to have academic difficulties within the extra help sessions, the

parent/guardian will be advised to seek assistance from an outside tutor.

12. Course Challenge Policy

Students may request to challenge a course if they meet the following conditions: (1) The student must inform the Academic Counsellor and Teacher (if applicable) of their intent to challenge a course by the specified deadline, (2) Parental/Guardian consent must be obtained for the challenge, (3) The student must provide evidence that they have mastered the learning outcomes of the course by successfully completing (greater than 80% average) one or more comprehensive assignments and successfully completing (greater than 80% average) one or more comprehensive examinations. This may also include completion of a course challenge exam outside the school (for example, Language Challenge Examinations offered by the Delta School District.

13. Johnathan Academy Graduation Awards

The Johnathan Academy Graduation Awards Committee administers several awards each year. Academic course load will be taken into consideration for some of these awards.

14. Graduation Events

Mindful of the significance of graduation and aware of the different functions involved Johnathan Academy Graduation Committee sets forth this policy relating to official school graduation events: (1) Commencement Exercises, (2) Graduation Dinner.

Johnathan Academy is not in any way responsible for any other functions, events or activities that are held in conjunction with graduation by any student(s), family, families or any other persons.

SECTION C: GENERAL SCHOOL POLICIES AND PRACTICES

1. Hours

Please see the school timetable at the end of this handbook. Students: Monday–Friday 8:30 AM – 3:45 PM
Office Hours: 8:00 AM – 4:00 PM

2. Visitors

All visitors are asked to report to the school office upon arrival at the school. All visitors are required to wear a visitor tag identifying them as an approved visitor. Student visitors are not permitted on school property during the course of the day. Students who have been asked to leave Johnathan Academy for disciplinary reasons are not permitted on the school grounds at any time. Students are responsible for ensuring that their friends follow this expectation.

3. Communication

Effective communication between home and school is an important aspect of ensuring that we partner together in the education of your child. These groups must work closely together in the formation of children. To this end, parents/guardians are expected to be familiar with, accept and support the philosophy and policies of the school.

Good communication between the home and school is enhanced by the following: Daily Announcements, Johnathan Academy Website and links, Weekly Principal's Message & Calendar Updates, Student Progress Reports, Parent/Teacher Interviews, and informal meetings as needed.

The school encourages parents/guardians to make appointments with Johnathan Academy staff and administration whenever deemed necessary. **In general, the best way to address a concern or question is directly with the person involved.**

3.1. Procedure for Addressing Concerns

If concerns arise with respect to a child's education, the following procedures should be followed in order to achieve a satisfactory resolution. In matters regarding **academic instruction**, please contact the teacher involved and arrange a time to discuss your concern. Should the matter remain unsolved, the School Manager or Principal may be contacted. In the **area of discipline**, please contact the teacher involved and arrange to discuss the concern outside school hours. Should the matter remain unresolved, the Principal may be contacted. In matters relating to non-teaching personnel, please contact the Principal. Should a confidential matter arise, please contact the Principal. Should any area of school policy be unclear, please contact the Principal and he will direct you to the necessary policy to follow.

3.2. Major Complaints Policy, Procedures and Appeal Procedures

From time to time major issues can arise where the concerned parties differ in their perspectives. In these cases both concerned parties are expected to work toward a resolution of the issue in a manner respecting each other's point of view. To facilitate an amicable resolution to issues of conflict, the concerned parties will abide by the CSEEC Policy 302. This policy is reprinted below.

Within the CSEEC all complaints must be dealt with in a timely manner. Each member of the community is expected to follow the appropriate complaint procedure as described below. All parties involved must maintain confidentiality with respect to all aspects of this procedure.

Procedure for Complaints/Concerns

1. The issue must be dealt with first by the persons directly involved.

2. If the issue cannot be resolved the matter must be brought to the attention of the Principal of the school.

3. The Principal will clarify the issue of disagreement and document all matters pertaining to the issue and its resolution.

4. Determine what policy/policies of the school or CSEEC can be applied to resolve the issue. If necessary, from the Superintendent's Office etc., to help provide a resolution to the issue.

5. The Principal having made a judgment to resolve the issue shall promptly notify both parties of the resolution in writing. In this written notification, the parties must be informed of the available appeal procedures.

6. If the Principal's resolution is not accepted, the matter may be appealed to the CSEEC Superintendent's Office. The appeal must be submitted in writing no more than seven days after the Principal's decision has been received.

7. Upon receiving the complaint, the CSEEC Superintendent's Office will form a subcommittee with authority to make a decision regarding the appeal. The subcommittee will study the documentation and then call a meeting to hear presentations from the complainant and the Principal. Both parties will be in attendance and be given the opportunity to respond. ***The decision of the principal will be overturned only if school or CSEEC policy was not followed.***

8. After this, the subcommittee shall, in camera*,* present its *decision* to the If the resolution requires disciplinary action, consultation with the Superintendent is required before implementing the recommended action. The Superintendent may reject the sub-committee's decision only if there is a serious flaw in the procedures of the appeal process.

9. The Superintendent shall notify the appellant, and the principal, of its decision within seven days of the meeting. The decision shall be communicated in written form.

10. When the complaint is about the Principal, the process should start at #1. However, if there is no resolution at the end of this, the process should skip to #6 and following.

11. If the decision of the Superintendent is not acceptable, the appellant may request an Independent School Ombudsperson to review the appeal. The names and contact information of the current Independent School Ombudspersons shall be obtained from the Superintendent.

12. The procedure and scope of the Independent School Ombudsperson's review shall be communicated to the appellant by the Superintendent.

13. The outcome of the Independent School Ombudsperson's review shall be communicated to the appellant by the Superintendent.

14. Requests for extensions of the timelines mentioned in the policy, will, for valid reasons, ordinarily be approved.

(c) Personal Information Privacy Act (PIPA)- Provincial Legislation requires Johnathan Academy to adhere to the *Personal Information Privacy Act* (PIPA) For more information regarding the PIPA please refer to https://www2.gov.bc.ca/assets/gov/business/business-management/protecting-personal-information/pipa-guide.pdf.

4. Attendance

4.1. General

If a student is absent from school, a parent/guardian must call the office (604-971-6888) before 9:00 am to explain the nature of the absence. A note or email written by the parent/guardian must be presented to the office upon return to school. This is important for government audit purposes. If a student is absent for medical reasons, the note needs to specify this, i.e. sick, doctor, dentist, orthodontist, etc.

Students are responsible for making up work that was missed due to absence. They must consult with their teachers within 24 hours to arrange make up tests, quizzes or assignments. Parents/guardians are encouraged to schedule medical and dental appointments outside school time except in an emergency.

Vacation or time off school for non-medical reasons, particularly just prior to the official end of school year in June, may not be taken without one month's notice and approval from the Principal. No **special arrangements for the early writing of final examinations will be made.** Students are responsible for missed work. Please refer to the *Extra Help Policy*.

The student must come to the office and sign out and sign in upon their return. Students obliged to leave the school before 3:45pm must present an explanatory note or email, verified by the parent/guardian, to the office before 8:30 am. They must inform each subject teacher of their absence before they leave. Also, they must sign out at the office and sign in if returning before the end of the school day.

Should the school be closed due to a severe snowstorm or other emergency it will be posted on our website and broadcast on Radio CKNW 730 AM on the morning of the closure. A recorded message will also be available at 604-971-6888. If it snows, assume the school will be OPEN.

4.2. Truancy and Tardiness

Truancy is defined as unexcused absence from school, either for an entire day or any part of the school day without the knowledge and consent of parent/guardian and the proper school authorities. Tardiness is defined as the arrival in the first class of the day after 8:30 a.m. or arriving in class after the class is scheduled to begin.

Late for the first class of the day: Parent/guardian should call the school before 8:25 am to explain the reason for the tardiness. Students who arrive late for school must report directly to the office and present an explanatory note from their parent/guardian. Students late for class (between classes or after lunch) will be sent to the office by the teacher. Students who are tardy (late) will serve an immediate detention starting at 4:00pm the day of their tardiness. The consequences for truancy or repeated tardiness includes but is not limited to: making up extra-time detentions, suspension or expulsion.

4.3. Test (Major In-Class Assessment) Policy

Students and parents need to be aware that an absence on an assessment day should be avoided whenever possible. When advanced notice is possible for an unavoidable absence, the student must notify the teacher before the absence. Students are accountable for missed tests/major assessments upon their return to class. When an unforeseen and excused absence occurs on an assessment day, students must bring a signed note from a parent specifically excusing the absence from the test with a valid reason clearly stated. A mark of "0" may be entered into the student's marks until the note has been received. Students who miss an assessment, for less than appropriate reasons on a day in which they are in attendance will be accountable for completion of the missed assessment on the same day. A student who does not fulfill their responsibilities regarding missed tests may face a mark of "0" on that assessment. Any decision to give a student "0" on an assessment must be prefaced by a meeting between the teacher and administration.

4.4. Accidents & Illness

All accidents occurring in school or on school grounds must be reported at once to the office. No student is to leave the school because of an illness or accident without notifying the office. A student may be permitted to leave the school upon notification of his/her parent/guardian. Since we do not have a school nurse on site, the school may have a seriously ill or injured student transported to hospital via BC ambulance service. The general health of the student, including immunization, is the parent/guardian responsibility. School Personnel cannot dispense any medication.

5. Course Credit Eligibility

RATIONALE

Johnathan Academy values academic integrity and authentic student learning. Absenteeism affects the ability of the school staff to facilitate learning, skill development and academic integrity.

POLICY

The school reserves the right to intervene if excessive absenteeism prevents the student from attaining Ministry of Education and Child Care (MECC) course hour requirements.

PROCEDURES/CONSEQUENCES

- Ministry of Education and Child Care state that all courses require between 80 and 120 hours of instruction.
- If the number of hours a student logs approaches the lower minimum hour requirement, a warning letter will be sent to the parents/guardians/custodians stating that the student may forfeit successful completion of the course(s).
- Subsequently, if the situation does not improve, the student will not receive credit for the course.

Appeal to the Administrative Office

The student may choose to appeal through the Administrative Office if valid reasons can be given.

- The Administrative Office sends email notification daily when a student is absent.
- The parents/custodian are requested to promptly reply to the Administrative Office acknowledging their student's absence and verifying it validity.
- Decisions will be based on a case-by-case basis evaluated by the nature of the accumulated absences

RESPONSIBILITIES

- Students are responsible for ensuring their attendance meets academic integrity standards.

6. Field Trips and Student Activities

6.1. General

Johnathan Academy recognizes that off-site experiences outside the school classroom are effective learning experiences that enrich the spiritual, intellectual, social, emotional and physical development of students. The school requires that all activities out of the school site be selected, planned, organized and conducted to enhance the development of students and to ensure the safety and security of all participants. Field Trips are to be developed, managed and evaluated with this purpose in mind. When conducted under the name of the school or any class or organization thereof, student activities will be under the general supervision of school authorities and subject to CSEEC and school policies/procedures.

Prior to authorizing field trips and off-site experiences, the principal or his/her delegate will make Johnathan Academy aware of all relevant policies and procedures. A completed written off-site proposal experience form is required for each field trip and should provide: field trip goals and objectives, relationship to the curriculum and/or school mission, vision, philosophy a description of how the trip is appropriate for students of the proposed age/grade and level of preparation, a statement of potential risks to participants, and various other information such as pupil/adult ratio required by the school. Sufficient direction and guidance must be provided for all trips to ensure each trip is well planned with safety in mind. All off-site proposal experience forms used meet or exceed the Johnathan Academy standard of safety and preparation as identified by the *YouthSafe Outdoors* resource manual. All Field Trips deemed to be "High-Risk" according to *YouthSafe Outdoors* guidelines require the principal's approval.

6.2. School Activities and Field Trips of Less than 24 Hours

The principal or his/her designate must give prior authorization to these activities by signing the appropriate forms designed for this purpose.

6.3. School Activities and Field Trips of More Than 24 Hours

The sponsor must present a written, detailed plan of the proposed activity/field trip, including required funding from the school's operating budget and/or fundraising plans, to the Principal for approval in principle three months prior to the activity. The request must include travel plans, fundraising plans, financial commitments, contingency plans for emergencies, actions and medical emergencies, etc. For Field-Trips out of the country the request must also include contingency plans for all emergencies, including those caused by political unrest, medical emergencies, and student disciplinary action. All necessary documentation (passports, visas, etc.) must be applied for as soon

as approval is given. Each member of the party must have adequate medical coverage for the country/countries to be visited. Student trips should not be planned to countries or regions of countries where there is a possibility of an outbreak of violence.

6.4. Considerations Regarding Accessibility

The following considerations apply to the accessibility of students for off-site experiences: the suitability of the activity to the students (ie: age appropriateness, fitness level, skill level), the "voluntary" nature of field-trip participation, the provision of equal opportunity for all students., the cost per student, the provision of meaningful alternative activities for non-participating students

6.5. Parent/Guardian Consent and Acknowledgement of Risk Forms

Teachers/Trip Leaders planning an off-site trip are required to provide parents/guardians sufficient information about the trip to make an informed decision about its appropriateness and safety for their child. Teachers/Trip Leaders will inform parents/guardians and students in writing of the details of the proposed activity. A thorough and detailed written explanation of potential risks and hazards will be outlined and students will be required to have written parental authorization (informed consent from) to participate.

6.6. Supervision

All supervisors must act "in loco parentis" (in place of parent), making wise and judicious decisions that are in the best interest of the students. When more than one supervisor is on an excursion, one teacher will be designated as "Head Teacher". The Head Teacher's responsibilities are defined as per CSEEC policy. Field trips should, whenever possible, have a minimum of one adult supervisor for each 15 students. A higher *supervisor/student* ratio may be required depending on the nature of the trip and the age of the students. An adult supervisor is defined as per CSEEC policy. All supervisors are subject to policies, guidelines, and procedures of the CSEEC Superintendent and the school, and the Johnathan Academy statutes of B.C. and Canada during the time the supervisor is responsible for students. This includes the time from departure to return of extended field trips.

7. Transportation

In all situations where student transportation is required, transportation provided by the school or by parent volunteer drivers is the preferred means of transportation. All bus travel must comply with Provincial and local regulations.

Students may not drive themselves or other students on any school fieldtrips or school-related activity.

8. Emergencies: Fire & Earthquake

In the event of emergency, students are expected to follow the direction of the teachers. Students will be evacuated from the building according to the Ministry of Education guidelines and attendance will be taken. Drills will be conducted on a regular basis.

SECTION D: EXPECTATIONS FOR STUDENT BEHAVIOUR

1. General

We believe in affirming students for their good work and positive behaviour. Discipline at Johnathan Academy Secondary School is meant to develop an atmosphere of respect throughout our community with a goal towards self-discipline. We encourage students to be accountable for their own actions. High behaviour standards are expected in class, in all areas of the school and in all areas representing the school. Students represent the school at all times, whether school is in session or not, and therefore are expected to behave in a manner consistent with expected values. Students not adhering to acceptable levels of conduct are subject to school disciplinary action.

We attempt to state guidelines for student behaviour clearly and positively throughout all aspects of school life. It is not our aim to develop regimented obedience but rather to encourage an understanding and acceptance of appropriate social behaviour. Our long term goal is to equip each student with the attitudes and skills needed for self control, social competence and empathy with others, along with leadership opportunities, self confidence and developing a positive self-image. Our objective is to maintain an atmosphere conducive to the safe and effective operation of a school community as well as to encourage the growth of self discipline in each student. The pursuit of appropriate conduct is a shared responsibility among students, parents/guardians, and the school.

The school attempts to follow natural and logical and fair consequences to help students learn from their errors in judgment. The following standards reflect the expectations of the school community. The school has the definitive authority to investigate infractions and determine consequences for students who refuse to comply with the school policies and regulations. Disciplinary action may be imposed on any student who is in the company of a student who commits serious or grave acts of misconduct.

2. English Only Policy

RATIONALE:
Johnathan Academy aims to provide a comprehensive experience in English language acquisition that extends beyond the classroom to all aspects of student life, thereby fostering better communication skills in a real-world setting. This policy ensures that students are immersed in the English language during their time on campus, which is crucial for achieving fluency and excelling academically within the British Columbia Ministry of Education's curriculum.

POLICY:
All staff and students of Johnathan Academy are required to communicate in English at all times on campus. This practice is designed to enhance English language skills and ensure that students can achieve a high level of fluency by being exposed to the language in various contexts, not just academically but also in social and practical scenarios.

PROCEDURES:
Compliance: All members of the academy must adhere to the English-only communication rule while on campus.
Exceptions: Exceptions to this rule will be made in cases of emergencies, health and safety concerns, or when the urgency of communication necessitates the use of a student's native language.

Monitoring and Enforcement: The school administration will monitor compliance with this policy through regular checks and reports from faculty members. Non-compliance will be addressed through a set process, which may include reminders, meetings with the concerned individuals, and other educational interventions to promote policy adherence.

RESPONSIBILITIES:
Students are responsible for adhering to the English-only policy at all times on campus.
Faculty and Staff are responsible for enforcing the policy and providing necessary support to students to help them comply.
The administration will oversee the implementation of the policy and handle any exceptions on a case-by-case basis.

ADDITIONAL INFORMATION:
In an effort to provide an in-depth, wholistic experience of the English language, Johnathan Academy staff and students are expected to communicate in the English language at all times when on campus. At Johnathan Academy, we believe that English language acquisition should extend beyond the classroom and assignments also to include authentic communication in all aspects of student campus life and well beyond into the community and the digital world.
In order for a student to achieve a well-grounded fluency in a second language, a reasonable goal would be 10,000 hours of spoken English. For this modest goal to be attained, a student's journey in second language acquisition must not be limited to just schoolwork but should be relevant to student life in all aspects of the real-world setting.
Johnathan Academy's pursuit of excellence in the British Columbia Ministry of Education and Child Care's English Language Arts curriculum, as well as the Provincial Assessments, will be more readily achievable if the learning experience is not confined to academics.
Exceptions will be made in cases of emergency, for Health and Safety, and when communication in a student's native language is of utmost urgency.

3. Student Responsibilities

All members of our school community have responsibilities. Taking care of our own responsibilities is a sign of mutual respect. Responsibilities include where we should be, respecting school property, how we should act and dress, and what we should do if we make a mistake.

a) Where We Should Be/School Areas

Hallways and Lockers – All students should make room for people to move in the hallways and be responsible by keeping a neat locker. If a student makes a mess, they should please clean up after themselves. Students are not permitted to run in the hallways. No "horseplay" is permitted in the hallways. Students should not be in the hallways during class time.

Cafeteria – Students must display proper behaviour while eating. Each student is expected to do his/her part to keep our school clean and free of trash, debris and leave their tables and chairs in a neat and ordered manner.

Evenings, Weekends & School Closures - After school, on weekends and during school closures, students are not permitted into the school building except under staff supervision.

Classrooms – No students may take any item from a teacher's desk without permission. Students are to avoid being near or sitting at Teacher desks at any time without the teacher's direct consent and presence**. *No* eating or drinking (other than water) in classrooms is permitted.**

School Office - Students are not allowed in the office areas at any time. The office will contact a student only in an emergency. A courtesy telephone is available at the front counter for student use.

b) Respecting School and Personal Property

School Equipment and Photocopier - All school equipment should be used only under staff supervision.

Lockers - Lockers must be treated with respect and should not be marked or damaged in any way. Lockers must be kept locked with a combination lock purchased from the office. This lock must have the serial number and combination registered with the office in case it should be necessary to open the locker during the student's absence. Students must not reveal their locker combination to other students. Students who leave their lockers unlocked may have the contents removed by a member of the administration and may lose locker privileges. Lockers are for the storage of books and daily apparel and should be cleaned out on a regular basis. A student who abuses a locker will lose locker privileges and will be charged for any damage. The administration has the authority to search lockers. As well, random locker checks will be conducted. Large sums of money or valuables should not be brought to school and/or stored in lockers.

Computers - Computer use is limited to those students who have submitted a signed (by student and parent/guardian) *Internet Acceptable Use Contract* (Section J). Due to the sensitivity of electrical components, neither food nor drink will be allowed in the vicinity of the computers.

Textbooks and Library Books - Textbooks and library books are the property of the school and are on loan to students. Teachers keep a record of all textbooks issued to students. At the time of issue, a note of the condition of the book is recorded. At the time of collection of textbooks the issuing teacher will assess any damage and levy a fine if necessary. Students must return their textbooks and library books before final examinations are written. In the case of lost or damaged textbooks and library books, the replacement cost or repair cost must be paid before the final report card is issued.

Valuables - Students are asked not to bring large sums of money or valuables to school. The school does not accept responsibility for lost or stolen property.

Personal Electronic Devices (Cell Phones, Digital Cameras, MP3 Players, iPods, Laptops, Netbooks, iPad, Smart Watches, etc)
Personal Electronic Devices (PED's) have the potential for positive communication and enhanced student learning. Along with these benefits come associated risks and concerns. At JOHNATHAN ACADEMY, PED's must only be used to enhance safety and as a tool to promote student learning and achievement. PED's are limited to authorized educational uses only. Some prohibited uses of PEDs include: academic dishonesty (cheating), interference or disruption of the teaching-learning environment, violations of a person's reasonable expectation of privacy, compromising personal and/or school safety and any other illegal and/or unethical activities. **In particular, filming or recording during class is prohibited unless the teacher gives permission.** Failure to comply with

this policy may result in the confiscation of the PED and/or disciplinary action. The school assumes no responsibility for the loss, recovery, repair or replacement for any PED brought onto school property. When unauthorized for use, PEDs are to be kept out-of-sight, turned off and not used within school premises or during school-sanctioned events. Currently, unauthorized use is defined as within the classroom unless authorized by the teacher, at assemblies or any school gathering. This is subject to change during the school year. The school has the authority to confiscate electronic devices. Violation will result in confiscation of the item. For a first offense the item will be returned to the student. The second time it will be returned to parent/guardian. Further violations will result in confiscation of the item until the end of June.

c) How We Should Act/ Student Code of Conduct

In order to create an atmosphere conducive to the development of our school community, the following is expected of Johnathan Academy students:

- to be on time and prepared for all classes;
- to willingly participate in all class
- to complete assignments on time;
- to ask permission to leave the classroom for any reason;
- to be polite and courteous at all times to all school personnel, fellow students and visitors;
- to support and participate in school activities;
- to adhere to the school uniform code;
- to follow established guidelines as expected of a J.A. student on any school trip or function;
- to use appropriate language
- to care for textbooks and equipment;
- to show respect for our physical environment;
- to show respect for the neighbours and neighbourhood;
- to respect the personal property of others.

4. Classroom Engagement Expectations

RATIONALE

Johnathan Academy values active participation and engagement in learning. Sleeping in class interferes with a student's ability to learn and disrupts the learning environment. Students are expected to arrive rested and prepared to participate fully in all classes. Students are expected to remain awake, attentive, and engaged during class time. Sleeping in class is not permitted.

PROCEDURES/CONSEQUENCES

- If a student appears to be sleeping, the teacher will first address the matter and wake the student up.
- If the behaviour continues, the teacher may:
    - Ask the student to stand briefly or relocate seats;
    - Assign in-class work to be completed during break or after school;
    - Report the incident on Teams staff chat and notify administration. Then send them to the office to meet with the Administration.

- Repeated incidents may result in parent/guardian contact and progressive disciplinary action.

RESPONSIBILITIES

- **Students** are responsible for arriving rested and ready to learn.
- **Parents/Guardians** are encouraged to support healthy sleep routines.
- **Teachers** will address concerns respectfully and consistently.

5. Dress Code

a) Philosophy of Personal Appearance - A student's personal appearance presents an image of our school to the community, and has an impact on his/her attitude as well as behaviour, and thus the learning process. Respect for both the individual and school is manifested by an attitude of `dressing up' for school. Students are to dress with a sense of decorum befitting an academic environment. The dress code is based on modesty, neatness, cleanliness, good taste and safety. Parents/guardians are requested to put their child's name on all uniform items and other possessions.

b) Uniform (General Regulations) - Students are expected to arrive and depart from school in full uniform, unless specific permission is given not to wear the uniform. Students out of uniform must submit an explanatory note from their parent/guardian to the office before the first period. Students who do not have a parental note may be sent home to change and must report to the office upon their return. Any class time missed will be made up after school. The administration reserves the right to confiscate any article of clothing contrary to the dress code. School sweaters are to be worn at special events at the discretion of school administration. If dress code violations are frequent, the student may be asked to withdraw from the school.

c) School Uniform (Specifics) -

Male Students

- Black J.A. Sweater or Cardigan
- Grey Pants purchased at Cambridge Uniforms and Grey Socks
- White J.A. Shirt (Short or Long Sleeves) - Plain white undershirts only
- Black Leather Dress Shoes - No boots please

Female Students

- Black J.A. Sweater or Cardigan
- Grey skirt (Length - no more than 3" above the knee) or Grey pants purchased at Cambridge Uniforms
- White J.A. Blouse (Short or Long Sleeve) - Plain white undershirts only
- Grey Knee Socks or Tights
- Black Leather Dress Shoes - No ankle boots or sandals. Heels may be no higher than 1".

Note for Females: Jewelry should be consistent with the Philosophy of Personal Appearance. Excessive make-up is unacceptable.

d) Gym Uniform - Girls and Boys - All students are required to wear regulation gym strip: black J.A. shorts, Grey J.A. T-shirt, white athletic socks, running shoes. Outerwear consists of black P.E. (Physical Education) J.A. sweat pants, grey P.E. sweatshirt, or J.A. Team sweatshirts and/or pants in any school colors of grey, red or black.

e) Spirit Days (non-dress code days)
On Spirit days which are held periodically, students are expected to dress modestly and in good taste, according to the theme set for the day. The school administration reserves the right to send home students who are not dressed appropriately.

6. Student Misconduct

When students make errors in judgment we expect students to take responsibility for their actions. The consequences for lying will, in most cases, be much more serious than for the misconduct itself. Below is a non-exhaustive list of some common errors. These are defined as either misconduct or a serious misconduct.

Misconduct

a) Loitering in Areas Adjacent to the School - In the interest of good public relations with our neighbours and the community, students are not to congregate on any private property adjacent to the school, before and after school, at recess or at lunchtime. It is objectionable to the neighbours if groups of students loiter in private gardens and on walkways to homes. The Petro-Canada/7-Eleven gas station has requested that students not loiter on their property.

b) Smoking - Students may not smoke in any form or at any time on the school grounds or in the areas in the vicinity of the school. This includes possession of smoking paraphernalia of any kind (eg, vaporizers, cigarettes, etc.) This applies to all school sanctioned events. Any student who violates the above is subject to disciplinary action.

c) Uniform Infractions - Repeat uniform infractions are documented and parents/guardians are contacted. Students accumulating more than three (3) uniform infraction notices will be sent home or will be required to serve a one-day suspension. Persistent uniform infractions will result in progressive disciplinary action and are then classified as a serious misconduct.

d) Relationships - It is only natural in a co-educational school for relationships to develop between the sexes. While the feelings of others must be respected, excessive displays of affection between students is not acceptable.

e) Tardiness - Repeated tardiness will result in progressive disciplinary action and is then classified as serious misconduct.

Serious Misconduct - Consequences for serious misconduct range from suspension to immediate expulsion. The police will be involved if laws have been violated. Any student participating in any activities of an illegal nature will be subject to school discipline and/or police intervention. This applies to activities involving students outside of regular class time.

a) Lack of Respect – Respect is the cornerstone of how we conduct ourselves in a school community. Students are to avoid any physical message, gesture or words that are rude, hostile or violent. Any student who shows a lack of respect for authority and/or demonstrates defiant or uncooperative behaviour is subject to disciplinary action.

b) Alcohol and Drugs - Any student found to be under the influence of alcohol or drugs, in any form, or in the possession of alcohol or drugs, in any form, while at school or near school property will be suspended. This policy also applies to all school-sponsored events and functions, including all field trips, trips, extra-curricular events, etc. The parents/guardians will be notified immediately, and the student may face expulsion. Any student found to be dealing or providing drugs will be expelled immediately.

c) Arson - Any student deliberately setting a fire, no matter how small, may be subject to immediate expulsion.

d) Bullying - Bullying is defined as behaviour that creates fear of physical, psychological, and/or emotional harm in any individual or group of individuals in the school community or actually causes such harm. Consequences for such behaviour may include one or more of the following: formal apology to the victim, mandatory counseling and/or psychological assessment, restitution to the victim, involvement of the police, suspension, expulsion and any other consequence as deemed necessary by the school principal in order to maintain a safe, orderly and caring school environment. Repeated bullying will result in expulsion. Other aspects of bullying, such as violent behaviour, are covered by other school policies. The school has a well-developed procedure (including documentation) for all incidents related to bullying. It is in line with Policy 408 - Harassment and Bullying Prevention.

e) Harassment/Immoral Behaviour/ Inappropriate Language -Harassment (physical, verbal, sexual), inappropriate behaviour of an overt sexual nature, or physical violence are deemed as serious misconduct. No student will use crude, vulgar, hostile or violent language or gestures. The school also expects that all its employees, students, and volunteers will be free from harassment of any kind. Harassment is contrary to the law. It is also our strong conviction to refuse to tolerate any expression of racial or ethnic bias in any form by our students or staff. It is in line with Policy 408 - Harassment and Bullying Prevention

f) Physical Violence/Fighting - Fighting, bullying, shoving and hitting will not be tolerated and will result in disciplinary action. In most cases, any hostile physical interaction will result in at least a one day suspension.

g) Misuse of Information Communications Technology Network - Any student misusing the Internet will be disciplined. Please refer to the *Internet Acceptable Use Policy* (Section J).

h) Theft of Ideas/ Academic Dishonesty - Honesty and trust are cornerstone virtues and values we strive to develop at our school. Students should take pride for their learning and the work that they do in school. Students are expected to respect and foster a culture of academic honesty. When a teacher assigns any type of assignment, the expectation is always that the student will be the author of the work submitted. Theft of ideas includes, but is not limited to: copying, non-existent or improper citation of another person's work, cheating(receiving and supplying unauthorized assistance, materials or other aides in any school work, assignment or test), AI copying and pasting, plagiarism,

having another person doing the assignment, submitting previously graded work, getting assistance on school work from others (such as a tutor or parent) in a manner that goes beyond reasonable limits or limits noted by the teacher, such that the authenticity of the student's work comes into question.

Each department will develop specific expectations of academic honesty that apply to their department that help to define for the student the parameters of academic honesty specific to that discipline. **All cases of academic dishonesty will be reported to the school administration where they will be recorded and tracked.** Students involved in an infraction of academic dishonesty will not be eligible for school-based awards for that year.

The **copying of homework** (either copying, using AI platforms, using AI-generated materials or letting your work be copied) will result in zero credit being given for the particular work involved. The student may be required to redo the work if possible or complete an alternative assignment (this may or may not be for credit). Additional consequences may be given by the teacher. Parents/guardians will be notified. Repeated copying or plagiarism will result in further consequences, including suspension and possible expulsion.

More serious incidents of academic dishonesty will be dealt with by the school administration. These include, but are not limited to: using unauthorized materials during a quiz, test or exam, handing in an assignment that is not entirely the student's own work (without proper citation), submitting previously graded work, receiving "help" such that someone else is doing the work. In such cases, all students knowingly involved receive zero credit. If possible, all students involved will be asked to redo the work or complete an alternative assignment. In such cases, parents/guardians will be informed. All students involved will be placed on academic probation and may be suspended or not invited to attend the school the following year. Other consequences may also be given. Repeated or flagrant academic dishonesty will result in suspension and, in most cases, expulsion.

i) Pornography - The school administration will discipline any student possessing, distributing and/or using pornographic material and will be suspended. The student may also be expelled. Repeated violations will result in expulsion. This includes all printed and electronic media.

j) Skipping Classes and Detentions - Students who are absent from classes without a written note from the parent/guardian explaining the nature of the absence are subject to disciplinary action. Students who fail to appear for school detentions without an acceptable reason will be suspended.

k) Theft and Vandalism/Illegal Acts - Any student who is caught stealing or is in possession of stolen property may face expulsion. Any student who willfully damages school property or other property or partakes in any illegal act may face expulsion. Disciplinary action will also be imposed on students who implicitly or explicitly condone damage to school property. In addition to the disciplinary action taken, parent/guardian is expected to reimburse the school for the cost of damages.

l) Vehicles - Parking space on the school grounds is allotted to staff only. Students must use available street parking.

m) Weapons - No student, at any time or for any reason, is to have in his/her possession, locker, school bag, purse or vehicle, any type of weapon (as defined by the Criminal Code of Canada)

whether in the school, on school property, at any school function (onsite or at any other facility). Breach of this policy will result in expulsion and Police intervention.

7. Consequences for Student Misconduct

In cases where students violate school expectations, JOHNATHAN ACADEMY follows the principles of progressive discipline. In situations of grave misconduct, the process may be modified. Below is a non-exhaustive list of possible consequences:

a) Verbal Warning - Verbal warnings may be given for minor infractions of school policy or regulations.

b) Written Warning - Written warnings may be issued (Discipline Notice) for infractions of school policy and/or regulations.

c) Detentions - Detentions are issued for minor infractions of school policy. A school detention must be served within 24 hours at the discretion of the administration. Students who fail to appear for school detention may be subject to suspension.

d) Disciplinary Contract - In the event of significant or repeat violations of school policies or regulations, a teacher may initiate a disciplinary contract and forward a copy to the office. Parent/guardian will be asked to read, sign and return the contract to the office. All disciplinary contracts will be retained in that student's file.

e) Behavioural Probation - Probation is imposed on students who have seriously violated school policy and/or regulations. Students who are placed on probation may not participate in any co-curricular school activities or events on-site or at another facility. They will attend classes and participate in all classwork. If they repeat the violation or commit other serious infractions while on probation, they will have committed grave misconduct subject to suspension or expulsion. Without improvement, it is likely that a student will not be entitled to register for the following school year. Probation is given only by the Principal. The school must contact the parent/guardian by phone and inform the parent/guardian of the impending probation within 24 hours. Prior to a student being placed on probation, the Principal or Vice-Principal must meet with the student's parent/guardian. A memorandum, signed by the Principal or his/her designate, is to be given to the parent/guardian clearly stating the reason for the Probation, the date and time of initial contact made by the school with the parent/guardian, the date and time of the meeting, and when the students probationary period is concluded. Probation is recorded by the school and kept on file. Probation may not last longer than 3 months.

8. Suspensions and Expulsions

Students can negatively affect the school's learning environment and therefore the ability of all classmates to receive the education to which they are entitled. Both the quality of instruction and the learning process are dually maintained by making it clear to disruptors, through the use of suspensions, that unruly behavior will not be tolerated. Expulsion shall be used when the continued presence of the student at the school is either a threat to the staff and students or an impediment to either the quality of instruction or the learning process.

a) The following is a joint policy statement from Principals of CSEEC High Schools.

There will be no tolerance for serious infractions of school or CSEEC policy. Any misconduct deemed serious will always result in disciplinary action and may result in suspension or expulsion from the school.

SUSPENSION

Students may be suspended if:

- The misconduct is serious, in and of itself; *and/or*
- The accumulation of minor misconducts warrants further disciplinary action.

Students to be reinstated following a suspension:

- Students must accept responsibility for their misconduct(s).
- Students must accept, and follow through with, consequences established by the school.
- Students must demonstrate firm purpose of amendment.
- Parents/guardians of students must accept and support the disciplinary decision(s) of the Administration.

EXPULSION

Students may be expelled if:

- The misconduct is deemed serious enough, in and of itself, to warrant direct expulsion; *and/or*
- Previous serious misconduct(s) warrant further disciplinary action; *and/or*
- Students do not accept responsibility for their misconduct(s); *and/or*
- Students' parents/guardians do not accept and support the disciplinary decision(s) of the Administration.

Students will always be expelled if:

- They do not accept, and follow through with, consequences established by the Administration; *and/or*
- Their actions place others in moral or physical danger.

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

b) Procedures for Suspensions and Expulsions - In the normal operation of a school, instances may arise in which a student commits a serious infraction of school or CSEEC policy. This serious infraction may lead to the student's being suspended or expelled from the school. When dealing with such matters, JOHNATHAN ACADEMY is required to act for the protection of all members of the school community. Any student who is flagrantly disrespectful to others or acts in any way that would be considered a *serious misconduct* may be either suspended or expelled, depending on the circumstances. Expulsion usually follows a suspension.

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

2. The Principal and/or Vice-Principal is required to investigate fully every serious infraction to the best of his/her ability and is required to maintain documentation that accurately records the incident and the investigation. This documentation would be used to support the school's decision to suspend and/or expel.

3. A **suspension** is decided upon by the Principal or Vice-Principal only after thorough investigation. The length of the suspension must fit the severity of the infraction. Suspension of 1 – 7 days is imposed by the Principal or Vice-Principal when a student has committed a serious misconduct or infraction of school policy or regulation. The student may not attend class, participate in any co-curricular activities of any kind, whether the event is held onsite or at another facility. A student placed on suspension is subject to probation upon his/her return to school.

No student shall be suspended for a period exceeding one school day without prior consultation between the Principal or Vice-Principal and the Superintendent. A written notification of a suspension must be given to the parents or guardians. The letter must contain the school's expectations of the student if re-admission to the school is granted. For suspensions longer than 1 day, written notice will be issued clearly stating the reason for the suspension, date of incident, conditions for reinstatement and date of possible return to regular classes.

The suspended student will be normally placed on an "in-house" suspension (the student will be isolated from other students and cannot attend regular classes or participate in any extracurricular activities of any kind) until the parent/guardian is contacted. Prior to re-admission, the Principal or Vice-Principal will meet with the parent/guardian and student. If possible, this meeting should take place within one school day of the initial notification of the misconduct. The suspension and all information pertinent to the suspension will be recorded by the school and kept in the student's file. In certain circumstances, an "in-house" suspension may be given.

4. If the Principal has determined that the incident is serious enough to warrant **expulsion** a short period of time will be taken to contemplate all repercussions. During this consultation period, the student will be suspended. After the consultation, the Principal will make his/her decision about the expulsion and inform the student's parents or guardians, either in person or by telephone.

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

6. Parents/Guardians may appeal a suspension or expulsion decision.

c) Appeal Procedures - The appeal of an expulsion - When an appeal of an expulsion is brought to the Superintendent, an appeal sub-committee will be appointed to hear the case. The decision to overturn the expulsion must be based on one or more of the following points:

1. Did the student commit the infraction he/she is accused of?
2. Is the infraction covered by the policy, and does the policy require or allow expulsion?
3. Is the policy being applied properly?
4. Has the school followed its own policy regarding the handling of the expulsion?

5. At the appeal, the principal and the appellant will present their case, addressing items #1-4 above, in writing, along with any necessary documentation.

SECTION E: INTERNET ACCEPTABLE USE POLICY

1. Introduction

Internet access is available to qualifying students. These services include full filtered access to the Internet as well as the school mail server. Our goal is to promote innovation and educational excellence by using Internet tools for research, worldwide resource sharing, and communication.

2. Issues

With access to computers and people all over the world also comes the availability of material that will not be considered to be of educational value in the context of the school setting. The Internet may contain material that is objectionable from many points of view. There is, however, a wealth of educational material available. Parents/guardians need to decide whether to permit their children to access the Internet. Every year, parents/guardians and students may sign an internet acceptable use policy.

All sites accessed from the JOHNATHAN ACADEMY network are run through a proxy server that keeps track of all sites accessed by users. Periodically these logs are reviewed for infractions of the JOHNATHAN ACADEMY acceptable use policy. Sites that are considered inappropriate are blocked after they are discovered. However, no system is perfect. On a global network it is impossible to control access to all materials that are objectionable or inappropriate. In addition, a malicious user may be able to gain access to sites that are supposed to be blocked. The school cannot and does not guarantee that users will not have access to inappropriate or objectionable materials. Parents/guardians must consider this in deciding whether to permit their children access to the Internet.

3. Responsibilities

Internet access is coordinated through a complex association of government agencies and regional networks. In addition, the smooth operation of the network relies upon the proper conduct of the end-users who must adhere to strict guidelines. These guidelines are provided so that the users are aware of the responsibilities the users are about to acquire. In general, your responsibilities require ethical, efficient, and legal use of the network resources. Each student having Internet access will participate in a discussion with his or her Career Education teacher regarding acceptable behaviour and use of the network. If a student violates any of these terms and conditions, his or her Internet access will be terminated and future access could be denied. Further disciplinary consequences are also possible.

4. Terms and Conditions

a) Acceptable Use - Internet use must be consistent with the educational objectives of the School. Each student is required to complete and submit an Internet Acceptable Use Agreement which will require a parent's signature.

- Internet accounts shall be used only by the authorized owner of the account. No attempt to gain unauthorized access to other accounts on the Internet is permitted.
- Attempts to obtain access to restricted sites, servers, files, databases, etc. are prohibited. Unauthorized access to other systems (e.g. "hacking") is prohibited.

- Use of Internet games, MUDs (Multi User Dungeons), and IRCs (Internet Relay Chats), ICQ and other instant messenger services is not allowed.
- Transmission of any material in violation of any law is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade secrets.
- Personal addresses, phone numbers, and financial information shall not be included in network communication.
- Passwords must be kept private and should be changed, if discovered by others.
- Internet use for commercial purposes, financial gain, personal business, product advertisement, or political lobbying (including student body elections) is prohibited.
- Vandalism is not permitted and will be strictly disciplined. Vandalism is defined as any attempt to harm or destroy data of another use or of another agency or network that is connected to the Internet. Vandalism includes, but is not limited to, the uploading, downloading, or creation of computer viruses. It also includes attempts to gain unauthorized access to a network that is connected to the Internet.

b) Privileges and Netiquette - Internet use is a privilege, not a right, and inappropriate use will result in a loss of network privileges, disciplinary action, and/or referral to legal authorities. The system administrator will close an account when necessary. An administrator or faculty member may request the system administrator to deny, or revoke, or suspend specific user access and/or user accounts. Students are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following: Be polite. Use appropriate language. Do not swear. Do not be abusive in your messages to others. Criminal offenses will be reported to the Police.

c) Services - The School makes no warranties of any kind, whether expressed or implied, for the service it is providing. The School will not be responsible for any damages you suffer while on this system. These damages include loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by negligence, errors, or omissions. Use of any information obtained via Internet is at your own risk. The School specifically denies any responsibility for the accuracy or quality of information obtained through its services.

d) Security - Security is a high priority on computer networks. If you identify a security problem, you must notify the system administrator immediately. Do not demonstrate the problem to other users. You may not use the Internet to discuss or disseminate information regarding security problems or how to gain unauthorized access to sites, servers, files, etc.

e) Use of Artificial Intelligence (AI) in Assignments Policy
RATIONALE
Johnathan Academy values academic honesty and authentic student learning. While emerging technologies can support learning, misuse undermines skill development and integrity.
POLICY
Use of AI tools on any assignment must be disclosed and cited by the student. Any use of AI that replaces a student's original thinking or work is considered academic dishonesty.
PROCEDURES/CONSEQUENCES
- All submitted assignments may be reviewed using approved AI-detection software.

- If the instructor's AI-detection result indicates **more than 50% AI-generated content**, the assignment will receive a **final grade of 0**, and the student will **not be eligible for revision or resubmission**.
- If the AI-detection result indicates **between 30%–50% AI-generated content**, the assignment will initially receive a grade of **0%**.

Students will then have the following 2 options, subject to the following conditions:

Option 1: Request to Revise and Resubmit (Applicable only if AI is between 30%–50%)

- The student may request permission from the instructor to revise and resubmit the assignment.
- This resubmission will count as **one (1) of the two (2) allowed redo opportunities per academic year**.
- The revised submission will again be subject to AI detection.
- If the AI-detection result of the resubmitted work is **above 30%**, the assignment will receive a **final grade of 0**, with no further opportunities for correction.

Option 2: Appeal to the Administrative Office (Applicable only if AI is between 30%–50%)

- The student may choose to appeal through the **Administrative Office** instead of requesting a redo. The Administrative Office will conduct an independent AI-detection review using its approved software.
- If the Administrative Office's result shows **less than 30% AI-generated content**, the assignment will be returned to the instructor for normal grading.
- If the result shows **30% or higher**, the assignment will receive a **final grade of 0**, and no resubmission will be permitted.

Consequences for misuse align with the **Academic Dishonesty** section of the Student Handbook and may include:

  - Parent/guardian notification;
  - Administrative discipline for repeated or serious infractions.
- Teachers may require students to explain, defend, or recreate their work orally or in writing.

RESPONSIBILITIES

- **Students** must ensure all submitted work authentically represents their own learning.
- **Teachers** will clearly outline when and how AI tools may be used.
- Students are responsible for ensuring that their submissions comply with academic integrity standards.
- The use of AI tools must follow course-specific guidelines provided by the instructor.

SECTION F: ADMISSION PROCEDURES

Please prepare the following application materials;

1. Submit the Application Form (link on the website) and required documents three months prior to the start of the term via email to "AdmissionsJA@cseec.ca".
   Documents Include:
   -One passport-size photo (electronic version)
   -Report cards for the last 3 school years (PDF)
   -TOEFL, IELTS, the Johnathan Academy English Assessment, or other recognized English test scores (PDF)

2. Submit $200 application fee (non-refundable) by credit card.
   *Please note that completing these forms and submitting the application fee does not guarantee acceptance.

3. Within five business days, the Principal will interview you and the Admission Committee will decide whether they can offer you a place or not.

4. If you are accepted, the Academy will send you a Letter of Acceptance and a request for the full tuition payment.

5. After the Academy receives your tuition, you will receive a Letter of Enrollment.

6. You can use the Letter of Enrollment to apply for a Study Permit to The Canadian Embassy.

7. Once you receive your Student Visa, book plane tickets, and prepare your luggage.

8. Our staff will pick you up from the airport and drive you to your new home.

Acceptance Criteria

1. The students must have attained a level of spoken and written English that will enable them to study the secondary school curriculum.

2. International students should be with a parent during the high school period. We have no dormitory facilities, and students must arrange their own home stay placements. Johnathan Academy can assist as it enlists the services of reputable Homestay Agencies to arrange the finest homestay situations.

3. International students should have valid health insurance during their period of study (MSP).

4. Students must submit a transcript of their most recent marks. Please provide an English translation if necessary.

5. Students residing in Canada must submit a copy of their Student Visa and a copy of their guardians' Canadian citizenship or Landed Immigrant document.

6. Students applying from outside of Canada should take their Letter of Acceptance to the Canadian Immigration office nearest them to apply for a Student Visa. This procedure can take 6-8 weeks.

7. If possible, the applying student and guardian should make an appointment for an interview with the principal.

8. Standards regarding absenteeism and participation in extra-curricular activities must be agreed to at the time of application. Chronic tardiness and absenteeism will be dealt with very seriously (Student Conduct and Discipline Policy) and could result in students losing their Student Visa status in Canada.

9. When studying in Canada, students must renew their Student Visa 6 months prior to it expiring.

Medical Insurance

The British Columbia Medical Services Plan (MSP) is a mandatory health insurance plan, for everyone who lives in BC for six months or longer. Apply for MSP online or by mail immediately after you arrive.

MSP covers the cost of basic medical care within Canada, including most physician and hospital services. In most cases, you will not have to pay at the time you seek medical care when you show your BC Services Card.

MSP does not cover dental care, prescription drugs, routine vision care (such as eye examinations or corrective lenses), or travel.

If you're an international student, you must be covered by MSP or have equivalent coverage. Without MSP or equivalent coverage, you cannot make claims for Health Plan benefits. Your application for MSP usually takes three months to process. To ensure that all international students have basic health coverage while residing in BC, Johnathan Academy has arranged for new international students not yet covered by MSP to be automatically enrolled in a primary medical insurance plan.

Fee Schedule 2025-26

10 Month Tuition	Local Student	International Student
Application Fee (non-refundable)	$200	$200
School Supplies and Facilities	$1,900	$1,900
School Services and Activities	$2,700	$2,700
School Uniform	$300	$300
Tuition Fee	$13,800	$19,000
Total Amount	$18,900	$24,100

Optional Fees

	International Student
Bank Charge (per Electronic Transfer)	$50
Airport Pickup/Drop Off (each trip)	$100
Custodian Documentation (one time)	$200
Custodianship Fee (one year)	$800
Homestay Placement (one time)	$500
Medical Insurance (one year)	$1050
Room and Board Homestay (per month)	$2,000 – $2,600

SECTION	Business and Finance Administration
POLICY NAME	School Fee Refund Policy
POLICY NUMBER	101
DATE CREATED	January 31, 2020
DATE REVISED	
DATE IMPLEMENTED	September 1, 2020

RATIONALE:
Johnathan Academy is an independent secondary school specializing in offering a British Columbia graduation program of studies to international students. By applying to study at Johnathan Academy, the student begins the process of registering at the school to complete his/her high school education. Because the number of places offered by the school is limited, and because the competition to get placement in the school is highly competitive, a policy must be in place to ensure that the student and the school are financially protected if either party is not able to complete their commitment. This Tuition Refund Policy is designed to protect the student and the school.

This policy will be made available to families before any fees are paid and will be published online or otherwise made available on request.

POLICY:
A student is considered to have entered into a contract with the school when the student's application for admission has been accepted by the school. To be considered for a refund, a student must submit a written notice of withdrawal signed by the student and his/her parent/guardian. Tuition refunds will be issued to students or their parents/guardians, where appropriate.

Students who have been issued an Official school letter (Official Letter of Acceptance, Temporary Resident Visa Letter, or Re-entry Letter) are not eligible for a 100% tuition refund, even if the original document is returned to the school. Application Fees and the Optional Applicable Fees are not refundable. Tuition Fee refunds will be based on the following procedures.

PROCEDURES:

1. If the school fails to obtain or maintain Group 4 Classification from the Ministry of Education and Child Care, the school will reimburse 100% paid tuition if the student has not yet begun classes for the semester or a prorated percentage amount based on the weeks of completed study during the semester.
2. If a student is denied a Study Permit authorization from Citizenship and Immigration Canada, the school will refund the student 100% tuition refund if the following three criteria have been met:
    a. The student applied for a Study Permit authorization from Citizenship and Immigration Canada within 30 days of receiving the official letter of acceptance from the school,
    b. Official documentation of the visa refusal is provided to the school,
    c. Students request the refund within one year of the date of the school's official letter of acceptance.

3. If a student gives notice in writing by registered mail or in person to the school of his/her intention to withdraw 30 days prior to the first day of classes in a given school year, the school will retain 30% of the tuition fee paid and refund the balance for the 1st academic year fees paid.
4. If a student gives notice in writing by registered mail or in person to the school of his/her intention to withdraw under 30 days before the first day of classes, the school will retain 50% of the 1st academic year fees paid.
5. If a student gives notice in writing by registered mail or in person to the school of his/her intention to withdraw after school has started, within the first 30 days of the Semester, the school will retain 70% of the 1st academic year fees paid.
6. If a student gives notice in writing by registered mail or in person to the school of his/her intention to withdraw after the first 30 days of the Semester, the school will retain 100% of the 1st academic year fees paid.
7. If a student is dismissed at any time during the Semester, the school will retain 100% of that academic year fees paid and 50% of the 2nd academic year fees paid.
8. If a student indicates they will be returning for a second or subsequent school year and withdraws prior to commencing the second or subsequent school year, the following will apply:
   50% of the annual tuition fee will be refunded if they withdraw from the program on or prior to or May 31st (September intake) or October 31st (January intake). No refunds will be provided after these dates.

NOTE:
The Inspector of Independent schools expects start up schools with interim group for certification to have access- without recourse to the group for independent school bond - to enough cash on hand to provide fee refunds in the event that the school fails to open, fails to receive certification after an initial external evaluation inspection, or otherwise closes during its first year of operation. Ministry of Education administration of a Group 4 independent school bond for the purpose of providing partial refunds can be a lengthy process, taking up to 40 months, and parents should not rely on partial refunds derived from this bond for any payment required before this time. (e.g., Parents should not rely on the partial refund coming from the bond to pay fees at another school)

RESPONSIBILITIES:
1. The student and his/her family are responsible for applying for a Study Permit within 30 days of receiving the acceptance letter from the school.
2. The student and his/her family are responsible for applying for a refund within one year of the date of the school's official letter of acceptance.
3. The school is the first point of contact for refunds. All refunds are the responsibility of the school Authority in accordance with this policy.
4. The school will maintain sufficient funds on hand to make refunds available to students upon unexpected closure of the school.
5. In the case where the school closes and refunds are not provided by the school, the student and his/her family may apply to the Ministry of Education for a prorated refund under the provisions of the Independent School Regulation and the Bonding Act. These refund amounts will be paid from the school's Bond that is posted with the Ministry of Education and Child Care for this purpose.
6. The Independent Schools Act does not provide the Inspector of Independent Schools or the Ministry of Education with a role in routine refunds.

SECTION G: CALENDAR AND TIMETABLE BLOCK SCHEDULE

Note, block order may differ each semester. It is best to follow the Day schedule on MyEd

	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7
8:30 - 9:45	A	B	C	D	E	A	B
9:50 - 11:05	B	C	D	E	A	B	C
11:10 - 12:25	C	D	E	A	B	C	D
1:10 - 2:25	D	E	A	B	C	D	E
2:30 - 3:45	E	A	B	C	D	E	A

LEGEND	
Statutory Holiday/Term Break	
Non-Instructional/Pro-D Day (7 days)	
Administration	
Parent-Teacher After-School Conferences	
August 30	First Day for Staff
September 02	Labour Day
September 03	First Day of Fall Term
September 20	Pro-D Day
September 30	National Truth & Reconciliation Day
October 14	Thanksgiving Day
October 25	Provincial Pro-D Day
November 1-7	Fall Term Conferences
November 08	Pro-D Day
November 11	Remembrance Day
December 20	Last Day of Fall Term/Report Card Post Following Week
December 23-31	Winter Break
January 1-3	New Year's Day
January 06	First Day of Winter Term
January 24	Pro-D Day
February 14	Pro-D Day
February 17	Family Day
February 24-28	Winter Term Conferences
March 17-28	Spring Break
April 18	Good Friday
April 21	Easter Monday
April 25	Last Day of Winter Term/Report Card Post Following Week
April 28-May 02	Term Break
May 05	First Day of Spring Term
May 19	Victoria Day
May 30	Pro-D Day
June 2-6	Spring Term Conferences
June 27	Last Day of Spring Term/Report Card Post Following Week