

**ST. JOHN'S ACADEMY**  
SHAWNIGAN LAKE

# **RESIDENCE HANDBOOK**

## **2020-2021**



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SHAWNIGAN LAKE

Dear Student,

It is my pleasure to welcome you to St. John's Academy Shawnigan Lake residence program. We are nestled in a landscape with Mount Baldy behind us and the lake right in front of us, to which we will enjoy throughout the year. We look forward to getting to know you, your culture, and hope that you can learn from others and their cultures.

During the weekdays, you will be in the academic program, and the evenings and weekends are part of the residence program. Our hope is that you learn, grow, and enjoy your time here at St. John's Academy.

We have a team of staff that are here to support you and make your stay with us safe and comfortable. Our Campus Youth Coordinators live both on campus and off campus and are available at all times of the day and night. The staff are there to provide continued support for your academics and create a fun and active program with offering activities both on campus and off campus.

Please review this handbook and reference it throughout the year. It will give you a clear understanding of all aspects of residential living and expectation that you can have of us and we have of you.

Looking forward to a fantastic year ahead sharing and making memories here at St. John's Academy

*Serena Myrholm,*

*Student Service Coordinator*

### **VISION STATEMENT**

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

### **MISSION STATEMENT**

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

### **CORE VALUES**

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

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

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### 2020 – 2021 School Calendar

Students in Residence: Students are requested to arrive to school on Saturday, September 5, 2020 between 8:00 am to 12:00 noon. Parents are cordially invited to attend the induction. We request that students living in residence remain on campus every weekend until the long weekend of October, Thanksgiving holiday weekend.

#### **TERM 1: Tuesday, September 7, 2020 to Friday, December 11, 2020**

- Labour Day (Main offices closed; Residence office open) Monday, September 7, 2020
- First Day of School, all students in attendance Tuesday, September 8, 2020
- Professional Development Day (No classes) Monday, September 21, 2020
- Thanksgiving Day (No classes; Offices closed) Monday, October 12, 2020
- Professional Development Day (No classes) Friday, October 23, 2020
- Remembrance Day Observed (No classes; Offices closed) Wednesday, November 11, 2020
- Last day of classes before Winter Vacation Friday, December 11, 2020

*Winter Vacation\* No classes. Residences close Sunday, December 12, 2020 and reopen on Sunday, January 4, 2021. Please know that Administrative offices will be closed from noon December 24, 2020 to January 1, 2021.*

#### **TERM 2: Monday, January 4, 2021 to Friday, March 5, 2021**

- Classes resume (All students in attendance) Monday, January 4, 2021
- Professional Development Day (No classes) Friday, February 12, 2021
- Family Day (No classes; Offices closed) Monday, February 15, 2021
- Last day of classes before Spring Vacation Friday, March 5, 2021

*Spring Vacation\* No classes. Residences close Sunday March 7, 2021 to reopen on Sunday, March 21, 2021. Please know that Administrative offices will be open during the Spring Vacation.*

#### **TERM 3: Monday, March 22, 2021 to Friday, June 25, 2021**

Students in residence: We request that students living in residence remain on campus each weekend for their last month of school. No travel is permitted until the student departure dates, noted below.

- Classes Resume Monday, March 22, 2021
- Easter Weekend (No classes; Offices closed) Friday, April 2, 2021 to Monday, April 5, 2021
- Professional Development Day (No classes) Friday, May 7, 2021
- Victoria Day (No classes; Offices closed) Monday, May 24, 2021
- Last Day of classes for all students Friday, June 25, 2021
- Student departure dates\* Saturday, June 26, 2021 to Sunday, June 27, 2021

*\*Any travel outside scheduled travel dates will incur an additional fee of \$250 for each day when residences are closed.*

## **You are Moving into Dorms, What You Should Bring**

Shawnigan Lake is home to all four seasons and generally has a milder climate than the rest of Canada is known for. In the winter we tend to get more rain with a small chance of snow, and in the summer, we have nice sunny days with highs in the mid-twenties. We utilize the lake and land around us year-round.

Our dorms are equipped with bed linens, blankets, and towels. If students wish, they may also bring their own.

*We suggest the following packing list:*

### Clothes

- socks and underwear
- pajamas
- slippers/ indoor shoes
- housecoat
- t-shirts
- long sleeve shirts
- pants
- sweaters
- rain jacket
- winter coat
- dress shoes (for uniform)
- belt
- rain boots
- toque/ hat
- scarf
- runners
- bathing suit
- flip flops

*\*please note that students will have the opportunity to shop if they are needing more items*

*\*they will also receive a uniform which will be worn during the school day*

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### Toiletries

- hair brush
- toothbrush
- toothpaste
- soap
- shampoo/conditioner

### Other Items

- Computer
- Mobile Phones
- personal keepsakes and memories
- comfort foods from home

*\*please note that hairdryers, straighteners, and other small appliances must be ones purchased in North America so that we meet our local requirements. Other small appliances must receive preapproval due to safety concerns.*

## **The Residence**

### **Rooms**

Your room is part of your home and a place that we want you to be comfortable in. These rooms will be shared with two to four students. We try our best to create diversity and learning in the residence, therefore, our room assignment works to place different linguistic and cultural backgrounds in the same room. While this may seem challenging at first, the goal is to aid in language acquisition and cultural learning.

Living in residences among other students can be challenging at times and roommate difficulties can occur, we do our best to foster and encourage problem solving skills with the steps below:

1. Try to work our problems with your roommate(s) directly. This involves an open and honest conversation to work towards resolving the issue. Staff can assist to help facilitate the conversation
2. Speak to a Campus Youth Coordinator to get help with the next steps and ideas to move forward.
3. If all efforts to resolve the issue have been taken, the students and staff will involve the Student Service Coordinator to determine the next course of action.

Students are encouraged to make their dorm space personalized and comfortable. While the rooms are fully equipped, students can make the room more personalized by decorating, putting up pictures and posters and add things that help them feel more at home.

It is important to respect one's space and the amount of room that they are taking and using. The dorms are to be equally shared and everyone will have equal use of space. We also ask that all content and decor be appropriate and not in any way be violent or sexual in nature. Staff can ask at any point that something be removed if deemed inappropriate.

Each student will have a closet to hang their clothes and keep their items. They will also have a bookshelf and desk to provide more personal space. Additional storage for suitcases, seasonal clothes etc. can be provided upon request.

### **Room Expectations**

Weekend day mornings require students to be timely and organized in order to start the school day off in a positive way. Students are expected to ensure that they are dressed to the appropriate standard for the day and have all necessary items for the entire school day, including after-school activities. It is also expected that when you leave your room for the day, that it is being left in a clean and tidy manner. Staff are happy to provide assistance to support the student in learning these important life skills. The following expectations for your room each morning are as follows:

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- Bed made
- Garbage and recycling in bins
- Tidy desk
- Items on floor are put away
- Clothes are hung up and organized
- Lights are turned out

### **Weekend clean-up**

While it is your responsibility to maintain a clean room throughout the week, the weekend requires an additional time to do a larger more thorough clean. Sunday afternoons, or earlier in the weekend, student must complete the room clean up. In addition to the daily clean up, students must also vacuum their floors, wipe down their counter-tops, take out the garbage and recycling, have all uniform pieces ready for the week and ensure a clean and organized room. Upon completion of a room clean staff will be required to check to ensure that the room has been cleaned properly and will provide assistance where needed.

### **Laundry**

Laundry services are provided for both uniforms, linens, and personal clothes. Laundry bags are provided for students to fill with dirty clothes and brought to the laundry room on the set days for the service. Clothes are to be dropped off in the morning before school and available to be picked up in the evenings. It is the student's responsibility to ensure they get their clothes washed to have the appropriate clothes for the day.

### **Bathroom Etiquette**

The dorms at St. John's Academy have shared bathrooms that are located on each dorm floor. The bathrooms are cleaned daily by our housekeeping staff; however, it is extremely important that we are tidy and clean up after our use in the bathroom. Please keep personal toiletries either in your dorm room or in the shelving located in the bathroom. After using the showers/bathtubs please wash them out making sure not to leave dirt and grim behind. After using the sink, cleanup the water, soap, toothpaste around the sink and on the counter. Most importantly, always flush the toilet and make sure that it is ready for the next person after you leave.

### **Residence Buildings and Common Rooms**

We are co-educational school/residence and need to be very aware and respectful of such. Our residence has four separate building with dorms, bathroom, and common room. Commons rooms, dining hall, academics and outside are areas for genders to mix, while dorms are separated for males and females. Under no circumstances may a female be in the male dorms and vice-versa, this will result in disciplinary action.

Common rooms are spaces that are shared and meant to be welcoming to all. Like most places on campus, these are shared spaces and need to be treated with respect and care. This involves cleaning up after yourself, allowing anyone to join and be involved, using respectful language, caring for the furniture and items in the rooms, and most importantly enjoy your free time!

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- **Strathcona residence** consist of three floors of dorm rooms with a shared bathroom on each floor. The common room is a TV / Lounge room. It functions as a place for students to relax and socialize.
- **Maxwell residence** consist of three floors of dorm rooms with a shared bathroom on each floor. The common room is a games room. It has a pool table and darts to be enjoyed by all.
- **Lakeside residence** consist of two floors of dorm rooms with a shared bathroom on each floor. The common room is a music room. Student can find drums, guitars, and a piano to use to make music and have fun.
- **Dwight residence** consist of three floors of dorm rooms with a shared bathroom on each floor. The common room is a TV/ Lounge room. It functions as a place for student to relax and socialize.

### Dining Hall

The dining hall is meant to be a welcoming place we share meals and events together. Not only is it the location of all our meals, it is also used for performances, activities, and a socializing time. Our aim is that we communicate and interact with each other when in the dining hall, for this reason we have a no cell phone during meal policy. Please do your best to always leave it cleaner than when you got there and with more smiles than before.

### Recycling

On campus (and Canada in general) we try to be mindful of the waste that we create. Reduce, reuse, recycle!! However, we all create waste and therefore we must deal with it appropriately. Refundable (pop can, juice boxes, water bottles) are to be put in the blue bins to be taken in for refund. Papers and plastics are to be put in another bin to be properly recycled, and all other garbage is to be thrown in regular black/grey bins.

Compost is also important and to not be mistaken for garbage. In the kitchen there is green bins which are used for all food scraps. Please do not put anything other than compostable materials in this bin, doing so will result in you having to sort through it to pull out the trash!

### Other buildings and facilities

On campus we have a dance studio that we can be used by our students to practice their dancing, yoga, or any performing arts. The studio may be used in the evenings and weekends with the permission of a staff member. The library is another main area of our school. It is well used space both in the academic and residence programs. This space is to be used for study time, board games and other quiet activities.

### Lakefront

Having the lakefront is one of the most important and wonderful features of our school. We want our students to enjoy it and use it. With that said, the lake does present a safety issue for both the lake itself and crossing the street to the lake. Going over to the lake is encouraged but with permission. It is also imperative to follow the lakefront rules as posted.

## **Residential Life**

### **Activities**

St. John's Academy strives to provide a place for students to explore, have fun and be adventurous. Activities outside of the academic day will take place in both the evenings and the weekends. An additional activities manual can be referenced for activity ideas and options.

### **Weekday Residence Routine**

7:00am:	Wake-up
7:30am - 8:00am:	Breakfast
8:30am:	Out of dorms, rooms tidied (dorms locked for academic day)
3:30pm:	Dorms opened
5:30pm:	Dinner (student must sign in)
6:30pm - 8:00pm:	Study hall
8:00pm - 10:00pm:	Free time/ evening outing
10:00pm - 10:30pm:	Preparing for the next day, readying for bed
10:30pm:	Lights out (Juniors)
11:00pm:	Lights out (Seniors)

### **Weekend Residence Routine**

The weekends are a time of resting, exploring, going on adventures, and having fun. The staff will do their best to provide opportunities for fun and entertainment on Friday evenings, with the potential to go off campus. Saturdays will involve an off-campus adventure of some kind, with both a scheduled activity and some free time. Sundays are for sleeping in, cleaning rooms, going on an outdoor adventure, free time and additional study and homework time. In the event of a long weekend, the additional day off becomes another day for activities and going off campus.

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### Friday Evening

3:30pm:	Dorms opened, free time
5:30pm:	Dinner
6:30pm – curfew:	Free time / planned activities / outing
10:30pm:	Curfew in dorms
11:30pm:	Lights out

### Saturday

9:00am:	Wake-up
9:00am - 10:00am:	Breakfast
FREE TIME and PLANNED ACTIVITIES	
5:30pm:	Dinner
FREE TIME and ACTIVITIES	
10:30pm- Curfew:	In dorms
11:30pm:	Lights out

### Sunday

Sleep in:	Cold breakfast available from 9am onwards
11:00am:	Brunch
1:00pm – 2:00pm:	Room Clean-ups
2:00pm – 5:00pm:	Outdoor Activity (weather permitting, otherwise indoor activity)
5:30pm – 6:15pm:	Dinner
FREE TIME	
9:30pm – 10:30pm:	In dorms. Preparing for the next day, readying for bed, additional study/review time.
10:30pm:	Lights out (Juniors)
11:00pm:	Lights out (Seniors)

### Weekend Leaves

If a student wishes to leave campus for the weekend permission must be requested at least one week prior to the intended weekend departure. The process will require a letter of invitation from the hosting family and a letter of permission of the student's parents/guardian. Once these items have been received the student services coordinator will finalize the plans and permission. It is important to note that transportation to the ferries or airport will be at the expense of the student. Please complete the [Weekend Leave Request Form](#) if you wish to travel.

### Study Hall

Student will be given opportunity in the evenings to continue working on their homework and studies. This will be Sunday through Thursday from 6:30pm to 8:00pm in the library. Other locations can be utilized if needed for various homework needs. This is a Youth Coordinator

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supervised time, and they can be available to help students if needed. It is the student's obligation to be aware of what their homework and study needs are.

### **Students Money**

While staying at St. John's Academy the needs of the students are provide as part of their room and board costs. However, there are many opportunities for students to do additional shopping and purchasing throughout the week. If a student wishes, they must have their own money to use for these additional expenses. Keeping extra money in a bank account is recommended, staff can help set up accounts if needed.

### **Transportation**

Buses and other means of transportation will be a normal part of our getting to and from different activities. Please be always respectful of the driver and not be a distraction while on the bus.

Transportation is provided for students on the various activities that are offered. Additionally, we provide transportation to the ferries or airport for regular scheduled holidays (Beginning of the school year, Winter break, Spring break, and End of the school year). Additional transportation will need to be requested in advance and will be at the expense of the student.

### **House Meetings**

Each house is to meet weekly to address concerns, activities, and general information. This is an opportunity for staff and students to talk and work issues out as a team. There will also be times for full dorm meetings, which will be communicated in advance when needed.

### **Internet / WIFI**

Students have access to WIFI and internet access during the day and weekends. To help students manage their time effectively and use the internet in a beneficial way, are have an internet schedule as follows:

Monday:	7am – 10pm
Tuesday:	7am – 10pm
Wednesday:	7am – 10pm
Thursday:	7am – 10pm
Friday:	7am – 11:30pm
Saturdays:	7am – 11:30pm
Sunday:	7am – 10pm

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### Mail and Deliveries

Students are welcome to receive mail and deliveries. If a student wishes to have something sent to them, they can use the address as follows:

First Name, Last Name

C/O St. John's Academy – Shawnigan Lake

2371 Shawnigan Lake Road

Shawnigan Lake, BC

Canada, V0R 2W5

*Please note: any additional charges or duty fees will be the responsibility of the student.*

## General Information

### Behaviour Guidelines

#### Alcohol and Drugs

Alcohol and drugs are not permitted or tolerated on school property at any time. If a student is caught with possession or under the use of alcohol or drugs immediate disciplinary action will be taken. This could include but not be limited to, a conversation with the parents, gating or suspension, appropriate retribution.

#### Smoking

Smoking and vaping are not permitted on campus. "All public and private kindergarten to Grade 12 schools in B.C. are tobacco and vape-free under the Tobacco and Vapour Products Control Act and Regulation. This ban extends to all school property 24 hours a day, 7 days a week, regardless of whether or not school is in session. The ban also includes vehicles, parking lots, sports fields, driveways, courtyards, and private vehicles parked on school property."

If a student is caught smoking, or in possession of tobacco or other paraphernalia, this will result in a meeting with staff and determined consequences.

Support is provided for a student that is requesting help to quit smoking, or to prevent smoking.

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### **Inappropriate behaviours towards others**

Living in community and being respectful of everyone's difference are particularly important. Students who use physical force, hurtful words, theft, or other anti-social behaviours will not be tolerated and will result in disciplinary action.

### **Positive Discipline**

In the event that students break the rules or are hurtful to others, we work towards a resolution that is helpful and supportive to everyone. Our staff have been trained using the positive discipline model and work as a team to approach situations with a united front. More information on positive discipline can be found online at <https://www.positivediscipline.com/>, or by speaking to a member of staff.

### **Animals / Pets**

As much as many people love pets and want to have pets on campus, they are not permitted while living in residences.

### **Cell Phones and Electronics**

Cell phones, tablets and other devices are to be used in moderation. We understand that they are a very useful tools and are very much needed for communication with family and friends. We will respect your use of devices if you respect our need to have device free times as well. During meals students are not to be on their phones, this time is for communicating with other and being part of our school community. Additionally, the academic day is cell phone free and students should leave their phone in their dorm rooms.

### **Health Needs**

We strive to be a school that works towards health and wellness, but we all fall ill from time to time. If you have any health needs or concerns, please seek help and support from the Campus Youth Coordinators. We have medical supplies here on campus and have access to a doctor and pharmacy in the Shawnigan Lake Village. Please be sure to inform us of any outside medication that you have and are using, as this can compromise the care that may be provided.

### **Locks and Security**

Please be advised that you are responsible for your own personal items. We encourage our students to keep extra money in bank accounts and important personal belongings properly put away. Locks can be used in storage areas and lockers will be assigned to all students.

### **Signing in and out**

Students are required to ensure that they have received a Campus Youth Coordinators permission to leave campus. They must sign out and back in to ensure that staff are always aware of the student's location. This is for general operations of the boarding program, but also for the safety of the student(s).

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In addition to signing in and out from campus, it is important that students sign in at all mealtimes and for study hall. This again is to ensure the safety of our students and the overall residence program.

### **Sleepovers**

Sleeping in different dorm rooms and having sleepovers is not permitted. If a special arrangement is needed or requested, this needs to have special approval from staff. If a student has been invited for a sleepover offsite (for example at a day student's house), this will require permission from the inviting family and the student's parents.

### **Taxis**

Taxis are only to be used when permitted by staff. If students are given permission to take a taxi, it will be at the students own personal expense, unless other arrangements have been made.

### **Important Numbers and People**

Emergency (police, fire, ambulance) 911

St. John's Academy main office 250-220-4888

Ms. Serena Myrholm - Student Service Coordinator 250-466-9327

Campus Youth Coordinator 250-466-9331

Kids Help Phone 1-800-668-6868

Youth Crisis Helpline 1-800-784-2433