



# Student Conduct and Discipline Policy

The student code of conduct sets standards for appropriate student behaviors during school, a school-sponsored event, or when engaging in any activity which affects the school environment.

This code is used to ensure a Safe, Caring, and Orderly School environment where all students may learn, work, and grow. Our school is a diverse community of students, teachers, and staff who are responsible for contributing to the positive environment.

## Acceptable Conduct

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

## Unacceptable Conduct

- Defiance (to school policies and administrative actions taken in loco parentis)
- Bullying and cyber-bullying
- Threats, intimidation, violence or harassment in any form
- Discrimination of any kind
- Retribution against a person who has reported an incident
- Theft, vandalism, or possession of any banned contraband
- Possessing or under the influence of controlled substance or alcohol
- Smoking or Vaporizing on school property or within 15 meters of school property
- Any conduct jeopardizing the school's culture, safety, or reputation

### Misuse of Technology or Other Articles

- Technology and articles should be used in a way that supports learning (at the teacher's discretion)
- Students may be subject to discipline or confiscation of personal property for misuse of technology or articles if it negatively impacts on the school's learning environment

### Consequences

Students will be disciplined in a timely and fair manner. Possible consequences include verbal warnings, detention, suspension, expulsion, and refusal to offer an educational program. Mandatory consequences are required for some offences. Progressive discipline methods will be implemented to alter the inappropriate and/or unsafe behavior. Consequences will be preventative and restorative. Willful defiance of school policies will result in the consequence of most severe gravity.

### Notification

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

### SCHOOL RULES

#### Lunch Time/Food and Drink

Students must eat lunch in the school lunchroom and not in any of the classrooms. Students are encouraged to bring their own lunch; however, students may purchase food and drinks from nearby restaurants. Drinking water is available for all students in the lunchroom, and students should bring their own drinking container.

### Smoking

There is absolutely NO SMOKING on school property or within 15 meters of a doorway or window, as per Vancouver Bylaws. This rule is strictly enforced by St. John's International School and anyone who does not abide by it will have to deal with the consequences. Please look at the St. John's Anti-Smoking Policy agreement, which all students must sign before starting their semester, for detailed information.

### **Parking**

There is currently no parking available to students behind the school. All parking spots are reserved by our school and other nearby businesses. Any unauthorized vehicle parked in reserved parking spots will be towed at the owner's expense.

### **Drugs and Alcohol**

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

### **Dress Code**

At no time should a student clothing have any inappropriate language, pictures, or designs and no references to alcohol, smoking, drugs, or sex. In addition, there must be no mini or micro-mini shorts or skirts, see-through or revealing clothing. The allowed skirt length for girls is 1 inch above the knee. For boys the trousers are expected to be of regular width; not too tight or baggy. Students arriving at school in unacceptable clothing will be sent home and allowed to return to school only when they have changed into something acceptable.

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

### **Valuables and Money**

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

### **Activity (Field Trip) Days**

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

**Staff Room Etiquette**

The staff room is the teachers' private meeting space. Students who have an urgent reason to talk to a teacher should wait or ask permission from the reception to talk to a teacher. Students may not enter the staff room without a teacher's permission. Students must not enter the staff room at lunch or during staff meetings.

All students are expected to behave in a civil and polite manner among themselves and with staff. No threatening speech or behavior will be tolerated from either staff or students. Use of foul language or threatening behavior, even when intervention attempt has been made, will result in dismissal/expulsion.

**Midterm and Final Exams**

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