



# ST. JOHN'S ACADEMY SHAWNIGAN LAKE

2371 Shawnigan Lake Road, V0R 2W5, Shawnigan Lake, BC  
250-220-4888, info@stjohnsacademy.ca

## STUDENT CONDUCT AND DISCIPLINE POLICY

For school year: 2019 – 2020

### OVERVIEW

St. John's Academy Shawnigan Lake (the School) cares to create a dynamic, diverse learning environment that requires the respect of the rights and dignity of all individuals of staff and students alike. Committed to providing an exceptional learning environment that promotes mutual respect and understanding, student conduct will be encouraged, guided and fostered towards what is acceptable and what will not be tolerated.

Every reasonable effort will be made by the School to foster an understanding of acceptable conduct and to support all staff and students of what this means at St. John's Academy Shawnigan Lake, which the School believes will aid in the creation of a safe and respectful environment that is conducive to learning.

The purpose of this policy is to:

- Foster a place of respectful behaviour and promote awareness of personal conduct.
- Outline rules and discipline necessary for the benefit of all who are a part of the school community.
- Educate school community members as to the expected Code of Conduct.
- Encourage school community members to cultivate a sense of personal responsibility as well as a concern for the wellbeing of their school community and larger community.

### SCHOOL CODE OF CONDUCT

As an ongoing condition of employment or enrolment at the School, students and parents are expected to support the requirements of the *School Code of Conduct*.

The school code of conduct sets standards for appropriate staff, student and parent behaviors during school, any school event, or when engaging in any activity that impacts the school environment.

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

### Fundamental beliefs

- Everyone has a responsibility to promote a safe environment.
- Everyone should be aware of their rights, as active and engaged citizens. More importantly, everyone should also accept responsibility for protecting their rights and the rights of others. Responsible citizenship involves taking part in the civic life of the school.



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- All members of the school community are to be treated with respect and dignity, especially those in positions of authority.
- Everyone has a responsibility to resolve conflicts in a way that is civil and respectful. Insults, hurtful acts and a lack of respect for others disrupt learning and teaching in a school community.
- Everyone is expected to resolve conflicts without using violence. Physical aggression is not a responsible way to deal with other people. No one should use an object to injure another person, or even threaten to use an object to injure another person. This is unacceptable and puts everyone's safety at risk.

## **All school community members must:**

- respect and follow all applicable laws
- demonstrate honesty and integrity
- respect differences in people
- treat one another with dignity and respect at all times, especially when there is disagreement
- respect and treat others fairly, regardless of race, ancestry, place of origin, colour, ethnic origin, creed, sex, gender identity, gender expression, sexual orientation, age, marital status, family status or disability
- respect the rights of others
- show care and respect for school property and the property of others
- take the proper steps to help those in need
- respect all members of the school community, especially those in a position of authority
- respect the need of others to work in an environment that encourages learning and teaching
- seek help from school staff, if necessary, to resolve conflict peacefully
- not swear at a teacher or at another person in a position of authority.

## **Student Conduct**

- Be respectful of yourself and others
- Be courteous to others and use appropriate language
- Attend class and participate in learning by being prepared for class, respecting classroom rules, and by contributing to the class
- Take responsibility for learning
- Maintain proper appearance
- Respect the school's facility, property and grounds
- Contribute to keeping school grounds clean and to participate in British Columbia's recycling program
- Contribute to the safety and well being of yourself and others
- Report concerns of behaviour to a teacher or office staff member
- Actively participate in school and engage in learning
- Model responsibility, compassion, and respect for others in the community
- Speak English during academic learning day and while in class



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## **Teacher and Staff Conduct**

Under the leadership of the Head of School, teachers and staff help maintain a positive learning environment and are expected to hold everyone to the highest standard of respectful and responsible behaviour.

As role models, staff uphold these high standards when they:

- help students work to their full potential and develop their self-worth
- empower students to be positive leaders in their classroom, school and community
- communicate regularly with parents
- maintain consistent and fair standards of behaviour for all students
- show respect for all students, staff, parents, volunteers and members of the school community
- dress professionally
- prepare students for the full responsibilities of citizenship.

## **Unacceptable Conduct**

- 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 a weapon
- Possessing or under the influence of illicit drugs or alcohol
- Smoking or Vaporizing on school property or within 6 meters of an air intake

## **Misuse of Technology**

- Technology 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 if it negatively impacts on the school environment.

## **STUDENT DISCIPLINE**

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. Discipline may also include counseling and removal of off campus privileges such as events or outings. 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.

Students that do not respond to improving with adequate behaviour, and are repeat offenders, will be dealt with severely and on an individual basis that may result with being on probation, suspension or even expulsion.



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- “Serious” offences would include lying, cheating, theft, vandalism, bullying, and fighting. Students who violate serious offences are brought to the Head of School.
- “Minor” offences would include being late to class, inappropriate uniform, littering, poor and/or irresponsible behaviour, or gym infractions (out of gym uniform). The faculty deals with students who violate minor offences.

## **Notification**

Students will be notified of the code of conduct during the school assemblies, on the student application form, in the student handbook, and online. 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.

## **ANNUAL REVIEW OF POLICY**

During the end of each academic year, the Head of School will review the Student conduct and Discipline policy with all faculty and staff to provide a report for the Advisory Board indicating the need of changes or additions to this policy.