



St. John's Academy

Shawnigan Lake Campus

STUDENT CONDUCT AND DISCIPLINE POLICY

For school year: 2022-23

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.
- 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.



St. John's Academy

Shawnigan Lake Campus

- 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

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



St. John's Academy

Shawnigan Lake Campus

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 POLICY

Policy Goal

At St. John's Academy Shawnigan Lake, we aim to create a happy, caring, and safe environment where students feel they are valued, have a purpose, and a strong sense of belonging. We encourage our students to make good choices throughout the school day, and we believe that structures, routines, firmness, kindness and follow-through are key.

The structures, routines, and follow-through that adults maintain in our school create the regularity and predictability our students need to know that they are safe. We can do this without shaming, blaming or humiliating anyone. Our teachers are KIND and FIRM at the same time. Positive discipline enables us to be a caring community that makes the world a better place on a daily basis.



St. John's Academy

Shawnigan Lake Campus

Criteria for Effective Positive Education at SJASL

1. It helps children feel a sense of connection (belonging and significance)
2. It is mutually respectful and encouraging (kind and firm at the same time.)
3. It is effective long-term (it encourages students to take responsibility for their choices and to develop the ability to self-regulate.)
4. It teaches valuable social and life skills for good character.
5. It invites children to discover how capable they are and to use their power constructively.

Solutions: Instead of focusing on blame, we focus on solutions. Solutions are 3Rs and 1H: **RELATED, RESPECTFUL, REASONABLE, HELPFUL**

Although our approach to misbehavior is proactive in nature (teaching the skills necessary to effectively deal with emotions and conflict), issues will naturally still arise. As such, we have created an SJA Best Practice Discipline Policy to ensure staff, parents, and students are aware of potential consequences for inappropriate behavior for all students at the school during the academic day and in the dorms (both on and off campus).

Celebrating and Sharing Success

With Students	With Parents
<ul style="list-style-type: none"> • Class meetings (minimum once per fortnight) • Assemblies • School Certificates for individual students. • Student Council • Head of School commendation • Celebration time • During Advisory time 	<ul style="list-style-type: none"> • Home School agreements • Facebook posts which celebrate learning and experiences • Weekly newsletters • Parent Teacher Meetings • Parent Workshops • FACES • Whole school events • Sharing exam results • Termly reporting • Communication Books • Individual phone calls • Individual letters • Individual e-mails • Managebac • Post cards of encouragement



St. John's Academy

Shawnigan Lake Campus

Level 1: Behaviors and Consequences

Behavior	Examples	Who is involved?	Teacher Tools & Actions (solution-based)	Consequences
<p>Low Level Misbehavior</p> <p>We recognize that all students make mistakes. We are all human, and when we make a mistake, it's an opportunity to learn valuable skills and grow as an individual.</p>	<p>Behaviors may include (<i>but are not limited to</i>):</p> <ul style="list-style-type: none"> ❖ Low level classroom disruption ❖ Chatting ❖ Lack of motivation ❖ Class work not being completed to the expected standard ❖ Homework not being completed/submitted ❖ Ignoring/not following instructions ❖ Lack of attention or focus ❖ Lack of organization ❖ Minor disagreements or conflicts in the classroom ❖ Misuse of technology ❖ Inappropriate bus behavior ❖ Not in proper uniform 	<p>Teacher, Advisor, Parent(s)</p>	<ul style="list-style-type: none"> ❖ Opportunities for meaningful learning and involvement of students ❖ School-wide focus on mutual respect and responsibility ❖ School-wide focus on academics and building social skills ❖ Regular practice and self-regulation ❖ Effective engagement of students in setting school and classroom agreements ❖ Seeing mistakes as opportunities for personal growth and learning ❖ Non-punitive (solution focused) ❖ One-on-one connection time with student ❖ Class meetings ❖ Mistaken Goals Chart 	<p>Consequences may include:</p> <ul style="list-style-type: none"> ❖ Chillout Zone ❖ Reflection Zone ❖ Work station for isolated work when focus is needed ❖ Discussion (with students involved) ❖ Managebac Behavior Note ❖ Email to parent(s) (in email, the behavior will be identified, along with possible solutions)

Level 2: Behaviors and Consequences

Behavior	Examples	Who is involved?	Teacher Tools & Actions (solution-based)	Consequences
<p>Repeated Low Level and More Serious Misbehavior</p> <p>We recognize that all students make mistakes. We are all human, and when we make a mistake, it's an opportunity to learn valuable skills and grow as an individual.</p>	<p>Behaviors may include (<i>but are not limited to</i>):</p> <ul style="list-style-type: none"> ❖ Constant low level classroom disruption ❖ Constant chatting ❖ Ongoing refusal to follow instructions ❖ Class work not being completed to the expected standard ❖ Homework not being completed/submitted ❖ Ignoring/not following instructions ❖ Lack of attention or focus ❖ Lack of organization ❖ Minor disagreements or conflicts in the classroom ❖ Chronic misuse of technology ❖ Chronic inappropriate bus behavior ❖ Not in proper uniform (3+) 	<p>Director of Students, Teacher, Student Support Team & Parent(s)</p> <p>*** Director of Academics & Director of Boarding may be involved, if applicable***</p>	<ul style="list-style-type: none"> ❖ Opportunities for meaningful learning and involvement of students ❖ School-wide focus on mutual respect and responsibility ❖ School-wide focus on academics and building social skills ❖ Regular practice and self-regulation ❖ Effective engagement of students in setting school and classroom agreements ❖ Seeing mistakes as opportunities for personal growth and learning ❖ Non-punitive (solution focused) ❖ One-on-one connection time with student ❖ Class meetings ❖ Mistaken Goals Chart 	<p>Consequences may include:</p> <ul style="list-style-type: none"> ❖ Chillout Zone ❖ Reflection Zone ❖ Work station for isolated work when focus is needed ❖ Discussion (with students involved) ❖ Managebac Behavior Note ❖ Email or phone call to parent(s) (in email, the behavior will be identified, along with possible solutions) ❖ Privileges may be taken away/ suspended (I.e., riding the bus)



St. John's Academy

Shawnigan Lake Campus

Behavior	Examples	Who is involved?	Teacher Tools & Actions (solution-based)	Consequences
<p>Serious, Chronic and Dangerous Misbehavior</p> <p>We recognize that all students make mistakes. We are all human, and when we make a mistake, it's an opportunity to learn valuable skills and grow as an individual.</p>	<p>Behaviors may include (<i>but are not limited to</i>):</p> <ul style="list-style-type: none"> ❖ Physical aggression/ fighting towards students or staff ❖ Severe oppositional defiance ❖ Bullying, intimidation, taunting, controlling ❖ Inappropriate language (insults, threats, cursing) ❖ Serious and/or dangerous one-off incidents that are deemed to be completely unacceptable (i.e., possessing/consuming drugs/alcohol, smoking, vaping, theft, academic dishonesty/ cheating, etc.) ❖ Racism and/or other forms of discrimination ❖ Skipping school/classes ❖ Constant repeated Level 2 behaviors ❖ Refusal to adhere to the uniform policy (<i>habitually</i>, not in proper uniform) 	<p>Head of School, Director of Students, Teacher, Student Support, Parent</p> <p>*** Director of Academics & Director of Boarding may be involved, if applicable***</p>	<ul style="list-style-type: none"> ❖ Always ensure safety first and child protection ❖ Immediate removal from the environment (if necessary) with an intentional re-entry process (i.e., conflict resolution) after the problem has been resolved ❖ Team assessment of behavior including problem solving based on individual case management ❖ Scaffolding interventions with follow-through (i.e., behavior contract) ❖ Social skill building and training in self-regulation ❖ Focus on rebuilding connections (i.e., personal restitution) ❖ Allowing the students(s) to experience the consequences of their actions/choices (3R +H) ❖ Time to reflect and make amends 	<p>Consequences may include:</p> <ul style="list-style-type: none"> ❖ Parent Meeting ❖ Removal from environment ❖ Log incident before end of day/Managebac note ❖ Conflict Resolution & Restitution (restorative justice) ❖ Internal and/or external suspension (introduction to the day and restorative conversation at end of day) + Warning Letter (must be kept on file for a certain period of time (determined by Director of Students) - up to 3 leads to Final Warning Letter ❖ Final Warning Letter (would continue into a new academic year & kept on file – length to be determined by Director of Students) ❖ Non re-enrollment letter (for upcoming year) ❖ Expulsion

Notification

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