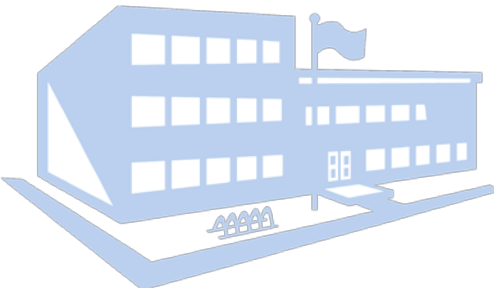


2016

Student Handbook



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PRINCIPAL'S MESSAGE

Welcome to St. John's International School, where our talented teachers and dedicated staff will help you achieve your high school diploma and prepare you for entrance to University. Our school community and strong academic standards provide an excellent environment for intellectual and personal growth for all students. Our diverse group of students from around the world gives us a global perspective and a welcoming atmosphere for newcomers to Canada.

Our student-centered teaching philosophy helps students adapt to life in Canada and develop into responsible citizens. Small class sizes allow us to focus on student needs and give time for individual attention. We follow a trimester system similar to a University schedule, allowing for students to complete their high school program at an accelerated pace.

It is our goal to create a learning environment where students are excited to attend school and create something special. At St. John's International School, students can find their place in one of our many extracurricular clubs and activities. Here, students can share their interests, get involved in the school, and expand their boundaries. This creates a community where students can feel at home in a welcoming, safe, and supportive environment.

I am excited to get to know all of the students here. My door is always open if you would like to talk or ask questions. I expect to see all of our students working to achieve their best and create a better world for their future. I look forward to seeing you around school.

Tobin Sheldon
Principal

IMPORTANT DOCUMENTS

Study Permit/Temporary Resident Visa

International students **must** have a valid study permit for the duration for their program. It is the students' responsibility to let the school office know three (3) months in advance of the expiration of their study permit and visa. Any student with an expired study permit are subject to being released from the school. Students can apply for a study permit online or by paper at a Visa Application Centre.

For more information about how to apply, visit the CIC website at <http://www.cic.gc.ca/english/study/study-how.asp>

Medical Service Plan (MSP)

All students are required to enroll in the BC Medical Services Plan (MSP) while studying in British Columbia. The school office can help with submitting an application for MSP and the processing time can take up to 90 days. Students are required to have private medical insurance for the first three (3) months after arrival into Canada and must provide proof of the private insurance.

Custodian Declaration Form

Students under 19 years old who are not living with their parent/legal guardian in Canada are required to have a Canadian custodian in order to make necessary arrangements for the care and support of the student in place of the parents as appropriate. Student must provide a copy of their notarized Custodian Declaration Form to the school office. The school office will contact the student's custodian for attendance and academic progress purposes.

BC SECONDARY SCHOOL PROGRAMS

At St. John's International School we offer students Grade 10 to 12 courses in our Regular High School Program and Adult Graduation Program.

Regular High School Program

Our Regular High School Program provides students with all the necessary courses to obtain a graduation certificate (the "Dogwood") from the BC Ministry of Education. Students are required to gain a total of 80 credits by successfully completing 20 individual courses. At least four grade 12 courses, including one grade 12 Language Arts course, are required.

Students are required to complete the following 13 courses (52 credits):

Required Courses	Provincial Exam	Credits
English 10	Yes	4
English 11 OR Communications 11	No	4
English 12 OR Communications 12	Yes	4
Social Studies 10	No	4
Social Studies 11	Yes	4
Mathematics 10	Yes	4
a Mathematics 11 or 12	No	4
Science 10	Yes	4
a Science 11 or 12	No	4
Planning 10	No	4
Physical Education 10	No	4
a Fine Arts or Applied Skills 10, 11, or 12	No	4
Graduation Transitions	No	4
Total Credits Required		52

Students are also required to complete 7 elective courses (28 credits) from the following:

Elective Courses (Examples)	Credits
ELD (English Language Development) 10A	4
ELD (English Language Development) 10B	4
Chemistry 11/12	4
Physics 11/12	4
Biology 11/12	4
Calculus 12	4
Physical Education 11/12	4
Arts 10 – 12	4
Music 10 – 12	4
a Second Language 10 - 12	4
Total Credits Required	28

Adult Graduation Program

The Adult Graduation Program is only available for students who are 18 years of age or older. Students must complete 20 credits in the secondary school system. The Adult Graduation Program allows students who have not completed the requirements for graduation to graduate quickly by taking only 5 core secondary school courses.

Students in the Adult Graduation Program are not required to write provincial exams. However, it is advised that students write the provincial exams as it will help them when applying to post-secondary institutions.

Students are required to complete the following 2 courses (8 credits):

Required Courses	Provincial Exam	Credits
English 12 OR Communications 12	Optional	4
a Mathematics 11 or 12	No	4
Total Credits Required		8

Students are also required to complete one of the elective options below:

Option 1	Option 2
Any 3 Grade 12 Courses (4 credits each)	Social Studies 11 (4 credits) Provincial Exam: Optional + Any 2 Grade 12 Courses (4 credits each)
Total Credits Required: 12	

English Language Development (ELD)

The English Language Development (ELD) Program is designed to prepare students for success in academic English classes, which are required for high school graduation.

Organization of the ELD (English Language Development) Program

- There are three levels of ELD:
 - ELD Introduction (Beginner) is a non-credit course
 - ELD 10A (Intermediate) is a 4-credit course
 - ELD 10B (Advanced) is a 4-credit courses

- The components of reading, writing, grammar, speaking, and listening are integrated into each level. Students write an English level placement test at the beginning of their first semester to determine the most appropriate level.
- It should be understood that an ELD placement higher than a student's current English ability usually results in much slower progress for the student, as he or she has not learned the skills necessary for success at a higher level.
- In each level of ELD, students are expected to become proficient in a number of learning objectives in reading, writing, grammar, speaking, and listening. The emphasis is on the student's ability to clearly communicate in the English language, in speaking but especially in writing.
- Students in ELD Introduction, ELD 10A, and ELD 10B study for two periods every day. In the other two periods, students can choose courses required for graduation, such as Art, Music, P.E., etc.

The sequence of ELD courses is as follows:

ELD (Intro) → ELD 10A → ELD 10B → English 10

Students must receive a passing grade of 50% or higher in order to move on to the next level.

The sequence of courses in the academic English program is as follows:

English 10 → English 11 → English 12

or

English 10 → Communications 11* → Communications 12*

***Note:** Communications 11 and 12 satisfy the English requirement for high school graduation and admission to most schools. Students are strongly advised, first of all, to complete Communications 11 and 12, which will enable them to graduate from high school. This will also provide them with additional English language practice if they wish to attempt the much more difficult courses, English 11 and 12.

Daily Physical Activity (DPA)

Daily Physical Activity (DPA) is a requirement in the Regular High School Program under Graduation Transitions. Students can choose to meet the DPA requirement of 150 minutes of physical exercise per week (30 minutes per day) through a variety of school, home, or community-based options. DPA will be recorded and tracked though www.learnnowbc.ca. Students must register for

an online profile and select St. John's International School as their school. Student must report their DPA on a weekly basis and their progress will be monitored by the school.

STUDENT RESOURCES

Orientation

Orientation will take place on the first Friday of every new semester. All new and returning students must attend.

Advising

The office staff is available to help students in course planning and academic advising, as well as to guide them to other services offered in the community. There are also teachers available for advising after school.

Bulletin Boards

Notices are posted on the bulletin boards to inform students of activities, news, and events that are being held at the School. Please check the bulletin boards regularly. If you want to post anything on the boards, please first get approval from the school office.

Emails and Contact Information

Please provide the school office with your current email address, as well as phone number and address. Check your email regularly because the office will send you important information throughout the semester by email.

Student GoCards

A GoCard can make traveling across Metro Vancouver and the Lower Mainland a lot easier and more affordable. Information such as photo shoot dates for the card and pick up times will be posted on the bulletin boards each semester.

Lockers

Students may sign up for a locker with the school office. There is a \$40.00 deposit which students will get back given that their lockers are cleaned out completely by the end of the semester. All lockers should be locked at all times to ensure safety. Students are also advised not to leave valuables in their lockers.

COMMUNICATION WITH PARENTS/LEGAL GUARDIANS

Parent/Teacher Meetings

Parent/teacher meetings will be held every semester after the midterm exams. Parents/legal guardians or custodians can request an appointment with the

student's teachers to learn about the student's academic progress. Translation service can be provided.

Communication of Student Progress to the Home

Communication between the home and school is critical in keeping parents/legal guardians, custodians, and/or homestay parents informed of the progress or difficulty that their son/daughter is experiencing. This communication can occur in both informal and formal ways. We encourage contact from the home regarding any questions or concerns that a parent/legal guardian, custodian, or homestay parent might have about the student's progress, marks, or course selection.

SCHOOL RULES

The policies listed below have been created to enhance scholastic excellence, while promoting a safe and comfortable environment. Please take the time to read these policies carefully. Should any question arise, please see the principal for clarification.

Electronic Devices

Electronic devices (cell phones, iPods, etc.) may be used **only** during breaks, lunchtime and after school. They may **not** be used during class time unless a teacher gives special permission.

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.

Parking

There is **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 International 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.

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.

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.

ATTENDANCE POLICY

Regular and full-session attendance is a requirement for all students at the school. Attendance is kept every day and for every class. The record in the school office is updated every day.

Absence

Absenteeism due to illness can be excused, only if it is accompanied by a valid doctor's note and an explanation from your parent/legal guardian or custodian. Nonetheless, the absence stays on the record for purposes such as report cards. These documents are to be submitted to the school office.

St. John's International School has a three-stage warning system for students with attendance issues:

1. **First Stage:** Every time a student misses a class or classes, his or her parent/legal guardian or custodian will be notified by email or phone call.

2. **Second Stage:** When the student has missed 10 classes (a total from all courses) without any valid excuses, the student and his or her parent/legal guardian or custodian will receive a warning by email or phone call.
3. **Third Stage:** When the student has missed 15 classes (a total from all courses) without any valid excuses, the student may be placed onto Academic Probation. The student and his or her parent/legal guardian or custodian will be required to meet with the principal to discuss the necessary steps that the student must take in order to have the status removed. Without this status removal, the student will not receive credits for any of the courses he or she is enrolled in and may be withdrawn from the courses. The student is also at risk of being reported to Citizenship and Immigration Canada for failing to pursue full-time studies, as required by his or her study permit.

For more information on the policies involving International students in Canada, please visit: <http://www.cic.gc.ca/english/study/study-changes.asp>

Missed Exams

Students with valid excusable absences (at the school office's discretion) who have missed exams will be permitted to write alternate exams within 7 calendar days of the original exam date. The exams will be supervised by an office staff member.

Late

On time arrival to class is an expectation every day. If you are late, you are required to adhere to the individual teacher's late policies. Late arrival disrupts the teacher, other students, and the class that is in session. Therefore, a teacher may choose to delay or not allow the student's entry into the classroom.

STUDENT CODE OF CONDUCT POLICY

Rules and Policies of the Student Code of Conduct:

- Students must respect teachers, other students, and office staff. Rude and disrespectful behavior will not be tolerated.
- Students must speak English during class. Speaking in non-English languages during class is prohibited unless permission is obtained from the teacher.
- Students must attend classes. Attendance records will be kept in the student's file.
- During class time, students are not allowed to sleep, listen to music, play games, use cell phones, or read material unrelated to the course. Cell phones must be turned off during class. Students will be asked to

leave the class if they are unable to follow the Student Code of Conduct Policy.

- Electronic dictionary use is not allowed in classrooms unless the teacher permits this for certain purposes.
- Harassment of any kind towards other students, teachers or staff will not be tolerated and in severe cases will be dealt with according to BC Human Rights Code.
- Students who damage school property will be responsible for paying for the damage and depending on the severity of the matter may be dealt with according to the Criminal Code of Canada.
- Students are to clean up after themselves in order to assist in keeping the school clean.
- Students are asked to use the proper recycling bins in and around the school.

Students who do not follow the Rules and Policies, or whose behaviour or actions in any other way threaten the emotional, mental, and physical wellbeing of others at St. John's International School will be disciplined in accordance with the St. John's international School Dismissal Policy.

ACADEMIC HONESTY POLICY

St. John's International School takes plagiarism and/or cheating in our classes very seriously. All assignments and essays must be written in a student's own words. Wording that is taken from other sources must be referenced. A bibliography highlighting all the sources (books, journals, etc.) used to complete the assignment must be included in the final product of your assignment. All English and Social Studies teachers at every grade level will review how to reference ideas and how to complete a bibliography. Tutors, friends and family members must not write the essay or assignment for the student.

All papers suspected of plagiarism or unacceptable editing will receive an automatic grade of zero. Make sure you contact your teacher to clarify any questions you might have about academic honesty. It is a serious issue for the teaching staff at St. John's International School.

Students are to understand that any sort of dishonesty in assignments or examinations can result in consequences possibly leading to their dismissal from St. John's International School. There are three basic steps to any offences.

If it is determined that a student committed an act of academic dishonesty, the School will proceed with disciplinary action in the following manner:

1. For a first offence, the assignment, quiz, exam, essay, project, or other work involved will be awarded a grade of ZERO ("0") that is to be incorporated into the calculation of the final grade.
2. For a second offence, the assignment, quiz, exam, essay, project, or other work involved will be awarded a grade of ZERO ("0") to be incorporated into the calculation of the final grade and the student will receive a grade of FAIL for the course. The offending student's parents or guardian will be notified as well.
3. For any further offence, the student will be suspended from school.

A record of all disciplinary action(s) taken in connection with academic dishonesty will be kept in the offending student's file.

DISMISSAL POLICY

Students who do not follow the Rules and Policies stated in the Student Code of Conduct Policy or whose behavior or actions in any other way threaten the emotional, mental and physical wellbeing of others at St. John's International School will be subject to progressive discipline.

Progressive Discipline Steps:

1. **First offence:** Verbal warning
2. **Second offence:** A written warning
3. **Third offence:** A written warning followed by suspension
4. **Fourth offence:** Expulsion from St. John's International School

All incidents subject to disciplinary action under this policy will be documented and retained in the student's file.

Note: In some severe cases, immediate dismissal may occur. Such cases will be processed in accordance with the BC Human Rights Code and/or the Criminal Code.

SMOKING POLICY

There is absolutely **NO SMOKING** anywhere near the school. 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.

DRESS CODE POLICY

Students are allowed to wear casual clothes; however, students' clothing must not 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. 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.

HEALTH AND SAFETY POLICY

St. John's International School is committed to providing a safe and healthy learning and working environment. Students, staff and teachers will be guided by the School's health and safety policies in compliance with WCB Occupational Health and Safety Regulations.

Each member of the St. John's community has a responsibility for personal safety and is expected to be mindful of the wellbeing of co-workers and students.

Each person must do the following:

- Read and understand the St. John's Policies
- Behave at all times in such a way as to not cause harm to themselves or to others
- Immediately report all unsafe acts and conditions to the office
- Report all work-related injuries to the office
- Notify the office when equipment needs repair or replacement

Some of St. John's International School's staff are trained in Level 1 and 2 Workplace CPR/First Aid. A level 1 first aid kit is located in the office. St. John's International School maintains strict compliance with all fire regulations.

St. John's International School has security cameras monitoring the whole school. Notices are posted requesting that all visitors and maintenance workers report to the office and staff. Teachers are reminded on a semester-by-semester basis to remain vigilant and report any suspicious persons to the office.

SUPERVISION POLICY

Supervision is conducted by the Head of the Safety, Security and Building Services department to ensure that students are supervised and follow all school policies and rules. Supervising will be done around the entire school, parking lots, every floor, and area inside the school at all breaks, lunch time and any other times required by school needs.

Students are expected to follow all policies and rules of the school at all times. If any rules and policies are broken, the Head of Safety, Security and Building Services will take appropriate action to deal with these issues.

Dismissal of a student from the school can also be taken under the office manager's discretion, if the student is not cooperating.

HOMEWORK POLICY

Homework is an important and necessary extension of the learning process that is started at school. The purpose of homework is to allow a student time to practice, review, and improve upon skills learned at school. It also allows a student to display independent and creative thought when required in art, writing, research, and special projects. As well, a student, by doing homework, can improve language skills.

Every student should expect to spend some time on homework and home study. It is essential that appropriate times and a location be arranged at home. It is best if the times are the same every day and the location is quiet and free of distractions. Good organizational skills need to be developed to use homework time efficiently and effectively. Homework means more than just doing assigned questions or reading. It also means regular review and study. There is no student in the school who should not have regular homework.

As a suggested guide, it is recommended that students who take 3 or 4 courses complete a minimum of 10 to 15 hours per week of study and review in addition to regular assignments and projects. Teachers may give students in-class quizzes on their homework assignments. These quizzes may count towards the final marks.

TEXTBOOK POLICY

Textbook Handout Procedure

You will receive textbooks from your teachers at the beginning of each course. Once textbooks are issued, students are responsible to keep it in good condition and bring it to class.

Textbook Return Deadline

All textbooks are to be returned to the correct class teacher on or before final exam days. Teachers will not accept textbooks after the deadline. If you fail to return the textbooks to your teachers by the deadline, you must return the textbook to the office. If there is any unreturned textbooks, students will not receive their textbook deposit refund.

SEMESTER BREAK POLICY

St. John's International School understands that sometimes students may have to return home for family reasons. Students may request for a semester off given that reasonable explanation and proper documentation is provided by the student's custodian and parents. Please come to the office to fill out a

Semester Break Form to request leave. You will only have permission to take this break if it has been approved.

APPEALS POLICY

All academic decisions affecting students and any disciplinary action taken against individual students are subject to an appeals policy and procedure. These appeals may be made by students or parents.

Dispute Resolution and Appeals Procedures for Students

Students who wish to register a complaint about a class, course content, teacher or a complaint about disciplinary action taken against them are asked to do the following:

1. The student must first discuss the complaint with the teacher with whom the problem originated. If it is impossible to discuss the matter with the teacher, the student should discuss it with an admissions advisor who will make arrangements for a meeting with an admissions advisor, teacher and student. Most problems are resolved at this stage.
2. If the problem is not resolved at step one, the student may address the grievance in writing to the principal. The principal will discuss the matter privately with each person and then with all the persons involved in an attempt to solve the problem.
3. If the first two steps of the appeal do not bring about a satisfactory resolution the principal will obtain the services of an arbitrator who will determine how the dispute will be resolved in the best interests of both parties. This arbitrator will normally be selected from within the Group 4 independent schools. The decision of the arbitrator will be binding on both parties.

Dispute Resolution and Appeals Procedures for Parents

Parents who wish to make a complaint about the curriculum, the instructional staff or disciplinary actions applied to their children are asked to do the following:

1. The parents should first request an appointment with one of the admissions advisors in order to clarify the problem. The admissions advisor then will discuss the matter with the appropriate person (teacher, principal, etc.), try to resolve the problem and report to the parents. If further meetings with school staff are required, the admissions advisor will make the arrangements and provide translation services where required.
2. If the problem is not resolved at step one the parents may address the grievance in writing to the principal. The principal will discuss the matter privately with all the persons involved and then will call a

meeting of the admissions advisor, the parents and staff members who may be involved. Translation services will be provided where necessary.

3. If the first two steps of the appeal do not bring about a satisfactory resolution the principal will obtain the services of an arbitrator who will determine how the dispute will be resolved in the best interests of both parties. This arbitrator will normally be selected from staff in other Group 4 independent schools or from an appropriate cultural agency in the area. The decision of the arbitrator is final and binding on both parties.

DISCRIMINATION AND HARASSMENT POLICY AND PROCEDURES

It is the responsibility of the entire St. John's community to ensure that St. John's International School is a positive working and learning environment that is free from discrimination and sexual harassment. St. John's International School does not condone and will not tolerate any behavior that is deemed discriminatory and/or harassing. Members of the St. John's community that are found to have harassed or been discriminatory towards others will be disciplined including, but not limited to, suspension or dismissal from the School.

This policy is not intended to interfere with the natural course of education and is not meant to infringe upon the right of teachers and students to partake in discussions of possibly controversial topics such as religion, age, race, sex, and sexual orientation. These issues are valid topics and, if discussed in a mutually respectful manner, should not be limited by these guidelines.

This policy is consistent with the BC Human Rights code that prohibits discrimination and harassment based on: the race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex, sexual orientation, age of a person, or a group or class of persons.

Discrimination

Discrimination is defined as treating people differently, negatively or adversely because of race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex, sexual orientation or age. (Canadian Human Rights Commission)

Harassment

The Canadian Human Rights Commission defines harassment as a form of discrimination. Some examples are the following:

- threats, intimidation, or verbal abuse;

- unwelcome remarks or jokes about subjects such as a person's race, religion, disability or age;
- displaying sexist, racist or other offensive pictures or posters;
- sexually suggestive remarks or gestures;
- inappropriate physical contact, such as touching, patting, pinching or punching;
- physical assault, including sexual assault.

Harassment can consist of a single incident or several incidents. St. John's International School will consider harassment to have occurred based on the reasonable person test.

Sexual Harassment

Sexual harassment is a form of discrimination under the BC Human Rights Act. St. John's International School defines sexual harassment as comments or conduct of a sexual nature by a person who ought to reasonably know that the conduct or comment is unwanted or unwelcome and which negatively affects the learning/working environment and or leads to adverse job or academic-related consequences for the victim.

Sexual harassment can involve individuals or groups. It can occur during one incident; or over a series of incidents including single incidents, which, in isolation, would not necessarily constitute discrimination or harassment. It can be direct or indirect and can occur on St. John's campus or off campus, during school hours or after school hours. The reasonable person test will be used in defining the comment or behaviour as sexually harassing.

Reasonable Person Test

This is a standard used in assessing responsibility based on what a reasonable person would think in a similar situation. More specifically, with respect to discrimination and harassment, it refers to comments or behaviour that a reasonable person ought to have known would be unwelcome and unwanted. It also refers to actions and comments that a reasonable person, in a similar situation as that of the complainant, would deem as discriminatory or harassing.

Procedure if Discrimination/Harassment Occurs

St. John's International School encourages any individual who believes that he/she has been discriminated against to contact the School Office. St. John's International School is committed to providing all members of the St. John's International School community with a safe and healthy learning and working environment.

St. John's International School understands the importance of confidentiality. The School will respect the rights of the accused and the complainant and will keep all proceedings private. St. John's international School will however divulge information to the appropriate authorities when legally obliged to do so. If the complainant would like to bring forth witnesses, the complainant will be asked to sign a release form.

Informal Process: St. John's International School encourages anyone who feels that he/she is being harassed or discriminated against to talk to the alleged harasser, and to tell the person that the behavior is inappropriate, and that he/she wants the person to stop this behavior. If the complainant does not feel comfortable doing this, the complainant may seek advice from the Principal and discuss the situation with the Principal without filing a formal report. The Principal will counsel the complainant and suggest some informal options for resolving the situation. A complainant may choose to use the informal or formal process at any time.

Formal Process: A formal process would occur under the following circumstances:

1. The complainant decides after the initial meeting to pursue with a formal complaint; and
2. The Office Manager feels that nature of the harassment deems a formal complaint.

Step 1: The complainant will be asked to provide the Office Manager with a written statement providing as many factual details as possible.

Step 2: The Office Manager will meet with the complainant, the accused and any witnesses. The accused will have an opportunity to provide an interpretation of the situation. All discussions will be documented.

At any point during the formal process, the Office Manager and the parties involved may decide to resolve the situation informally.

Step 3: The Office Manager will make a decision and submit it in writing to the parties involved.

Step 4: If the accused is found to have harassed or discriminated against the complainant, disciplinary action will be taken including, but not limited to, suspension or dismissal. The level of disciplinary action will be determined on the merits of each individual case.

If the complainant or accused is not satisfied with the results of the internal investigation the complainant may request that a third party be involved.

If the Office Manager deems that the harassment or discrimination requires more severe sanctions, the Office Manager will notify the appropriate authorities who would conduct their own investigation.

BULLYING POLICY AND PROCEDURES

Bullying exists in many forms in this world. The effects of bullying on learning and the School environment can be disturbing and have great impact on the student involved. At St. John's International School we believe that the students and staff can share the responsibility to address bullying whenever and wherever it occurs. It is important to report any bullying as this matter is taken seriously and is handled in a sensitive manner.

The aim of any anti-bullying strategy is to create an environment where bullying is not tolerated. All members of St. John's International School should contribute to the prevention of bullying by modeling and promoting appropriate behavior and respectful relationships.

Definition of Bullying: Bullying is repeated verbal, physical, social or psychological behavior that is harmful, and involves the misuse of power by an individual or group towards one or more persons. Its nature may be:

- verbal
- physical
- social
- psychological
- electronic e.g. "cyber-bullying"

Procedure if Bullying Situation Occurs

Informal Process: St. John's International School encourages anyone who feels bullied to talk to the alleged bully, and to tell that person that the behavior is inappropriate and that the behaviour must stop. If the complainant does not feel comfortable doing this, the complainant may seek advice from the Principal and discuss the situation with the Principal, without filing a formal report. The Principal will counsel the complainant and suggest some informal options for resolving the situation. A complainant may choose to use the informal or formal process at any time.

Formal Process: A formal process would occur under the following circumstances:

1. The complainant decides after the initial meeting to pursue with a formal complaint; or

2. The Office Manager feels that nature of the harassment deems a formal complaint.

Step 1: The complainant will be asked to provide the Office Manager with a written statement providing as many factual details as possible.

Step 2: The Office Manager will meet with the complainant, the accused and any witnesses. The accused will have an opportunity to provide an interpretation of the situation. All discussions will be documented.

At any point during the formal process the Office Manager and the parties involved may decide to resolve the situation informally.

Step 3: The Office Manager will make a decision and submit it in writing to the parties involved.

Step 4: If the accused is found to have harassed or discriminated against the complainant, disciplinary action will be taken including, but not limited to, suspension or dismissal. The level of disciplinary action will be determined on the merits of each individual case.

If the complainant or accused is not satisfied with the results of the internal investigation, the complainant or accused may request that a third party be involved.

If the Office Manager deems that the harassment or discrimination requires more severe sanctions the Office Manager will notify the appropriate authorities who would conduct their own investigation.

Bullying Prevention Presentation

From time to time, St. John's will host a workshop where presenters will come to the School to educate students and staff on Bullying Prevention. This way, students will become more informed about the dynamics of Bullying, and how to prevent it from happening to them or anyone else. Students will also know the procedure on what to do when Bullying does take place.

CHILD ABUSE AND NEGLECT POLICY

It is the policy of St. John's International School to report to a child protection social worker any perceived case of willful neglect or abuse of any child in our school. This is done because of the school's concern about child abuse and because it is legally required under the Child, Family and Community Service Act.

If you are being abused or neglected, please speak to any staff right away. If you cannot get to staff right away, please phone the helpline for children at 604-310-1234 or call 911 for emergencies.

The school official who is responsible for responding to child abuse is Ms. Hannah Yu. Please feel free to speak with her if you have any questions or concerns regarding this issue.

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