

Student Handbook

2025-2026



ST. JOHN'S ACADEMY
VANCOUVER

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Welcome to St. John's Academy

Greetings from St. John's Academy (SJA) Vancouver! We are excited that you are involved in our accelerated, academically rigorous educational program.

At SJA we are in the business of much more than providing a high-quality secondary education - we are in the business of training and equipping the leaders of tomorrow by transforming our local community through service and community engagement.

At SJA our core programming focuses on the three key themes: identity (identity formation, self-awareness, and goal-setting), belonging (roles and responsibilities, clubs, inclusive classroom environments) and impact (service, community engagement, and alignment with the UN sustainable development goals).

We take the support and development of our students seriously. We believe all students are capable of learning, improvement, and producing high-quality work and we match these high- expectations with the requisite support.

Most importantly, we have created a school in partnership with our students. We believe that students need to be actively engaged in co-creating a positive school culture.

Our guarantee to all our students and families is that we will care for and encourage your child while also nudging them along in developing their self-reliance and confidence through strong community connection and belonging. We hope to have the privilege to support and encourage your child in the future.

We look forward to seeing your child's growth and transformation throughout this year.

Mr. Bradley Myrholm

A handwritten signature in black ink, appearing to read 'Brad Myrholm', with a stylized, flowing script.

Principal
St. John's Academy Vancouver

Vision, Mission, & Core Values

Vision

A school where young people inquire boldly, think critically, and act with courage and compassion to shape a better world.

Learning to make the world better, together.

Mission

We grow curious, confident, and globally minded learners through empowering academics, purposeful action, and a caring community.

Core Values

At St. John's Academy Vancouver, our core values are: **Caring, Courage, Integrity, Resilience, & Respect** (self, others, environment)

Student Code of Conduct

Acceptable Conduct:

- Respect self and others.
- Actively participate and engage in learning.
- Respect the peers, staff, and school's facility/ grounds.
- Maintain good hygiene
- Promote safety of yourself and others. Report any concern to a teacher or office staff.
- Model responsibility, compassion, and respect for peers and neighbors in the community.
- Be inclusive and welcoming to new students.
- Participate in school-wide events.
- Speak English during class, native language should only be spoken with the teacher approval or for emergencies.

Unacceptable Conduct:

- Any type of bullying or treating others with disrespect
- Threat, 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 vaping on school property or within 15 meters of school property.
- Any conduct jeopardizing the school's culture, safety, or reputation.
- Forging or otherwise falsifying documents.
- Defiance: Acting in defiance of school administrator's reasonable requests
- Getting involved in any criminal offence.

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.

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.

Important Documents

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 no longer than a month after starting course work. The school office will contact the student's custodian for attendance and academic progress purposes. Students must update the school of custodianship change. Failure to do so or lacking a custodian for more than SJA prescribed period of time may result in dismissal.

Medical Service Plan (MSP)

All students are required to enroll in 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, students will be registered in the schools private insurance until MSP is active.

Study Permit/Temporary Resident Visa

International students must have valid study permits for the duration for their program. It is the students' responsibility to let the school office know three months in advance of the expiration of their study permit and visa. Any student with an expired study permit is 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>

School Information

Office hours and Attendance Reporting

Office hours: 8:00 am – 4:00 pm

Attendance reporting email: attendance@stjohnsis.com

Main contacts

Mr. Myrholm – Principal

principal@stjohnsis.com

Mr. Schei – Student Services Counsellor@stjohnsis.com

Ms. Tian – Accounting accounting@stjohnsis.com

Closed Campus

St. John's Academy, is a CLOSED campus. This means students CANNOT leave the school during breaks for any reason. They may leave during the lunch break, but any breaks, student must stay on premises.

We do have microwaves that students may use. Please bring own cutlery and or cups.

Vending Machine

We have a vending machine that take card and coin. There is a variety of options in here if you didn't pack a lunch or you need something extra.

Medicines

St. John's Academy staff DOES NOT give out any medicines. Medicine such as acetaminophen or ibuprofen... etc

Parking

Students are able to park in our underground parking lot.

Parking is \$50 per month. Ensure you fill out the form to complete the process. Any unauthorized vehicle parked in a reserved parking spot will be towed at the owner's expense. Students wishing to park on site at St. John's Academy are required to register their vehicle with the office. Each individual vehicle driven by a student must be registered. Student drivers who do not register their vehicle will be subject to consequences and may have their car towed at the owner's expense.

English as the language of business

You are here to sharpen up and learn English communication skills - please be mindful that you are to speak English at all times while on premises. This allows you to develop social connections outside of your language groups and helps create a more inclusive school environment.

Technology

It is expected that all students bring their own laptop. No cellphones are permitted during the school day and all cellphones must be given to the teacher of your first lesson.

Academic honesty

St. John's Academy has an AI policy in effect. Students are not to use CHAT GTP or AI instruments to do their work, unless they are given express permission from the teacher. We also expect that students do their own work – do not hand in work that tutors have done, AI assisted etc. Translation on devices is limited as well. We do not want students typing in own language and then translating to English as sometimes the comprehension and understanding is lost.

Lockers

Students may sign up for a locker with the school office. There is a \$5.00 fee for the purchase of the lock.

Students must use the lock given by the school. All lockers should be locked at all times to ensure safety. Students are also advised not to leave valuables in their lockers. Lockers are to be cleared out at the end of each semester.

Uniforms

Proper uniform must be worn at all times. Ties done up, white undershirt, black shoes. No non-uniform outerwear is allowed while indoors.

At no time should a student clothing have any inappropriate language, pictures, or designs and no reference 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 approved 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. In lieu of properly sized uniform pants availability, students may purchase and wear their own dress pants of the same colour temporarily until the uniform piece of appropriate sizing becomes available. Students arriving at school in unacceptable clothing will be sent home and allowed to return to school only when they comply with the uniform policy.

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 colored (highlights) streaks are not accepted except for approved special occasions or purpose.

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 Academy 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. All students should report any bullying or intimidation to a trusted adult OR use the ERASE Bullying anonymous reporting tool: <https://erasereportit.gov.bc.ca/add/report-it>

St. John's Academy will take disciplinary measures, corrective action, or any other appropriate action as is deemed necessary and as outlined in this policy against any person who is found to have bullied or harassed another. This includes suspension or expulsion from school in case of student offender, or termination of employment for staff/teachers.

Smoking/Vaping Policy

St. John's Academy is a smoke-free school and endeavors to offer a safe and healthy environment for all visitors, students, and staff by ensuring there is no smoking within the school vicinity. This endeavor compels the school to enforce a campus-wide smoking-ban on tobacco, vapor products and cigarettes. A student may be fined by both the school and the City of Vancouver, if caught by officials representing both organizations at the same time. St. John's Academy bans all forms of smoking: All forms of tobacco including electronic cigarettes (known as vape) or chewing tobacco, cannabis, or any other substance that can be inhaled in smoke form.

St. John's Academy defines "school vicinity" as within 15m of the school building/property. However, when wearing school uniform, any place is subject.

Meaning, while wearing our uniform, whether at school, or off premises, this policy is in effect. All evidence will be taken in for consideration.

Drugs and alcohol

Drugs and alcohol of any type are unacceptable at St. John's Academy. Anyone caught with drugs or alcohol, at school or on school trips, will permanently and immediately be expelled from school. The

same will apply to students who use drugs or alcohol before coming to school.

Artificial Intelligence (AI) Use

This policy aims to guide the responsible, ethical, and safe use of Artificial Intelligence (AI) technologies in our school. AI should be employed to support and enrich the learning experience, promote student and staff well-being, and enhance administrative functions while aligning with our educational goals and values.

Principles for AI Use

1. Human-Centered Approach: AI should augment human intelligence, not replace it, ensuring that all AI use begins and ends with human insight.
2. Equity and Inclusivity: AI tools must cater to diverse learning needs and backgrounds, ensuring equitable access for all students.
3. Privacy and Security: AI-driven data collection must adhere to local data protection regulations and community standards.
4. Academic Integrity: AI should be used to support learning and not to undermine the integrity of student work.
5. ALL digital work must be completed the Google Docs, logged in on their school account to allow the teacher to inspect the writing process.

Permitted Use

AI can be used as a tool for research, to generate ideas, and to assist with learning, provided it is done transparently and with proper attribution.

The steps students can take to ensure they are using AI tools ethically include:

1. Understanding St. John's Academy's policies for AI tools, including when and how they can be used for coursework or assessments.
2. Recognizing the importance of academic integrity by properly citing any AI tools used in their work.
3. Being aware of the limitations of AI and fact-checking AI-generated information with reliable sources.
4. Respecting privacy and data security by not entering confidential information into unauthorized AI tools.
5. Engaging in educational activities that promote AI literacy, such as ethical debates and discussions on AI's societal impacts.
6. Reporting any misuse of AI tools to the appropriate authorities or school officials.
7. Reviewing and adhering to the school's academic honesty policies, which may include guidelines on the use of AI for research and assignments.
8. Being critical consumers of AI, using the tools as aids rather than replacements for their own work and decision-making.
9. Participating in the school's AI-use education programs to stay informed about responsible AI practices.
10. Ensuring their use of AI tools aligns with respect, inclusivity, and academic integrity.

By following these steps, students can navigate the ethical use of AI tools in their educational pursuits responsibly.

Prohibited Use

1. Entering personal, sensitive, or confidential data into any AI system without proper authorization is strictly prohibited.
2. Using AI to complete assignments or assessments where it is not allowed or to plagiarize work is forbidden.

Academic Integrity

St. John's Academy takes plagiarism and/or cheating in our classes very seriously. All assignments and essays must be written in students' own words. Wording that is taken from other sources must be cited. 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. 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 Academy.

Student activities and clubs

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. School uniforms must be worn to activities and on field trip days unless announced otherwise.

English Language Learner (ELL) Program

St. John's Academy has two levels in our ELL Program. All are designed to further the intellectual, social and career development of students by helping them target specific literacy objectives. Our rigorous program will: Strengthen students' ability to communicate fluently in English at school and in the community and Students will acquire the English needed to make academic progress within the BC school system and to develop to their potential.

The three levels of the AE Program are

- Academic English Development
- Advanced Academic English

In each level of our program, students are expected to become proficient in four different domains of language:

- Reading
- Writing
- Speaking, and
- Listening

Essential skills are taught in progression to strengthen the foundational understanding of the English Language.

Students must receive CEFR Scale B2 in reading, writing and speaking portion before they can move into Language Arts 10 courses.

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. Appeals may be unavailable for cases where students already received and enjoyed exceptional leniency, consideration and accommodation.

Dispute Resolution and Appeals Procedures for Students

A student who wishes 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:

The student must first discuss the complaint with the teacher with whom the problem originated. 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.

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:

Parents should first request an appointment with the said teacher in order to clarify the problem. 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.

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 for both parties.

If parent/family is not satisfied with the Authority Decision, they may appeal to the Independent Schools' Ombud's personnel. The school will provide the parent/family with information to proceed with appeal.

Absence Policy

Absent due to illness can be excused, only if it is accompanied by a valid health-care professional's note and an explanation from your parent/legal guardian or custodian. All excuse notifications must be sent via email and must be sent within 24 hours of the students' absence. If an email is sent after the 24-hour period, and if a health-care professional's note is not accompanied in case of illness, the students' absence will NOT be excused.

If the student is absent with a valid reason, please email the school at attendance@stjohnsis.com as soon as possible with the following information: student's name, student number and reason for the absence. Tell the school when the student will return. Please see the below list for excused and unexcused absences:

Excused Absences

- Personal illness or injury.
- Doctor or dental appointments that cannot be scheduled before or after school hours.
- Death of a family member.
- Religious/cultural holidays.
- Appointments for official purposes (requires verification).

Unexcused Absences

- Waking up too late due to going to sleep late.
- Staying home to take care of or visit with family members.
- Missing public transportation when there is no existing alert (bus, train or taxi).
- Repairing car or household items.
- Waiting for service or repair personnel to arrive.

- Leaving the school early or coming to school late because of booking trips without SJA approval.
- Management of personal affairs (breaking up with a significant other or talking to parents).

Absence/Attendance Policy

At St. John's Academy we care about learning and we know that students must be in regular attendance at school to maximize their growth. Absence due to illness or personal reasons can be excused, provided there is a reasonable explanation from your parent/legal guardian or custodian. All excused notifications must be sent via email and must be sent within 24 hours of the students' absence. If an email is sent after the 24-hour period, the students' absence will not be excused.

If the student is absent with a valid reason, please email the school at **attendance@stjohnsis.com** as soon as possible with the following information: student's name, student number and reason for the absence. Please communicate with the school the expected date of return to school. For any medical-related excused absence beyond five days, you will require a doctor's note or direct phone call into the school to discuss the matter more fully.

10 unexcused or a maximum 15 absences for any reason, including excused, from any given course will result in the student not receiving credit for that course.

Reasonable excused absences might include the following:

- Personal illness or injury
- Doctor or dental appointments that cannot be scheduled before or after school hours
- Religious/cultural holidays within reason
- Visiting an embassy for visa purposes
- Attending family weddings or funerals
- Appointments for official purposes (requires verification).

Unexcused Absences

- Waking up too late due to going to sleep late.
- Staying home to take care of or visit with family members.
- Missing public transportation when there is no existing alert (bus, train or taxi).
- Repairing car or household items.
- Waiting for service or repair personnel to arrive.
- Leaving the school early or coming to school late because of booking trips without SJA approval.
- Attending or going to an outdoor non-related school activities like (beach, lake, river, mountains, concert, joyriding, partying, shopping, camping, going out for fresh air).without SJA approval.
- Management of personal affairs (breaking up with a significant other or talking to parents).

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

- **First Stage:** Every time a student misses a class, his or her parent/guardian will be notified by email.
- **Second Stage:** When the student has skipped 5 of the same class (2 in the summer) without a valid excuse, the student and their parent/legal guardian must make an appointment with SJA Principal for implementation of remedial measures. The principal will then determine the appropriate measure the student must take.
- **Third Stage:** 10 unexcused or a maximum 15 absences for any reason, including excused, from any given course will result in the student not receiving credit for that course There will be no refund for credits withheld in this manner. The student also may be subject to permanent dismissal if there are more than 25 unexcused period absence per semester. Please note 1 missed summer class is equated to 3 missed regular term classes.

Late Policy

- 1-19 Minutes late: Students check in with front office: lateness may be excused depending on the circumstance.
- 20 or minutes more late: Students must sign in at front desk. Student will be marked late unexcused. Student may be marked absent unexcused if late more than half the class time.

Auditing Policy

St. John's Academy believes that education enriches individuals, communities and society as a whole. St. John's Academy is committed to enhancing the skills, knowledge and values of life-long learners in meeting students' educational goals.

Policy Statement

Students who arrive after week 5 may register in courses at St. John's Academy as an audit student. As an auditor, students need consent from parents/guardians, the instructor and advisor. Students must attend all classes for the remainder of the quarter and be an active participant. The student must be in good academic standing at the time of registration and must satisfy the prerequisites of the course.

As an audit student, students need consent from parents/guardians, instructor and the school advisor. Auditing a course is dependent upon class size and other factors that the instructor and the school establish.

There is NO credit given for auditing a class.

Students will be expected to attend classes regularly and be a positive part of the learning environment. No assignments are expected, no examinations are written (unless the instructor wishes to give them to the student(s)).

The time spent auditing a course will not grant credits for the course; No grades are assigned other than "AUD"; AUD grade may not be used as pre-requisite fulfillment for net level courses.

Course Add/Drop

Courses may be added or dropped up to 2 weeks after the start of classes. International students must maintain a full-time registration (standard: 4 courses per term).

Courses may be withdrawn after 2 weeks from the start of the term and before the midterm exam. No refund will be given and the record of withdrawing will exist on file. Courses may not be withdrawn after the midterm exam unless for extreme cases or parental request at no refund.

Course Challenge

Students may earn credits toward graduation in a variety of ways. In addition to earning credits by successfully completing courses, students may earn credits through challenge. All students enrolled in St. John's Academy are entitled to undertake a challenge process to assess their prior learning for any Ministry authorized graduation program course offered by any school board in the province that school year, as well as any Board Approved Authorized (BAA) course taught in the school year, provided the student has not already completed the course through previous enrolment.

International students must comply with the challenge procedures set out in the Ministry's International

Graduation Policy

The B.C. Certificate of Graduation or "Dogwood Diploma" is awarded to students who successfully complete the provincial graduation requirements. The current Graduation Program is 2023 Graduation Program. To graduate, students will require 80 credits total – with a minimum of 16 within the grade 12 level, and 28 elective course credits. 52 credits are required from the ministry of education and 4 credits of these required 52 must be from a recognized indigenous studies program.

Numeracy Assessment: Numeracy is the ability, willingness, and perseverance to interpret and apply mathematical understanding to solve problems in contextualized situations, and to analyze and communicate these solutions in ways relevant to the given context.

Literacy Assessment: Literacy is the ability and willingness to make meaning from text and express oneself in a variety of modes and for a variety of purposes. Literacy includes making connections, analyzing critically, comprehending, creating, and communicating.

Student Graduation Credit Policy

Prior to engaging in a challenge process, principals or designates must review any documentation of prior learning that a student presents in order to determine if credit can be awarded through equivalency. Refer to Ministry of Education Policy, Earning Credit through Equivalency, Challenge, External Credentials, Post-Secondary Credit and Independent Directed Studies.

Students must be able to demonstrate their readiness to challenge a course based on factors such as a recommendation from a previous teacher, or from evidence that relevant learning has been acquired outside the regular classroom setting. The demonstration is not to be an onerous process. School staff, in consultation with students and parents, are to make the decision about readiness.

Principals or designates must document the challenge assessment delivered to each student, including a pre-Challenge Equivalency review, and the documentation must be made available to Ministry auditors if requested.

Examples of assessment strategies that could be used in a challenge process include such things as hands-on demonstrations, oral performances, interviews, written examinations, or presentations of a collection of work.

Credit awarded through challenge is measured by the same standards used for students who have taken the course through enrollment. A challenge is considered successful when a student has achieved at least a C- or fifty percent (50%). For grade 8-9 courses, the grade of 3(proficient) or higher must be reached to pass.

Students challenging a provincially examinable course will be awarded the School Mark portion only in the challenge procedure, and where applicable, must write the Provincial Exam during a regularly scheduled exam session.

Communication

Key Contacts

Mr. Bradley	Principal	Principal@sjavan.ca
Mr. Schei	Head of Student Service / Guidance Counsellor	Counsellor@sjavan.ca
Mr. Guo	Director of Admissions	TomG@stjohnsis.com
Ms. Tian	Bookkeeper	Accounting@stjohnsis.com

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 child 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, grades, or course selection.

For the most up-to-date information about student progress can be accessed by both students and parents on MyEducationBC (MyED). All students and parents will be provided with log-in information; if there are any challenges, please contact counsellor@sjavan.ca.

Dismissal Policy

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

- First offence: Verbal and written warning
- Second offence: A written warning and detention/suspension
- Third offence: Expulsion from St. John's Academy

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

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.

Homework Policy

The school is taken an evidence-based approach to homework and aims to prepare students for the rigour of post-secondary studies. Therefore, the school has established the following protocols for homework completion for this academic year:

- Teachers will aim to assign 1-2 hours per course per week (Approximately 5-10 hours per week total) and communicate deadlines clearly;
- Students will record homework due dates on their calendars immediately when homework is assigned and teachers may check to make sure that it is recorded;
- Students must ensure they understand homework requirements and expectations before leaving the lesson, it is their responsibility to seek clarification in class;
- Students will complete the homework within the given timeframe;
- Teachers will confirm that students are clear on expectations of the assigned homework;
- Teachers will aim to provide at least two days to complete homework, unless it is classwork completion;
- Teachers will follow-up with students who are not completing homework;
- Teachers will aim to be reasonable when setting and negotiating deadlines with students, if students can demonstrate that they already have several assignments due on the suggested due date;
- Teachers will aim to assign quality, AI and plagiarism proof homework tasks, focusing on practice, reading, personal responses, and/or content knowledge that is quizzed rather than large written assignments that have not been scaffolded in class;
- Teachers will focus on providing quality, meaningful homework for students that provide students additional learning opportunities and skills practice.

Incomplete homework

Rationale: If a student did not prioritize the time to complete their homework we will seek parental support and also provide time during lunch and/or afterschool until it is completed.

- Teachers will ensure that all homework is recorded in their agenda when it is assigned;
- Teachers will identify students who have not completed classwork or homework and speak with student(s) and explain the consequences, such as remain after school to complete the work;
- If the homework remains unsubmitted or incomplete, Mr. Schei and/or Mr. Myrholm will provide time after school to complete the work. The student may also be withdrawn from teacher and student-led clubs until all work is complete and submitted.
- If the student completes the work before the afterschool or lunch work completion time, the student should notify Mr. Myrholm with a note from the teacher;
- If a student skips the lunch or after school work completion time a parent meeting will be requested by the school and an action plan will be developed.

Online Classes

As a student at St. John's Academy, you are required to take a full course load (4 courses). Students wishing to take a class online at another school MUST see their academic advisor to get approval. A form needs to be filled out and submitted for second approval by the principal.

Midterms 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.

If this process is not followed uploading any marks will not be initiated by St. John's Academy.

Missed Exams

Students who have missed exams for valid reasons must notify the school the SAME day of the exam. Any proof of missing the exam i.e. doctor's note, must be provided within 24 hours to the school. Sleeping in, or leaving the country early are NOT a viable excuse and students. Students who miss exams for any reason apart from medical issues will not be permitted to re-write the exam.

Repeating Courses Policy

Students may repeat courses for the purpose of improving their grade point average, or due to failure. For improving grades, a course may be taken twice. Failing the same course thrice may result in academic withdrawal from SJA.

Externally taken or repeated course grades will not be accepted for upload from SJA unless previously approved.

Semester Break Policy

St. John's Academy 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 or parents. You will only have permission to take this break if it has been approved. A student file may be closed if they leave the country without notification. Only one semester break is allowed.

ALL STUDENTS MUST BE READY TO LEARN AT THE START OF ANY QUARTER.

Textbook Policy

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 office by the last day of school on the textbook return date. If the student does not bring in the books by the end of the semester, they will not get their book deposit back.

Transfer Credit Policy

A course must match approximately 80% of the learning outcomes for Transfer Credit to be granted for a grade 10, 11, or 12 BC Ministry course.

The transcript provided by the student's former schools must clearly state the subject taught and the areas it covered for equivalency consideration.

In order to receive credits through equivalency, students must provide translated and notarized documentation proving successful completion of the course.

Student advisors and the principal will determine if the course sufficiently matches a Ministry of Education and Childcare (BC) developed course using the Online Course Registry.

http://www.bced.gov.bc.ca/datacollections/course_registry_web_search/searchhome.en.php

For students transferring from another Canadian province, the Secondary Education in Canada: A Student Transfer Guide will be used to determine that the course content is covered sufficiently, and that there is no overlap with other courses.

<http://www.cmec.ca/Publications/Lists/Publications/Attachments/184/transferguide-2004-05.pdf>

For students wishing to transfer credit from a school outside of Canada, they will be asked to provide a course overview or syllabus indicating the content covered. Where possible, a percent grade will be assigned. Otherwise 'TS' will be indicated on the transcript. A minimum final grade higher than 50% may be required to grant transfer credit for some select courses. Elective courses that do not match the available grade level in BC will not be transferred (e.g: First year high school Geography will not be

transferable as Geography 12 in BC).

Tuition Refund Policy

Students will be granted a tuition refund or transfer under the following circumstances: The student's study permit is not approved by Citizenship and Immigration Canada, providing the original rejection letter from Citizenship and Immigration Canada.

The student graduates from St. John's Academy with a British Columbia Certificate of Graduation (Dogwood Diploma) showing St. John's Academy as his/her home school and the full tuition was not required to complete the program. A partial refund of unspent or uncommitted fees will be considered. The student has enrolled and remitted fees but fails to meet SJA admission standards and did not misrepresent his or her knowledge or skills when applying for admission.

If the school closes but online learning takes place, no tuition refund will be provided. However partial credit will be provided for transportation and St. John's school authority fees.

In case of school closure and no online learning takes place, a full refund of tuition, St. John's school authority and transportation fees will be provided

Students will NOT be granted a refund under the following circumstances:

- The student receives his/her study permit using a Letter of Acceptance or Registration Confirmation Letter issued by St. John's Academy.
- The student is expelled from St. John's Academy.
- The student transfers to another school.
- The student leaves St. John's Academy without written notification prior to the completion of his/her studies.
- The student's study permit (international student) is not approved by Citizenship and Immigration Canada due to missing documents or incomplete paperwork.
- The student has a previously known learning disability or Special Education Need that was not disclosed to the school prior to enrollment, that the school has no program to accommodate for and that the school determines exists within 90 days of the student's tenure at the school.
- The student has undisclosed previously – held or known mental/emotional/physical health issues which may deter students learning or the ability to meet St. John's Academy's student expectations and standards.
- The student receives their study permit but then transfers to another school.

A student may pay per course in the final semester if any of the following conditions are met:

- Student needs less than 2 courses to graduate.
- SJA scheduling has prevented the student from finishing earlier with the full course load in the preceding semester.
- SJA cannot provide courses the student need.

All inactive student files will be closed after 6 months without contact from student or guardian. Tuition will not be held in this case. If one of the tuition refund circumstances is met, the student may request for a refund by providing any required documents and submitting a completed Refund Request Form in order to process the refund. All application fees are non-refundable including \$300 Administration Fee. The normal processing time for tuition refunds is 6 weeks.

While studying at St. John's Academy, all students must take the required 4 courses per academic term. All refunds will be given back in the same manner received: i.e. same bank account.

St. John's Academy is bonded by the Ministry of Education.

Bell Schedules

LONG BLOCK DAYS: Mondays and Fridays

Block A	8:30 am – 9:55 am	85 min
Block B	10:00 am – 11:20 am	80 min
LUNCH	11:20 am – 12:15 pm	55 min
Block C	12:15 pm -1:35 pm	80 min
Block D	1:40 pm – 3:00 pm	80 min
Block E	3:05 pm – 4:00 pm	55 min

COLLABORATIVE PLANNING: Wednesdays

Block A	8:30 am – 9:35 am	65 min
Block B	9:40 am – 10:45 am	65 min
Block C	10:55 am -12:00 pm	65 min
Lunch	12:00 pm – 12:45 pm	45 min
Block D	12:45 pm – 2:00 pm	75 min

* Block E: 2:00pm-4:00pm Faculty Meeting/ Collaborative Planning/Professional Development.
(Optional study hall based on student request)

CLUBS DAYS: Tuesday and Thursday

Block A	8:30 am –9:40 am	70 min
Block B	9:45 am – 10:55 am	70 min
CLUBS	10:55 am – 11:50 am	55 min
Lunch	11:50 am – 12:40 pm	50 min

Block C	12:40 pm -1:50 pm	70 min
Block D	1:55 pm – 3:00 pm	65 min
Block E	3:05 pm – 4:00 pm	55 min

St. John's Academy Vancouver Academic Calendar | 2025/2026

Sep 2025						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Oct 2025						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Nov 2025						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Dec 2025						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Jan 2026						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Feb 2026						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

Mar 2026						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Apr 2026						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 2026						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Jun 2026						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Jul 2026						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Aug 2026						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

First day of term Last day of term Professional learning/admin day (No school) Statutory holiday (No school)

Fall Semester: September 2, 2025 – January 23, 2026

September 2, First day of school
September 30, Truth and Reconciliation Day (No school)
October 13, Thanksgiving Holiday (No school)
October 24, Professional Learning Day (No school)

November 10, Professional Learning Day (No school)
November 11, Remembrance Day (No school)
December 12, Early Dismissal – Last day before winter break
January 23 – Last day of semester (No school)

Spring Semester: January 28, 2026 – June 19, 2026

January 28, First day of semester 2
March 13, Early dismissal – Last day before spring break
March 14-29, Spring break (No school)
April 3, Good Friday (No school)

April 6, Easter Monday (No school)
May 18, Victoria Day (No school)
June 19, Last day of school (No school)
June 22-24, Admin days (No school)

Summer Session: July 6, 2026 – August 14, 2026

July 6, First day of summer school
August 3, BC Day (No school)
August 14, Last day of summer school
August 26, Teachers return for 2026/2027

September 2025 – Jan 2026 Semester Examination Dates	
Mid-Term	Oct 22-23 (Report cards to be released on Oct 27)
Final	Jan 21-22 (Report cards to be released on Jan 26)
February 2026 – June 2026 Semester Examination Dates	
Mid-Term	Apr 22-23 (Report cards to be released on Apr 27)
Final	Jun 17-18 (Report cards to be released on Jun 22)
2025-2026 School Year Provincial Assessment Session Dates	
November Session	Nov 3-4
January Session	Jan 19-20
April Session	Apr 20-21
June Session	Jun 15-16

September 2025 – Jan 2026 Semester Graduation Ceremony	
Friday, January 16, 2025	
February 2026 – June 2026 Semester Graduation Ceremony	
Friday, June 12, 2025	