



Johnathan Academy

Parent and Student Handbook

Johnathan Academy

2020-2021

Our Mission

Johnathan Academy delivers the B.C. curriculum in a culturally enhanced and academically rich environment. We offer the very best in academic quality as well as support personal development. We provide instruction in all subjects required to meet the B.C. High School Graduation requirements and to obtain a Dogwood Diploma.

Our Vision

It is our hope that our students will successfully enroll in the most prestigious world-class universities and that they will inspire the world and lead into the future.

Johnathan Academy Health & Safety Plan September 2020

Johnathan Academy **Health and Safety Plan** is in place for the start of this school year to ensure student, staff and parent safety in this time of COVID.

1. Our plan describes how Johnathan Academy is protecting its students and staff by implementing the **Province's health and safety measures**.
2. Our plan is **flexible** and our opening registration numbers are small so that, if the Ministry announces a move from one stage to another, the school will easily modify and adapt what it does to meet the requirements of any target stage.
3. The **Johnathan Academy Health & Safety Plan** meets all the mandated *provincial health requirements* and our plan covers all the *Worksafe BC mandated requirements*. Our plan takes all the following aspects into consideration:

Safety for students and staff

Cleaning and sanitizing

Buses and school transportation

Food and lunch services

Communication strategies

Documentation and training

Safety responsibilities by role

4. PLAN DETAILS

ADMINISTRATIVE MEASURES

Timetables:

Timetable - stage 3 & 4 – these two stages will have a similar look as our numbers are low and we are well within the acceptable cohort numbers of secondary schools. If necessary, we will switch to two days in school per week with alternate days of deep cleaning and sanitization.

Timetable stage 5 – We will move to exclusively remote learning (online learning only).

ENVIRONMENTAL MEASURES

SOCIAL DISTANCING CLASSROOM SIZES:

Johnathan Academy is opening its doors for the first time this September. We will easily be able to space students apart by 6 or more feet.

Desk locations will be marked on the floor and no altering of placement will be permitted – with empty ‘spacer tables’ in between.

There is ample classroom space for this arrangement considering our few students as well as to accommodate future additional increase in student numbers.

Students will wear face masks at all times unless social distancing is highly possible. Our present student body is entirely Chinese in origin and culturally acclimatized to the custom and practice of wearing face masks in school and in the community. (At the time of this writing, the schools in china require face masks.)

Students will be expected to social distance within the school and to wear face masks – Social interaction will not be curtailed as students will have ample opportunity to interact from an acceptable distance within the classrooms.

HYGIENE:

Our school policy around when students should wash their hands will include, at minimum:

- When they arrive at school and before they go home

- Before eating and drinking
- After using the toilet
- After sneezing or coughing into hands or tissue
- Whenever hands are visibly dirty
- When moving between different learning environments (e.g., outdoor-indoor transitions, from the gym to the classroom).

HALLWAYS:

The mandatory wearing of face masks at all times in all school locations will be required except in the cafeteria which will necessitate a staggered usage – a schedule will be made available when necessary.

Social distancing in narrow hallways will be encouraged though challenging due to dimensions; however, safety will be achieved by a LEFT and RIGHT sided walking flow of traffic and the mandatory wearing of face masks at all times and in all locations.

Instruction: how will teaching change depending on the learning group sizes and classroom sizes, e.g., less group instruction, more individualized work

ENTRANCE AND EXIT :

Students will enter the school via an elevator – No more than 2 occupants at a time. They will be required to wear face masks in the elevator and stairwell.

When departing, they will leave via the stairwell.

Visitors:

Visitors will be required to make an appointment. They will be asked if they are showing symptoms and if they have been recently exposed to someone showing symptoms.

A Maximum of 2 visitors scheduled by appointment on the fourth floor will be allowed. Wearing a face mask on the premises will be mandatory for visitors. Visitors will be restricted to the lobby and Office areas.

Lunches, Recess, Breaks:

Lunch in the cafeteria will be divided into 3 separate intervals and then students will be encouraged to pass the remainder of their free time outdoors. All supervision will be done by the Principal.

Locker access:

No locker use during this time will be necessary and students will transport their supplies in personal backpacks – without sharing supplies.

Staff lunches:

Our small teaching staff number (3) can social distance while eating. There will be staggered lunch breaks for Office staff and teaching staff.

Absence policies:

Our Office will inquire daily regarding any absence and symptoms within the students' households (Secretary will call homes).

Our Office will contact Parents and Guardians in the event of an occurrence of symptoms and/or a case of COVID 19 to indicate that there has been a student showing symptoms and/or a case of COVID 19 at the school.

If students are feeling symptoms or if they are feeling ill, they are to stay at home and self-monitor or self-isolate. This expectation will be communicated to all homes.

Medical protocols:

If a student or staff member starts exhibiting symptoms, a room has been designated as a safe waiting area for pick up – followed by total school sanitation, and a direct message to all parents and all homestay homes for a 2 week period of self-isolation and instruction will be transferred to online format.

All students/staff coming into contact with that sick person, are to self-monitor for symptoms and, if required, to self-isolate.

PPE requirements - facemasks will be made available in each room, as well as hand sanitizer, PPE glasses and face mask for our secretary.

Our Mission

Johnathan Academy delivers the B.C. curriculum in a culturally enhanced and academically rich environment. We offer the very best in academic quality as well as support personal development. We provide instruction in all subjects required to meet the B.C. High School Graduation requirements and to obtain a Dogwood Diploma.

Our Vision

It is our hope that our students will successfully enroll in the most prestigious world-class universities and that they will inspire the world and lead into the future.

School Goal

Johnathan Academy envisions delivering the BC curriculum in a culturally enhanced and academically rich environment. We will offer the very best in academic quality as well as supporting personal development. We will provide instruction in all subjects required to meet the BC High School Graduation requirements and to obtain a Dogwood Diploma. At Johnathan Academy, our foremost goal is to prepare our students to successfully enroll in the most prestigious world-class universities.

B.C. Certificate of Graduation

The B.C. Certificate of Graduation or "Dogwood Diploma" is awarded to students who successfully complete the provincial graduation requirements. Students require a minimum of 80 credits to graduate.

Of these 80 credits:

At least 16 credits must be at the Grade 12 level, including a required Language Arts 12

At least 28 credits must be elective course credits

52 credits are required from the following:

Career-Life Education (4 credits), and Career-Life Connections (4 credits)

Physical and Health Education 10 (4 credits)

Science 10 (4 credits), and a Science 11 or 12 (4 credits)

Social Studies 10 (4 credits), and a Social Studies 11 or 12 (4 credits)

A Math 10 (4 credits), and a Math 11 or 12 (4 credits)

A Language Arts 10, 11 and a required 12 (12 credits total)

An Arts Education 10, 11, or 12 and/or an Applied Design, Skills, and Technologies 10, 11, or 12 (4 credits total)

In addition, students must also complete three new graduation assessments:

The new Grade 10 Graduation Literacy Assessment was introduced in 2019/20

The New Grade 12 Graduation Literacy Assessment will be introduced in 2020/21

For 2019/20 and beyond, the following career education courses will be used in all BC schools:

Career Life Education

Career Life Connections.

40 hours of community service:

Johnathan Academy is responsible for organizing and coordinating voluntary time work within the campus and community. Students are free to sign up to meet the graduation requirements.

Admission statement

Please prepare the following application materials; fill in the “application form”, email to us or submit the application through our website; pay \$200 application fee by credit card.

- One passport size photo (electronic version)
- Report cards for the last 3 school years (PDF)
- Toefl, IELTS or other recognized English test scores (PDF)

Johnathan Academy Emergency Management Plan

1.School Planning Committee

- Membership: Principal A. Morelli
- Support Staff: Office Manager Polo Zhang

- Teaching Staff Rep : Lawrence Johnson

- First Responders : 911,

2. Pre-assign roles according to the ICS structure

Site Incident Commander – Principal

Operations Section – Office Manager

School Owner – John Zhu

3. Response protocols (and drills) are in place for:

Earthquake Drill

Fire Drill

Lockdown Drill

4. Student release plan

-Pre-assigned student gathering & release site: Jewish Community Centre Parking lot

-Contact Info with staff/ parent/guardian at Office & Contact Info is on MyedBC.

5. Communications plan

- Site Incident Commander to establish communication with First Responders.

- Parent communication to be established through Operations Section

- Media Contact – Principal

6. Continuity of operations plan

- Office Info stored digitally alternate location :

- Work of staff & students available digitally

7. Records & Resources

- Equipment and supplies available

- Electronic copies available in two locations

- Hard copies available at Office

8. Conduct training and drills

Training of staff and students is ongoing and recorded.

The frequency is as recommended in Emergency Guidelines:

Fire – 6; Earthquake 3; Lockdown 2; Dates are Recorded.

9. Debrief and revise

To be conducted after each drill.

Student Conduct and Discipline Policy

Johnathan Academy's code of conduct for students informs the school community of expected behaviour based on the principles of respect for the rights and dignity of all persons in order to promote a safe and respectful learning environment. Students of Johnathan Academy are expected to:

- respect those in positions of rightful authority,
- follow instructions given by staff members and adult volunteers,
- know and obey the school's rules and regulations,
- respect the rights and dignity of all persons,
- refrain from participating in or promoting any behaviour that would threaten, bully, harass or intimidate either verbally and/or physically, to cause harm to another person,
- report incidences of bullying or harassment that they witnessed in school or at

school functions,

- refrain from abusive/suggestive language that denigrates another person's dignity

because of race, religion, ethnicity, culture, sexual orientation or gender identity

and expression, disability and/or socioeconomic background,

- refrain from misuse of computer technology to bully others,

- refrain from the use of drugs/alcohol/weapons in school or at school functions,

- respect all property

- work and socialize in a cooperative and collaborative manner with everyone in the

school community

Students who breach this code of conduct will have their actions investigated by the school principal or designated other, and if the investigation supports disciplinary action, the principal will impose an appropriate disciplinary action that may result in a suspension or expulsion.

PROCEDURES:

At the beginning of the school year and as required, the Principal will provide education to students, parents and staff on the school's Code of Conduct.

Breaches of this code will be dealt with by teachers or the Principal as appropriate, and discipline given will be fair and objective considering the student's history of similar events, age, maturity and special needs, if any. The severity of the infraction will also be considered when deciding on appropriate discipline.

Each case of serious misconduct must be recorded and, if appropriate, retained in the student's record for a period of time deemed by the principal. If the student transfers to another school, the principal shall decide if any disciplinary records should be expunged from the student

record before sending onto the next school.

When discipline is given, parents/guardians will be informed of the school's Appeal Policy 304.

Anticipated Absence: Students are expected to inform their teachers of any anticipated absence from school commitments. Students who miss school are expected to make up missed work.

Excused Absence: If an absence is approved by a teacher prior to the absence it is an excused absence. Examples include illness, injury or unavoidable circumstances. Any long-term illness should be accompanied by a note from a doctor.

An excused absence does not qualify for attendance marks or bonus marks; a student must be present at school to qualify for attendance marks.

Unexcused Absence: Any unexcused absence will be recorded at the office. Sufficient absences may result in a student being unable to receive credit for a course as he/she has not received enough instructional hours.

Late Policy: Arriving late disrupts the classroom activities and impacts the learning experience of others. When a student anticipates being late to class, he/she should communicate with the teacher or the school office.

Leaving Campus: Students are expected to remain on the school campus during school hours except during lunch breaks, when they may opt to leave campus with written parental/guardian permission. During this absence from campus there will be limited or no supervision. Students are cautioned to stay in groups and to refrain from placing themselves at risk.



Fee Schedule 2020-2021

FEE SCHEDULE 2020-2021

| 10 Months Tuition | Local Student | International Student |
|------------------------------------|----------------------|------------------------------|
| Application Fee (Non Refundable) | \$200 | \$200 |
| School Supplies & Facilities | \$1,900 | \$1,900 |
| School Services & Activities | \$2,700 | \$2,700 |
| Tuition Fee | \$12,800 | \$18,000 |
| Total Amount | \$17,600 | \$22,800 |

| Optional Fees | International Student |
|--|------------------------------|
| Bank Charge (Per Telegraphic Transfer) | \$50 |
| Airport Pick-Up/Drop-Off (One Trip) | \$100 |
| Custodian Documentation (One Time) | \$200 |
| Custodianship Fee (One Year) | \$400 |
| Home Stay Placement (One Time) | \$500 |
| Medical Insurance (One Year) | \$950 |
| Room & Board Home Stay (One Months) | \$1,200 |



JOHNATHAN ACADEMY

| | |
|------------------|-------------------------------------|
| SECTION | Business and Finance Administration |
| POLICY NAME | School Fee Refund Policy |
| POLICY NUMBER | 201 |
| DATE CREATED | January 31, 2020 |
| DATE REVISED | |
| DATE IMPLEMENTED | September 1, 2020 |

RATIONALE:

Johnathan Academy is an independent secondary school specializing in offering a British Columbia graduation program of studies to international students. By applying to study at Johnathan Academy, the student begins the process of registering at the school to complete his/her high school education. Because the number of places offered by the school is limited, and because the competition to get placement in the school is highly competitive, a policy must be in place to ensure that the student and the school are financially protected if either party is not able to complete their commitment. This Tuition Refund Policy is designed to protect the student and the school.

This policy will be made available to families before any fees are paid and will be published online or otherwise made available on request.

POLICY:

A student is considered to have entered into a contract with the school when the student's application for admission has been accepted by the school. To be considered for a refund, a student must submit a written notice of withdrawal signed by the student and his/her parent/guardian. Tuition refunds will be issued to students or their parents/guardians, where appropriate.

Students who have been issued an Official school letter (Official Letter of Acceptance, Temporary Resident Visa Letter, or Re-entry Letter) are not eligible for a 100% tuition refund, even if the original document is returned to the school. Application Fees and the Optional Applicable Fees are not refundable. Tuition Fee refunds will be based on the following procedures.

PROCEDURES:

1. In the first year of operation, if the school fails to obtain or maintain Group 4 Classification from the Ministry of Education, the school will reimburse 100% paid tuition if the student has not yet begun classes for the semester or a prorated percentage amount based on the weeks of completed study during the semester.
2. If a student is denied a Study Permit authorization from Citizenship and Immigration Canada, the school will refund the student 100% tuition refund if the following three criteria have been met:
 - a. The student applied for a Study Permit authorization from Citizenship and Immigration Canada within 30 days of receiving the official letter of acceptance from the school,
 - b. Official documentation of the visa refusal is provided to the school,
 - c. Students request the refund within one year of the date of the school's official letter of acceptance

3. If a student gives notice in writing by registered mail or in person to the school of his/her intention to withdraw 30 days prior to the first day of classes in a given school year, the school will retain 30% of the tuition fee paid and refund the balance for the 1st Semester and 100% for the 2nd Semester.
4. If a student gives notice in writing by registered mail or in person to the school of his/her intention to withdraw under 30 days before the first day of classes, the school will retain 50% of the 1st Semester fees and will refund 50% of the balance of the 1st Semester and 100% of the 2nd Semester fees paid.
5. If a student gives notice in writing by registered mail or in person to the school of his/her intention to withdraw after school has started, within the first 30 days of the Semester, the school will retain 70% of the 1st Semester fees and will refund the balance and 100% of the 2nd Semester fees.
6. If a student gives notice in writing by registered mail or in person to the school of his/her intention to withdraw after the first 30 days of the Semester, the school will retain 100% of the 1st Semester fees and will refund 50% of the 2nd Semester fees.
7. If a student is dismissed at any time during the Semester, the school will retain 100% of that Semester's fees and 50% of the 2nd Semester fees.

NOTE:

The Inspector of Independent schools expects start up schools with interim group for certification to have access- without recourse to the group for independent school bond - to enough cash on hand to provide fee refunds in the event that the school fails to open, fails to receive certification after an initial external evaluation inspection, or otherwise closes during its first year of operation. Ministry of Education administration of a Group 4 independent school bond for the purpose of providing partial refunds can be a lengthy process, taking up to 40 months, and parents should not rely on partial refunds derived from this bond for any payment required before this time. (e.g., Parents should not rely on the partial refund coming from the bond to pay fees at another school)

RESPONSIBILITIES:

1. The student and his/her family are responsible for applying for a Study Permit within 30 days of receiving the acceptance letter from the school.
2. The student and his/her family are responsible for applying for a refund within one year of the date of the school's official letter of acceptance.
3. The school is the first point of contact for refunds. All refunds are the responsibility of the school Authority in accordance with this policy.
4. The school will maintain sufficient funds on hand to make refunds available to students upon unexpected closure of the school.
5. In the case where the school closes and refunds are not provided by the school, the student and his/her family may apply to the Ministry of Education for a prorated refund under the provisions of the Independent School Regulation and the Bonding Act. These refund amounts will be paid from the school's Bond that is posted with the Ministry of Education for this purpose.
6. The Independent Schools Act does not provide the Inspector of Independent Schools or the Ministry of Education with a role in routine refunds.



Procedure

- Submit Application Form and required documents three months prior to start of term.
- Within five business days, the Admission Committee will decide whether to offer you a place or not.
- If you are accepted, the Academy will send you a Letter of Acceptance.
- After the academy receives your tuition, you will receive a Letter of Enrollment.
- You can use the Letter of Enrollment to apply for a Visitor Permit to The Canadian Embassy, book plane tickets, and prepare your luggage. After landing
- in Vancouver, you can apply for a Study Permit at the Vancouver airport.
- Our staff will pick you up from the airport and drive you to your new home.
- Take the English Assessment, and begin your journey at Johnathan Academy.



Johnathan Academy



Guardians

Johnathan Academy enlists the services of reputable Homestay Agencies to arrange the finest homestay situations.





Medical Insurance

The British Columbia Medical Services Plan (MSP) is a mandatory health insurance plan, for everyone who lives in BC for six months or longer. [Apply for MSP online or by mail](#) immediately after you arrive. MSP covers the cost of basic medical care within Canada, including most physician and hospital services. In most cases, you will not have to pay at the time you seek medical care when you show your BC Services Card. MSP does not cover dental care, prescription drugs, routine vision care (such as eye examinations or corrective lenses), or travel. If you're an international student, you must be covered by MSP or have equivalent coverage. Without MSP or equivalent coverage, you cannot make claims for Health Plan benefits. Your application for MSP usually takes three months to process. To ensure that all international students have basic health coverage while residing in BC, Johnathan Academy has arranged for new international students not yet covered by MSP to be automatically enrolled in primary medical insurance plan.

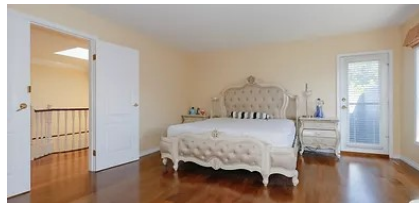
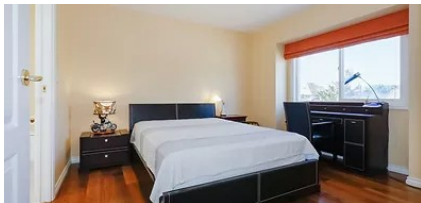
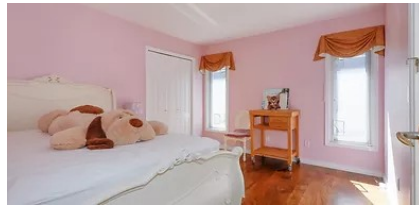




Homestay

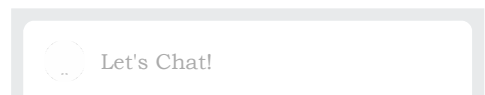
Jonathan Academy avails itself of reputable Homestay Companies to place students in homestay families so they can experience Canadian local customs and culture through a host family that is both safe and comfortable. The program is including the below:

- three meals a day
- private bedrooms
- quiet community
- Laundry
- Internet



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4th floor 5750 Oak Street
 Vancouver, BC
 Canada V6M 2V9





Program

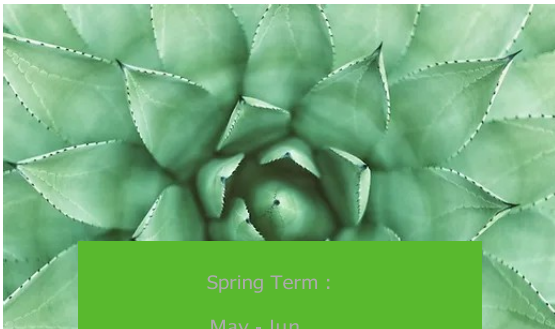
Term :



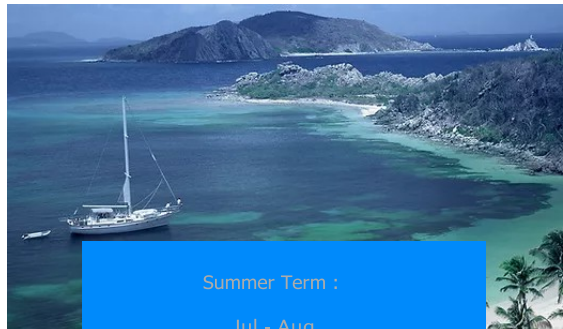
Fall Term :
Sept - Dec
4 Courses.



Winter Term :
Jan - Apr
4 Courses.



Spring Term :
May - Jun
2 Courses.



Summer Term :
Jul - Aug
2 Courses.

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Vancouver, BC

Canada V6M 2V9



Let's Chat!



University Preparation

We determine a student's academic profile on the basis of academic strengths and weaknesses.

We consider a detailed statement of future study plans; favourite pass time, hobbies, after-school activities, personality and interests etc.

We facilitate communication between the school, the student and the family.

We devise a reasonable and achievable high school study plan for the student.

We guide the student to select a variety of suitably challenging courses.

We make leadership-training a priority.

We advise and help arrange studies, certificate examinations, and contests regarding music or arts.

We discuss students' wishes for future majors in universities,

We assist in the making of a specific plan concerning community service and volunteer work.

We keep in touch with Johnathan Academy senior educational experts and make necessary adjustments.

We provide the latest Canada and US elite universities admission information through authoritative analysis.

In the period of applying for top universities, we provide specific guidance and full consultancy service.

We always encourage students with passion and power to take AP courses, <https://apstudent.collegeboard.org/apcourse>, SAT and SAT Subject tests

<https://collegereadiness.collegeboard.org/sat>.



Penn



COLUMBIA



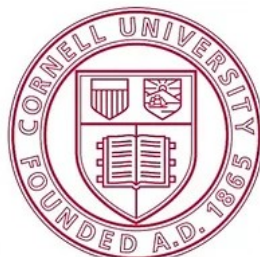
HARVARD



Dartmouth



Yale



Cornell



BROWN



PRINCETON

