



STUDENT CONDUCT/STANDARDS/DISCIPLINE POLICY

At Summit Academy, the pursuit of appropriate conduct is a shared responsibility among students, parents and the school. This code of conduct reflects the expectations of the school community and is reviewed annually to monitor emerging situations that may contribute to school safety. Students are required to know and understand the school rules, acceptable behaviors and the consequences for any misconduct. Expectations regarding acceptable conduct are made known to all school staff through the policy and procedures manual. The expectations for student conduct are consistently taught and actively promoted. Parents and students should be aware that there are rising expectations for student behavior as students become older, more mature and progressively move through the grades and that students are expected to accept increasing responsibility for their actions and can expect increasingly significant consequences for any inappropriate behaviors as they get older.

When participating in or attending school activities, including those outside of the school, students are expected to conduct themselves in a manner that brings credit to themselves and to Summit Academy at all times. Students are subject to all the same expectations as if they were in attendance at school. Non-compliance will result in disciplinary action.

BC HUMAN RIGHTS CODE:

Two purposes of the BC Human Rights Code are to –

1. Foster the society in British Columbia in which there are no impediments to full and free participation in economic, social, political, and cultural life in British Columbia and
2. Promote a climate of understanding and mutual respect where all are equal in dignity and rights.

Summit Academy embraces a safe environment free from discrimination. In accordance with Section 7 and 8 of the Human Rights Code, discrimination based on race, color, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex / gender, sexual orientation or age of that person or class of persons will not be tolerated. Students at Summit Academy are expected to meet the standards set out in the BC Human Rights Code. Behaviors by students that conflict with the BC Human Rights Code will not be tolerated. For more information on the BC Human Rights Code:

<https://www2.gov.bc.ca/gov/content/justice/human-rights/human-rights-protection>

STUDENT CONDUCT EXPECTATIONS

1. Respect your classmates and their unique differences, contributions, and accomplishments;
2. Be truthful;
3. Respect public and personal property;
4. Maintain courteous relations with fellow students, teachers, and staff;
5. Work in a courteous manner as not to interrupt or disturb others;
6. Attend school daily and on time;
7. Maintain appropriate standards of hygiene, dress, and language;
8. Be dependable and accountable;
9. Respect authority;
10. Inform your teacher, principal, or school administrator of any incidents of bullying, harassment, or intimidation



UNACCEPTABLE STUDENT CONDUCT

1. Behaviors that interfere with the learning of others or that interfere with an orderly and safe environment;
2. Any form of bullying, abuse (physical or mental), harassment or intimidation of others, publication of inappropriate language or information (whether by hand or electronic), discriminatory symbols or attempts to discriminate against a person or group of people;
3. Aggressive behavior, whether physical or verbal. Inappropriate or harmful language even in casual conversation;
4. Behaviors that are illegal in any way and are in violation of the Criminal Code of Canada. This includes but is not limited to:
 - a. Incidents of threatening language, intimidation, or confrontational behaviors
 - b. Causing false alarms
 - c. Misuse or theft of school equipment or school property
 - d. Acts of violence or threats of violence
 - e. Possession, use or distribution of illegal or restricted substances such as drugs, alcohol, or tobacco
 - f. Carrying, possessing, or using an illegal or restricted weapon, including but not limited to knives, firearms, martial arts weapons, or any object fashioned to be used as a weapon or have the appearance of a weapon;
 - g. Misuse of computers or electronic devices

Any person who threatens the safety of the school environment or safety of an individual will be subject to severe disciplinary action and, where necessary, to RCMP intervention.

5. Disturbing or interrupting a school function or field trip;
6. Failing to comply immediately with a direction by an employee of Summit Academy to leave the school property or entering or re-entering the school property without given direction by an employee of Summit Academy

Summit Academy is a drug free environment. The use of alcohol, tobacco, e-cigarettes, or drugs is strictly forbidden and a cause for expulsion with no refund of tuition and/or school fees.



Attendance

Student attendance is the shared responsibility of parents, students and staff. Parents have the responsibility to ensure their child's attendance at school and to communicate with the school regarding their child's absences or tardiness.

Students are expected to report to classes on time - prepared to work and to participate. Regular attendance is essential for success in school. When students are away from school, we ask parents to notify the school by e-mail. When unexplained absences occur, the school will contact the parents by telephone and e-mail. *Please ensure your current e-mail addresses are on file at the school.* Regardless of the reason for absence, it is the student's responsibility to catch up on missed work.

Email for Attendance – jsmith@whistlersummit.ca

Excessive absences will lead to the following actions:

An interview between parent, student, and teacher. Poor attendance in any course could lead to removal or suspension from a school term.

Tardiness

Students arriving late to class create an unnecessary disruption which affects the learning of all students in the classroom. Students who are late for class **MUST** report to the classroom immediately, knock on the classroom door, and wait for the teacher to admit them. A note explaining the student's lateness may be required. Students are responsible for all work missed. Habitual lateness will be dealt with in the same manner as absenteeism.

Dress and Apparel at School

The school's dress code is not meant to stifle freedom of expression, but to foster a supportive, respectful learning community in which each student's self-esteem is reflected in their behavior, growth and achievement.

Acceptable Apparel:

1. Allows for individual style and differences but should **NOT** be offensive or distracting
2. Demonstrates a respect for a school environment but should **NOT** promote use of drugs, alcohol, weapons, violence, or use offensive language or images
3. Should be appropriate for the intended activity and should **NOT** be sexually provocative or revealing
4. Demonstrates respect for the rights and perspective of others and should **NOT** promote values in conflict with school and community values, i.e., racism, sexism, or discrimination of any kind.



Cell Phones and Personal Technology

While cell phones are a routine part of safety and communication in students' lives, **operation of such items cannot disrupt the learning environment of the school.**

The following uses of a cell phone are considered inappropriate, and are NOT permitted:

1. Texting and / or gaming during class time
2. Recording or taking pictures without expressed permission by a teacher or employee of Summit Academy
3. Electronic devices approved by the teacher or staff for learning can be used in class but teacher permission must be obtained prior to use

When arriving in class, students are expected to put their cell phone away in a place where it will not be a distraction to themselves or to others. The phone must be turned off or on silence during school hours. Any student using their phone during school hours without express permission by teacher or staff may lose cell phone privileges while at school.

Internet Use

Summit Academy provides access to a network for students to reach the Internet. If parents prefer that their child does not access the internet, they should contact the school.

Risks

While access to the Internet enables students to explore thousands of libraries, databases, museums, and other repositories of information and to exchange personal communication with other Internet users around the world, families should be aware that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate, or potentially offensive. The school takes every precaution to ensure that the Internet resources are used for constructive educational goals. Nevertheless, students may find ways to access other adverse materials. The administration believes that the benefits to students exceed the disadvantages. Ultimately, however, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. The school supports and respects each family's right to decide whether or not to apply for network access.

Students are expected to behave appropriately while using the school's network. Students need to remember that communications on the network are often public in nature. The use of the network is a privilege and as such, it can be taken away if the **Rules of Use** are not followed. The user is personally responsible for his or her actions in accessing and utilizing the school's computer resources. The students are advised never to access, keep or send anything that they would not want their parents or teachers to see.



Rules of Internet Use:

Privacy

- While using the network, students should not expect that any files on the network are private. Network administrators may review documents to maintain system integrity and ensure that students are using the system responsibly.

Storage Capacity

- Users are expected to remain within allocated disk space and delete material that takes up excessive storage space.

Illegal Copying

- Students should never download or install any commercial software, shareware, or freeware onto network drives or disks, without written permission from the Network Administrator. Students should not copy other people's work or intrude into other people's files.

Inappropriate Materials or Language

- Profane, abusive or inappropriate language should not be used in communications. Materials that do not comply with the rules of school behavior should not be accessed. Should students encounter such material by accident, they should report it to their teacher immediately.

Visitors

Do not invite unauthorized visitors who have the potential to disrupt or otherwise interfere with the safe climate of the school. All visitors must report to the office upon arrival.

Disciplinary Action

Summit Academy has the definitive authority to determine consequences for students who refuse to comply with the behavioral rules and policies. Disciplinary action or consequences for unacceptable conduct is based on principles that have been developed in a fair and reasonable manner and will be administered in a fair and consistent manner. Disciplinary actions, whenever possible, are intended to be logical, preventative and restorative, rather than punitive. Disciplinary actions will be administered on an individual basis in every situation and will be based on the circumstances of each case.



- Depending on the severity of the misconduct, parents, guardians, the RCMP or other authorities may be notified;
- Disciplinary action, wherever possible is preventative and restorative, rather than punitive;
- When determining appropriate disciplinary action, the severity and frequency of unacceptable conduct as well as age and maturity of students are considered. Special consideration may apply if a student is unable to comply with expectations due to having a disability of intellectual, physical, sensory, emotional or behavioral nature;
- Less severe disciplinary action may be a verbal warning, detention or service work;
- Compensation and/or payment will be required for property damage, theft or loss;
- If the violation warrants, the student may face suspension or possible expulsion.

SUSPENSION

Suspensions are issued at the discretion of the school administration and are normally dealt with at the school. Students on suspension may be sent home or may be required to work in the school in isolation. If they have been sent home, they are not permitted on or around school property for the duration of the suspension unless other arrangements have been made. Students will be given the opportunity to demonstrate their mastery of the learning outcomes for the course at the discretion of the teacher. Students should be aware that involvement in inappropriate behavior could affect the receipt of awards and recognition, and/or scholarships.

NOTIFICATION

The school recognizes that it works in partnership with the parents of its students. As such, when dealing with matters of discipline, parents will be notified of disciplinary action in any circumstance that is deemed significant by the school. However, school officials may have a responsibility to advise other parties when there have been serious breaches of the Code of Conduct. Examples of that notification are as follows:

- Parents of student offenders will be informed;
- Parents of student victims will be informed;
- Police and/or other agencies will be informed as required by law;
- All parents will be informed when the circumstances are deemed important to reassure all members of the school community that school officials are aware of a serious situation and are taking appropriate actions to address that situation.

APPEAL PROCEDURES

As a principle of fair procedures, the opportunity for an offender to request a hearing should exist. A parent, guardian and/or student may appeal disciplinary action in cases where the education, health or safety of the student is significantly compromised.