

SUN PEAKS EDUCATION SOCIETY

STUDENT POLICY INDEX

<u>POLICY</u>	<u>SUBJECT</u>	<u>ISSUED/REVISED</u>
100.1	STUDENT ENROLMENT	May 2017
100.2	STUDENT JACKETS	June 2017
100.3	ATTENDANCE	June 2017
100.4	CLASSROOM ELECTRONICS & SOCIAL MEDIA	June 2017
100.5	DRESS CODE	June 2017
200.1	CODE OF CONDUCT	August 2017
200.2	STUDENT DISCIPLINE	June 2017
200.3	DISCIPLINARY COMMITTEE	June 2017
200.4	ALCOHOL AND OTHER DRUGS	June 2017
300.1	STUDENT SUPERVISION	June 2017
300.2	SKIING AT SCHOOL	June 2017
300.3	STUDENT TRANSPORTATION	June 2017

SUN PEAKS EDUCATION SOCIETY

POLICY 100.1 Revised May 15 2017 (Approved)

STUDENT ENROLMENT

Application Process

1. Students wishing to enroll in Sun Peaks Secondary Academy must apply to Sun Peaks Education Society (SPES).
2. Students/Parents must complete the applicable (new/returning) current application and submit it to the SPES
3. Annual application dates and fee due dates will be posted.
4. Priority will be given to applications received by the annual dates set. Late applications may be considered.
5. New and returning student applications will be reviewed for approval by the SPES.
6. Preference will be given to students enrolling for the entire school year.
7. All fees must be paid in full by the specified date.
8. All students and parents/guardians are required to sign all applicable documentation annually.
9. Prior to attending the SPSA, new students and parents must attend an orientation meeting.
10. All families enrolled must be members in good standing of the SPES.
11. Student must be enrolled in the @kool program.
12. Student families must remain in good standing with respect to mandatory annual volunteer hours

The SPES and the SPSA are not equipped to offer school support workers (SSW) or extended learning assistance at this site.

SUN PEAKS EDUCATION SOCIETY

POLICY 100.2 Revised June 2017

STUDENT JACKETS

Sun Peaks' students are issued jackets for use during the Winter Ski Season.

The Sun Peaks Education Society (SPES) supplies these jackets for use of all students attending the Sun Peaks Secondary Academy (SPSA). The jackets remain the property of the SPES.

Due to the unique setting of the SPSA, these jackets are mandatory for wear during school hours in the ski season.

Students and parents are required to care for the cleanliness and wear of these jackets in a respectful manner. Any jackets that are lost or damaged due to negligence will be subject to a replacement fee.

SUN PEAKS EDUCATION SOCIETY

POLICY 100.3 Issued June 2017

ATTENDANCE

The SPES endeavours to create a blended learning environment by providing physical space and on-site teaching staff. The community fundraising and volunteer effort required to generate these 'seats' in the SPSA is considerable and should be respected. Accordingly, students enrolled at the SPSA are expected to arrive promptly and attend on a regular daily schedule.

1. Attendance at the SPSA is an obligation and students are expected to attend on a daily basis for the duration of the school year. Attendance records will be kept by the SPSA Educational Facilitator/Teacher.
2. Parents/guardians may make arrangements for alternate attendance schedules with the SPSA Educational Facilitator/Teacher.
3. Requests for partial attendance of less than approximately 80% of the scheduled school days or classroom time must be approved by the SPES Board. Partial attendance plans of less than 80% recommended by professionals to support a student's academic or social needs (i.e. IEP's) will not be subject to Board review.
4. The school day begins promptly at 8:30AM and students are expected to be at the school by 8:25AM at the latest.
5. Students must be fully prepared with everything that they need for the school day in the morning.
6. Parents/guardians must advise the SPSA Educational Facilitator/Teacher of planned absences or sickness.
7. The SPSA Educational Facilitator/Teacher will contact parents/guardians to confirm absences for students who do not arrive by approximately 9:00AM.
8. When a student is late they will be asked to come in as quietly as possible to avoid disruption and are expected to get to work swiftly. Students who are late may be required to make up the time that they missed.
9. If a pattern of tardiness begins to form the Educator will contact the parents/guardians to address the issue.
10. The school day ends at 3:30PM unless students have arranged with the Educational Facilitator/Teacher for extra help between 3:30PM and 4:00PM.
11. At the end of the school day all students are expected to depart the school and be picked up by their parents/guardians or have other arrangements.
12. The Sun Peaks Education Society is not responsible for students left unattended after 3:30PM.

13. If a student has to leave for an unforeseen reason or pre-arranged commitment, written or verbal consent must be given by their parent/guardian directly to the Educator.
14. Students planning on leaving early must pass in any homework due and make arrangements to make-up any assignments or tests that they will miss.

SUN PEAKS EDUCATION SOCIETY

POLICY 100.4 Issued June 2017

CLASSROOM ELECTRONICS & SOCIAL MEDIA

1. Student Mobile Devices (Cell phones, etc)
 - a. Students are permitted to bring mobile devices to school at the SPSA, however, the devices are not to be used during classes unless authorized by SPSA Educator.
 - b. Mobile devices brought into the classroom are to be deposited in a designated area during class time and are only to be accessed during breaks or when authorized.
 - c. Access to mobile devices during school breaks is considered a privilege.
 - d. In emergencies parents/guardians should contact the SPSA Educator to communicate immediately with their student.
 - e. All other electronic devices are not permitted at the SPSA unless they serve an educational purpose such as a calculator or E-reader.
 - f. Mobile devices are not to be used as student calculators.
2. Social Media and gaming
 - a. Students are not permitted to engage in social media, online chats, etc. during class time unless specifically authorized.
 - b. Students are not permitted to engage in video games, online gaming, etc. during class time.
 - c. Academic communication with @KOOL teachers is permitted and encouraged.
 - d. During breaks students may be authorized by the SPSA Educator to access social media with their laptops or mobile devices.
3. Music
 - a. Students may be permitted by the SPSA Educator to listen to music using headphones during class time.
 - b. Students may use their laptop or a dedicated iPod or similar device to play previously downloaded or recorded music.
 - c. Students are not permitted to use their mobile phones to listen to music during class.
 - d. The use of music streaming services is not permitted in the classroom.
4. Student Laptops/Tablets
 - a. Students in Grades 10-12 are required to bring their own laptops or tablets to school. The device should be appropriate for use as a learning tool and be free of

- games and other distracting programs.
- b. Students in Grades 8 and 9 may bring their own laptops or tablets. They may also use a laptop or tablet supplied by the SPSA
 - c. Students who damage SPSA laptops will be responsible for repair expenses.

SUN PEAKS EDUCATION SOCIETY

POLICY 100.5 Revised June 2017

DRESS CODE

As a general rule, clothes worn to school should be comfortable and be consistent with proper standards of decency. Clothes should be neat and clean, they are an important part of how we present ourselves. Students should use good judgment and consult with parents/guardians about issues of dress.

The following are the acceptable standards of dress for students at Sun Peaks Secondary Academy. Parents/guardians should refer to these standards when unsure about what is acceptable in an educational setting.

- Clothing with slogans and/or pictures promoting unhealthy lifestyles are prohibited.
- Hats, bandanas or caps are not permitted to be worn in school unless for religious purposes. Toques may be acceptable.
- Clothing must be neat, clean and adhere to conservative standards of decency.
- Outdoor clothing must be appropriate for the weather conditions and engaging in outdoor activities.

SPSA Educators will enforce the SPSA Dress Code. Students in violation of these rules will be sent home immediately to change into appropriate clothing.

SUN PEAKS EDUCATION SOCIETY

POLICY 200.1 Revised August 2017

CODE OF CONDUCT

The Code of Conduct is intended to encourage acceptable student behaviour in order to establish and maintain a safe, respectful, and caring learning environment. This code will clarify expectations for student behaviour while at school, while going to and from school, while attending any school function or activity at any location, or in other circumstances where engaging in the activity will have an impact on the school environment. The Code of Conduct prohibits discrimination on the basis of an individual's or a group's race, colour, ancestry, place of origin, religion, family status, physical or mental disability, gender or sexual orientation.

1. Students are expected to demonstrate acceptable conduct including the following:
 - a) Respect themselves, others, and property;
 - b) Attend school regularly and be punctual for all classes (Refer to Attendance Policy).
 - c) Cooperate fully with, and respect, all @KOOL, Sun Peaks Secondary Academy (SPSA) and Sun Peaks Education Society (SPES) staff, board members, parents and approved volunteers;
 - d) The rights and feelings of others are respected at all times and behavior does not detract from the educational opportunities provided by the SPES;
 - e) Engage in purposeful learning activities and set high standards for personal achievement;
 - f) Show consideration for diversity: the thoughts, feelings, and heritage of others.
 - g) Use electronic systems in a respectful, responsible, and ethical manner (Refer to Electronics Policy);
 - h) Conduct themselves in a polite, respectful, and co-operative manner; and
 - i) Dress in a manner that appropriately reflects a school environment (See Dress Code).

2. Unacceptable conduct includes but is not limited to the following:
 - a) Behaviour that interferes with the learning of others;
 - b) Behaviour that creates unsafe conditions;
 - c) Bullying, harassment and intimidation of others;
 - d) Physical violence;
 - e) Retaliation against a person who has reported incidents;
 - f) The use of tobacco products including smoking, vaping, etc;
 - g) Possession, use, or distribution of illegal or restricted substances (Refer to Drug and Alcohol Policy);
 - h) Possession or use of weapons;
 - i) Property damage; and

- j) Use of personal technology devices, such as cell phones or cameras, during the school day except where expressly authorized. (Refer to Electronics Policy)
3. School rules, enforcement, and consequences shall apply to students:
 - a. In school;
 - b. On school grounds;
 - c. At school sponsored / approved events;
 - d. On any form of approved school transport; and
 - e. On Sun Peaks Resort LP and Sun Peaks Mountain Resort Municipality (SPMRM) property during school hours;
 4. Rules applicable and enforceable by the SPES will be communicated to parents through the student handbook and SPESA website, www.balancededucation.ca.
 5. Responsibility for enforcement of school rules shall be that of the teaching / supervisory staff under the supervision of the SPES and SPES Disciplinary Committee.
 6. Staff, administration, volunteers and the SPES Board members must be fair, equitable, and consistent in dealing with violations of the SPES Student Code of Conduct, Policy 200.1

Contraventions of this code of conduct shall be reported first to the Sun Peaks Secondary Academy (SPSA) teaching staff, SPES and SPES Disciplinary Committee.

Sun Peaks Secondary Academy staff, and/or Sun Peaks Education Society Board / Disciplinary Committee will notify parents, school district officials, and other agencies as deemed appropriate for any particular incident.

SUN PEAKS EDUCATION SOCIETY

POLICY 200.2 Revised June 2017

STUDENT DISCIPLINE

Students who contravene the Code of Conduct will be subject to progressive discipline, reflective of the age and maturity of the student, any special needs, and the severity and frequency of the unacceptable conduct. The discipline will be fair, consistent, and meaningful, for the purpose of making restitution and enhancing student responsibility and self-discipline.

Special considerations may apply to students with special needs if these students are unable to comply with a Code of Conduct due to having a disability of an intellectual, physical, sensory, emotional or behavioural nature.

The Sun Peaks Education Society's (SPES) Disciplinary Committee will take all reasonable steps to prevent retaliation by a person against a student who has made a complaint of a breach of a Code of Conduct.

This policy applies to any student who is in attendance at the Sun Peaks Secondary Academy (SPSA) whose conduct at any time or any place interferes with or obstructs the missions or operations of the Sun Peaks Education Society (SPES) or School District 73 (SD73) or the safety or welfare of students or employees.

Incidents or behaviour referred to the Disciplinary committee will be reviewed to determine appropriate remedies and discipline

1. Discipline may include:

- a) Suspending a student for an appropriate period of time. Students are responsible for all missed work; it is the responsibility of SPSA and @kool teaching staff to provide such work in a way that fosters educational success. During suspension students may not be present on school grounds nor attend any school functions. Conditions may be attached to the students return from suspension.
- b) Expulsion. The SPES Disciplinary Committee reserves the right to permanently expel students. Students may remain enrolled with the @kool program but will not be permitted on, or within, SPES facilities.

SUN PEAKS EDUCATION SOCIETY

POLICY 200.3 Revised June 2017

DISCIPLINARY COMMITTEE

It is not the responsibility, or mandate, of the SPES Disciplinary Committee to formulate or enforce classroom rules. Only violations laid out in Policies 200.1 and 200.2 and referred to in this Policy 200.3 are to be dealt with by the SPES Disciplinary Committee.

In order for any other issue to be brought before the SPES Disciplinary Committee the SPES and/or @KOOL staff member must show adequate documentation and a consistency in dealing with the issue at hand. This documentation must include, but not be limited to:

- a. Recorded dates of the noted behavioral issue and any disciplinary actions.
- b. Proof the parent has been made aware of the issue.
- c. Classroom strategies used to address the issues.

1) Sun Peaks Education Society (SPES) Disciplinary Committee shall comprise of:

- a. One community member appointed by SPES Board consensus and two SPES Board members who are not connected to, or conflicted by, the student(s) or circumstance(s) of the disciplinary investigation.
- b. If at any time one or more members of the SPES feel they are in conflict of interest in performing the role of Disciplinary Committee member, or if the SPES Board deems a member to be in a conflict of interest, the following procedure will be followed:
 - Another member of the SPES Board will volunteer to fill the position.
 - If no member is willing to volunteer the President of the SPES will appoint a member.
 - If the above-mentioned President is unable to due to conflict of interest then the Vice President will and so forth.

2) The SPES Disciplinary Committee will:

- a. Serve as a governing body to mediate and act upon any disciplinary issues referred by SPSA Educators or @KOOL staff as listed under Policies 200.1 and 200.2.

- b. Serve as a governing body to mediate and review all disciplinary issues with an unbiased outlook.
- c. Always keep the fair and equitable treatment of staff, students, and parents as a focus of their deliberations.
- d. Respect the confidentiality of all issues brought before them and never discuss such issues with any other third party.
- e. Support SPES staff and volunteers.
- f. Aim to provide a safe, and inclusive educational setting for all students, staff and parents.

3) Procedures of the SPES Disciplinary Committee:

- a. Upon receiving documentation of an applicable incident or behaviour the SPES Disciplinary Committee will meet to determine if the issue warrants review or intervention.
- b. The SPES Disciplinary Committee reserves the right to suspend students from school until the issue can be resolved.
- c. If an issue is deemed to require review or intervention the following process will be followed:
 - i. Parents will be notified in writing of the need for mediation.
 - ii. A meeting of the Disciplinary Committee will be requested within 24 to 72 hours.
 - iii. The Disciplinary Committee will meet to review the issue. The Disciplinary Committee reserves the right to invite the student, parent/guardian, and teacher. No student may be interviewed without the presence of their registered guardian.
 - iv. SPSA and/or @KOOL teaching staff will be given the opportunity to provide recommendations to the SPES Disciplinary Committee.
 - v. The SPES Disciplinary Committee may consult with external resources when appropriate to ensure due process is followed and that discipline is appropriate to the violation.
 - vi. A decision will be reached within 24 hours of final deliberation and the findings will be made known to the student's parents, teacher and SPES Board Members.

- vii. Parents and students should be made aware that disciplinary decisions made by the SPES Disciplinary Committee decisions are subject to appeal to the SPES Board.
- d. If an issue is deemed to not require review or intervention the SPES Disciplinary Committee will provide a written explanation to the SPSA and @KOOL teaching staff supporting their position.

SUN PEAKS EDUCATION SOCIETY
POLICY 200.4 Revised June 2017
ALCOHOL AND OTHER DRUGS

The Sun Peaks Education Society (SPES) believes in providing students with a learning environment conducive to maximizing their intellectual, physical, social and emotional development. The presence of alcohol and other drugs interferes with that learning environment.

Students affected by alcohol and other drugs may harm themselves and negatively impact others and the learning environment. The SPES is committed to preserving the health and safety of all students.

The SPES is concerned with the disruption of the learning environment for all students and recognizes that students, staff and others affected by such disruption must be protected.

The SPES accepts the concept of substance use as treatable and recognizes that this problem in schools cannot be solved solely by suspending those students who are involved. The SPES will strive to maintain a balance between compassion and aid for students seeking help for substance use problems and the protection of the learning environment.

The SPES expects students to be completely free of alcohol and other drugs while under its jurisdiction. For the purpose of this policy, jurisdiction of the SPES includes extra-curricular activities sponsored by @KOOL and the SPSA and extra-curricular activities which take place at a school other than the SPSA, including activities outside of the geographic location of School District 73 (SD73).

For the purposes of this policy, 'using' includes having used or consumed alcohol or other drugs at any time during any day when the student is or will be under the jurisdiction of the SPES as set out above. Any student using, possessing or under the influence of alcohol or other drugs while under the jurisdiction of the SPES will be subject to discipline by the SPES Disciplinary Committee in accordance with the provisions of Policy 200.2.

REGULATIONS

1. Students must be free of alcohol and other drugs. The SPES has a zero tolerance policy.
2. Students found to be using, under the influence and/or in possession of alcohol or other drugs or exhibiting physical characteristics that indicate recent use will be subject to disciplinary action up to and including expulsion.
3. Students found to be involved in the selling and/or supplying of alcohol or other drugs will be subject to the following consequences:
 - a) The student will be suspended and will be subject to disciplinary action up to and including expulsion.

b) The student will be issued notice to immediately leave the SPSA; this direction will be in effect from the date of commencement of the suspension and will continue until such time as the SPES Disciplinary Committee or designate amends or sets aside the direction.

3. The SPES or any teacher or SPES staff who finds illegal drugs or drug paraphernalia has been authorized to confiscate those illegal drugs or paraphernalia on behalf of the SPSA.

SUN PEAKS EDUCATION SOCIETY

POLICY 300.1 Issued June 2017

STUDENT SUPERVISION

As independent learners in grades 8 through 12, SPSA students are expected to have the maturity and self-discipline required to behave appropriately without continuous direct adult supervision.

SPSA Educational Facilitator/Teachers will provide general overall supervision for SPSA students during school hours. However, students may not be under direct supervision (same room/eye contact) at all times.

1. The SPSA Educational Facilitator/Teachers shall use their judgement and discretion to organize students and student groups during school hours. Students will not be left unsupervised or without a check-in contact (face-to-face or via text message, etc.) for more than approximately one hour.
2. Students may be permitted to work individually or in groups in an SPSA classroom when the Educational Facilitator/Teacher is not present.
3. Students are not supervised during lunch breaks and may walk to the village, go skiing, etc. during this time. They are expected to return promptly to the classroom at the end of the lunch break.
4. During outdoor school activities including skiing, field trips etc. students may not be in the same physical location as the Educational Facilitator/Teacher. In these cases students are to remain in assigned groups together, have at least one mobile phone in each group, and regularly check in with the SPSA Teacher. Typical scenarios might include:
 - i. Separate student groups touring a museum or in different areas of a theatre while on a field trip
 - ii. Students working unsupervised in one SPSA classroom while the Teacher is in another SPSA classroom.
 - iii. Separate student groups skiing on the mountain.

SUN PEAKS EDUCATION SOCIETY

POLICY 300.2 Issued June 2017

SKIING AT SCHOOL

1. Students are expected to engage in a variety of physical education activities including Alpine Skiing and/or Snowboarding during school hours.
2. The parents or guardians of each student must sign a waiver giving permission for said student to be allowed to ski/snowboard at lunch and during Physical Education Class.
3. All students are expected to hold a valid lift pass
4. Students must wear their School Jackets when skiing during school hours
5. Students must use safe and properly fitted/adjusted equipment including helmets at all times while Alpine skiing or Snowboarding.
6. The students must ski/snowboard in partners or small groups
7. Each pair or group of students must have a radio or a cell phone in case of emergencies
8. Students must only ski terrain that is within their ability
9. Students must remember that they are visible, noticed, and act as ambassadors for the SPSA whenever they are on the mountains.
10. Students shall ski or snowboard in control at all times, not ski or snowboard with excessive speed, not swear, and respect the rules of Sun Peaks Resort LP, the Alpine Responsibility Code, and Sun Peaks Terrain Park.
11. Students must remain in bounds at all times and are not permitted to access closed terrain or features.
12. Students must be respectful of other students, skiers and resort guests when on the hill.
13. Inverted aerial maneuvers are not permitted under any circumstances.
14. Students are permitted to ski during lunch breaks, Physical Education classes, and at other times authorized by SPSA Educators.
15. Students are permitted to use the terrain parks subject to the following conditions
 - a. Parents must sign a Terrain Park permission form and waiver
 - b. Students must behave responsibly in the terrain park and avoid features and maneuvers that are dangerous or beyond their ability.
 - c. Inverted aerial maneuvers are not permitted under any circumstances.
 - d. Students are not permitted on the two big jumps near the bottom (Big Nancy and Showcase). There are plenty of other features that can challenge their skills, and which pose lesser risks.

- e. Students are expected to ski or snowboard the terrain park features in partners or groups.
- f. Access to the Terrain Park is a privilege. Rule violations or abuse of this privilege will result in loss of access.

SUN PEAKS EDUCATION SOCIETY

POLICY 300.3 Issued June 2017

STUDENT TRANSPORTATION

1. Transportation of Students in motor vehicles to and from school activities (i.e. field trips) shall adhere to the following.
 - a. All drivers must be at least 21 years old, have a valid British Columbia Driver's License, and be legally permitted to operate a motor vehicle in British Columbia.
 - b. All drivers must carry a minimum of \$1,000,000 in third party liability insurance coverage.
 - c. All vehicles must be in safe working order.
 - d. Motorcycles and off-road vehicles are not to be used for student transport.
 - e. All vehicles must be operated in a safe and legal manner while transporting students.
 - f. All passengers must wear seatbelts.
 - g. Under no circumstances are students to drive (with or without an adult in the car) other students to or from school activities or while out at school activities.
2. The above rules do not apply to transportation to school in the morning, returning home from school, or during lunch break while at school. Parents/guardians are responsible for arrangements/rules for their children at these times.