

SUN PEAKS EDUCATION SOCIETY

STUDENT POLICY INDEX

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SUN PEAKS EDUCATION SOCIETY

POLICY 100.1 Revised September 2019

STUDENT ENROLMENT

Application Process

1. Students wishing to enroll in Sun Peaks Secondary Academy (SPSA) must apply to the Sun Peaks Education Society (SPES).
2. Students/Parents must complete the applicable (new/returning) application and submit it to the SPES.
3. Annual application deadline dates and fee due dates will be posted.
4. Priority will be given to applications received by the specified deadlines. 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.
9. Prior to attending the SPSA, new students and parents must attend an orientation.
10. All families enrolled must be members in good standing of the SPES.
11. Students of the SPES are enrolled in the SD73 @KOOL program.
12. There is an expectation that student families contribute to annual volunteer hours.
13. Student applications to attend SPSA may be referred to the Disciplinary Committee for recommendations.

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POLICY 100.2 Rescinded August 2019
STUDENT JACKETS

SUN PEAKS EDUCATION SOCIETY

POLICY 100.3 September 2019

ATTENDANCE

The Sun Peaks Education Society (SPES) offers a blended learning environment through its collaboration with SD73's @KOOL distance learning program. The learning academy is unique in that it relies on community fundraising and volunteer efforts to operate, and is able to provide the physical space and on-site teaching staff required to operate. Students enrolled at the Sun Peaks Secondary Academy (SPSA) are expected to arrive promptly and attend on a regular daily schedule.

1. Regular and on-time attendance is the responsibility of the student. Attendance records will be kept by the SPSA Educators.
2. Parents/guardians may make arrangements for alternate attendance schedules with the SPSA Educators.
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. If there are professional recommendations of partial attendance (less than 80%) to support a student's academic or social needs (i.e. IEP's), they will not be subject to Board review.
4. The school day begins promptly at 8:30AM and students are expected to be at 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 Educators of planned absences or illness.
7. The SPSA Educator will contact parents/guardians to confirm absences for students who do not arrive by 9:00AM.
8. If a student is arriving late, the expectation is that they settle in as quietly as possible to avoid any classroom disruption and are expected to get to work promptly. 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 an Educator 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, be picked up by their parents/guardians or have other arrangements in place.
12. The SPSA is not responsible for students left unattended after 3:30PM.
13. If a student has to leave for an unforeseen reason or prearranged 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/assignments that may be due and make arrangements to make-up any assignments or tests that may be missed.

SUN PEAKS EDUCATION SOCIETY

POLICY 100.4 Revised September 2019

CLASSROOM ELECTRONICS & SOCIAL MEDIA

1. Student Mobile Devices (Cell phones, etc)
 - a. Students are permitted to bring mobile devices to school at the Sun Peaks Secondary Academy (SPSA), however, the devices are not to be used during class unless directed by an 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 off site during breaks or when authorized.
 - c. In the event of an emergency parents/guardians should contact the SPSA Educator to communicate immediately with their student.
 - d. 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. onsite.
 - b. Students are not permitted to engage in video games, online gaming, etc. onsite.
 - c. Academic communication with @KOOL teachers is permitted and encouraged.
3. Music
 - a. Students may listen to previously downloaded music using headphones during class time at the discretion of the SPSA Educator.
 - b. Streaming services is not permitted in the classroom.
4. Student Laptops/Tablets
 - a. Students in Grades 9-12 are required to bring their own laptops or tablets to school. The device should be appropriate for use as a learning tool.
 - b. Students in Grades 8 encouraged to bring their own laptops or tablets. SPSA has a limited number of laptops and will be provided to students in grade 8 upon availability and need.
 - c. Students who damage SPSA laptops will be responsible for their repair fees, and or replacement.

SUN PEAKS EDUCATION SOCIETY
POLICY 100.5 Revised September 2019

DRESS CODE

Students should dress appropriately for weather and comfort when attending Sun Peaks Secondary Academy (SPSA).

The following are recommendations for dress for students at the SPSA. It is recommended that parents/guardians refer to the following standards

- Clothing, hats, bandanas or caps with inappropriate pictures and/or slogans are not permitted.
- Hats, bandanas, toques, or caps are permitted to be worn at school unless students are instructed by the educators to be removed.
- Clothing must be neat, clean and adhere to SD73 standards of decency.
<https://bcsd73.civicweb.net/filepro/documents/86349?preview=54137>
- 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 asked to change, and/or possibly sent home.

SUN PEAKS EDUCATION SOCIETY

POLICY 200.1 Revised September 2019

CODE OF CONDUCT

Sun Peaks Education Society (SPES) provides a unique learning environment for students at Sun Peaks Secondary Academy (SPSA). Attending SPSA is a privilege.

The Code of Conduct is intended to encourage positive student behaviour in order to establish and maintain a safe, respectful, and caring learning environment. The purpose of this code is to establish expectations for student behaviour. This is expected while at school, while going to and from school, while attending any school function or activity at any location in the community, or in any other circumstances where engaging in an 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) Respecting themselves, others, and property;
 - b) Attending school regularly and be punctual for all classes (Refer to Attendance Policy).
 - c) Cooperating fully with, and respecting, all @KOOL, SPSA staff and SPES board members, parents and approved volunteers;
 - d) Respecting the rights and feelings of others at all times, maintaining a behavior that does not detract from the educational opportunities provided by the SPSA;
 - e) Engaging in learning activities and setting high standards for personal achievement;
 - f) Showing consideration for diversity by respecting the thoughts, feelings, and cultural heritage of others.
 - g) Using electronic systems in a respectful and responsible manner at the discretion of the teacher (Refer to Electronics Policy);
 - h) Conducting themselves in a polite, respectful, and cooperative manner; and
 - i) Dressing in a manner that appropriately reflects the 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, whether physical, psychological or emotional;

- c) Bullying, harassment and intimidation of others;
 - d) Physical violence;
 - e) Retaliation against a person who has reported incidents;
 - f) The use of tobacco or marijuana 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, the enforcement of such rules, and the consequences for breaking the established rules 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 LLP and Sun Peaks Mountain Resort Municipality (SPMRM) property during school hours.
4. The action of students outside of school hours may be considered by the Disciplinary Committee where those actions may have an impact on the safety of SPSA staff and students or learning environment.
5. Rules applicable and enforceable by Educators will be communicated to parents through the student handbook and SPSA website, www.balancededucation.ca.
6. Responsibility for enforcement of school rules shall be that of the Educators.
7. Contraventions of this code of conduct shall be reported first to the SPSA teaching staff.
8. SPSA staff shall refer matters to the Disciplinary Committee as required.

SUN PEAKS EDUCATION SOCIETY

POLICY 200.2 Revised November 2019

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 breach of Code of Conduct. The discipline will be fair, timely, 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.

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 SPSA including the safety or welfare of students, staff, or volunteers.

Incidents or behaviour referred to the Sun Peaks Education Society (SPES) Disciplinary Committee will be reviewed to determine appropriate remedies and disciplinary action (if required).

1. Disciplinary actions may include:

- a) Student suspension. Students are responsible for any missed work and it will be the responsibility of SPSA and @KOOL Educators 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 student's 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, SPSA facilities.

Educators, at their discretion, reserve the right to remove a student from the classroom for up to 24 hours and beyond based on the severity of the breach of code of conduct. The Disciplinary Committee and parents will be notified.

The Disciplinary Committee reserves the right to consider the actions of students outside of school hours where those actions may have an impact on the safety of SPSA staff and students or learning environment.

SUN PEAKS EDUCATION SOCIETY

POLICY 200.3 Revised September 2019

DISCIPLINARY COMMITTEE

The Sun Peaks Education Society (SPES) Disciplinary Committee acts as a stand alone body responsible for adjudicating student disciplinary matters in accordance with the policies established by the SPES.

Day to day enforcement of the Code of Conduct is the responsibility of Educators.

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

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

SPES Disciplinary Committee shall be composed of:

- a. a minimum of three members appointed by the SPES Board: one educator, two community members at large, preferably with experience with disciplinary practices in the public education system, and/or any other members deemed necessary by the SPES Board.
- b. to prevent real or perceived potential conflicts of interests, individuals with children currently attending the SPSA will not be considered.

If at any time one or more members feel they are in conflict of interest to perform the role of Disciplinary Committee member, or if the SPES Board deems a member to be in a conflict of interest, an alternate member will be appointed.

The SPES Disciplinary Committee shall:

- a. mediate and act upon Policies 200.1 and 200.2;
- b. Maintain fair, timely, and equitable treatment of educators, staff, students, and parents;
- c. Respect confidentiality (SPES Board is not to be privy to details of disciplinary matters, only recommendations on a need to know basis);

- d. Provide recommendations to the SPES Board as necessary;
- e. Aim to provide a safe, and inclusive educational setting.

The Disciplinary Committee reserves the right to consider the actions of students outside of school hours where those actions may have an impact on the learning environment or the safety of SPSA staff and students. The Disciplinary Committee must balance the needs of individual students with the needs of the broader classroom.

The Disciplinary Committee shall follow established procedures.

SUN PEAKS EDUCATION SOCIETY
POLICY 200.4 Revised September 2019

ALCOHOL AND OTHER DRUGS

The Sun Peaks Education Society (SPES) believes in providing students with a learning environment that promotes the intellectual, physical, social and emotional development of the student. The presence of alcohol and other drugs is prohibited.

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 expects students to be completely free of alcohol and other drugs while in the classroom, and/or on SPSAI property. 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 purpose 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. The SPES has a zero tolerance policy to drugs and alcohol.
2. Students found to be using, under the influence and/or in possession of alcohol or other drugs or exhibiting physical characteristics that indicate use will be asked to go home, and may be subject to disciplinary action.
3. Students found to be involved in the selling and/or supplying of alcohol or other drugs will not be tolerated. All matters will be referred to the Disciplinary Committee and may be referred to the RCMP.
4. Educators or SPES staff who finds illegal drugs, alcohol or drug paraphernalia is in a position to confiscate the drugs, alcohol, or paraphernalia (including vaping accessories).

SUN PEAKS EDUCATION SOCIETY

POLICY 300.1 Issued September 2019

STUDENT SUPERVISION

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

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

1. The SPSA Educators 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 SPSA Educator 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 SPSA Educator. 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 Educator 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 activities including Alpine Skiing and/or Snowboarding during school hours.
2. Parents or guardians must sign a student waiver giving permission for outdoor activity such as ski/snowboard at lunch and during Physical Education Class.
3. All students are expected to hold a valid lift pass.
4. Students must use safe and properly fitted equipment including helmets at all times while Alpine skiing or Snowboarding.
5. The students must ski/snowboard in partners or small groups.
6. Each pair or group of students must have a radio or a cell phone in case of emergencies.
7. Students must only ski terrain that is within their ability.
8. Students must remember that they are visible, noticed, and act as ambassadors for the SPSA whenever they are on the mountains.
9. Students shall ski or snowboard in control at all times, not ski or snowboard with excessive speed, not use inappropriate or foul language, and respect the rules of Sun Peaks Resort LLP, the Alpine Responsibility Code, and Sun Peaks Terrain Park.
10. Students must remain in skiable terrain within resort boundaries at all times and are not permitted to access closed terrains or features.
11. Students must be respectful of other students, skiers and resort guests when on the hill.
12. Inverted aerial maneuvers are not permitted under any circumstances.
13. Students are permitted to ski during lunch breaks, Physical Education classes, and at other times authorized by SPSA Educators.
14. 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.