

## **The Summit School Code of Conduct**

*Revised September 2022*

Dear Students and Parents:

The Summit School is committed to providing a positive, safe, supportive, and orderly school environment that promotes respect, dignity, and equality among its students, and in which students receive a quality education without undue disruption or interference. We set high standards for academic achievement and appropriate behavior. The expectations for appropriate behavior and the prohibition on inappropriate behaviors described in this Code of Conduct (called the “Code” throughout) apply to all members of the Summit community: students, teachers, staff members, parents, and visitors.

The Code helps us clearly define our expectations for responsible behavior on school property, on school buses, and at school functions; identify the possible consequences of unacceptable conduct; and ensure that discipline, when necessary, is fair and consistent. Our expectations for acceptable conduct are based on the principles of civility, mutual respect, citizenship, character, tolerance, honesty, and integrity.

Sincerely,

Allison Edwards

Director/Upper School Principal

Karen Frigenti

Director/Lower School Principal

## **STUDENT RIGHTS**

All Summit students have rights as members of our school community. Students have the right to:

- participate in all school activities on an equal basis regardless of their actual or perceived race, color, ethnic group, national origin, citizenship/immigration status, religion, religious practice, gender, gender identity, gender expression, sexual orientation, economic status, age, weight, disability;
- present their version of events to school personnel in connection with an event or investigation that might result in a disciplinary consequence;
- have access to school policies, regulations, and rules, and have them explained by school personnel.

## **STUDENT RESPONSIBILITIES**

All Summit students have the responsibility to:

- be familiar with the school's Code of Conduct, abide by school rules, and ask questions when they do not understand a rule or regulation;
- promote a safe, supportive, and orderly school environment that is conducive to learning;
- respect others, the property of others, and school property;
- maintain behavior free from all forms of discrimination, intimidation, harassment, isolation, bullying, and/or cyberbullying;
- attend school every day, be in class on time, and be ready to learn;
- be respectful to others, including reacting in a respectful manner to directions given by teachers, administrators, and other school staff;
- seek assistance when an issue cannot be resolved;
- dress appropriately for school, school functions, and work assignments;
- accept responsibility for their actions;
- be a responsible representative of the school when participating in or attending school events in and outside of school, and exhibit the highest standards of conduct, demeanor, and sportsmanship;

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- help maintain a school environment free of weapons, illegal drugs, controlled substances, tobacco, e-cigarettes, vaping products and alcohol;
- share information with school officials regarding matters that may endanger the health and welfare of other members of the school community.

### **ESSENTIAL PARTNERS**

Students, parents/guardians, and school staff all have a role in making schools safe and must cooperate with one another to achieve this goal. School staff should keep parents/guardians informed of their child's behavior and enlist parents/guardians as partners in addressing areas of concern. Outreach to parents can include, but is not limited to, a phone call and/or a written communication. As role models, parents/guardians and school staff should exhibit the kinds of behaviors that we want students to emulate.

To ensure that parents/guardians become active and involved partners in promoting a safe and supportive school environment, they must be familiar with the school's Code of Conduct. School staff members are responsible for informing parents about their child's behavior and for nurturing the skills students need to succeed in school and in society. Parents are encouraged to discuss with their child's teacher and other school staff issues that may affect student behavior and strategies that might be effective in working with the student.

### **STUDENT DRESS CODE**

Dressing appropriately for school, school functions, and work assignments is very important. Parents and students have the primary responsibility for acceptable student dress and appearance. Teachers and all other school staff should help students develop an understanding of appropriate appearance in school and at work sites when they participate in Summit's Work-Based Learning Programs. This Code is a guide and by no means all-inclusive. In order to be sure that all Summit students are dressed appropriately, a student's clothing, grooming, and appearance must:

- be safe and not disrupt or interfere with the educational process;
- not include revealing garments and should cover underwear with outer clothing;
- include appropriate and safe footwear at all times;
- not include headgear (caps or hats) or visors in the school building, except for medical or religious reasons;
- not include items, such as t-shirts, that are lewd, vulgar, or obscene, or which may cause interference with the educational process of others or the school's administration;
- not include tank tops or shirts that do not cover the midriff.
- not promote and/or endorse the use of alcohol, tobacco, and illegal drugs or encourage illegal or violent activities.

In warm weather, students are permitted to wear shorts in which the length is mid-thigh or longer.

High school students who participate in Summit's Work-Based Learning Programs may have additional dress code requirements as determined by business partners for work sites and internships. If a student is not appropriately dressed, a staff member may ask that the offending item be removed and replaced with an acceptable item.

## **PROHIBITED STUDENT CONDUCT**

The Summit School expects all students to conduct themselves in an appropriate and civil manner, with proper regard for the rights and welfare of other students, school employees, and visitors, and for the care of school facilities, equipment, and other property. This applies to behavior in school, on school property, on school buses, and at school sponsored events/functions. This also applies to behavior that occurs outside of school if the behavior creates a risk of disrupting the school environment or school property. The rules of conduct listed below are intended to make our expectations clear and to focus on safety and respect for the rights and property of others. This list is not exhaustive.

Summit students shall not engage in behavior that is:

- academically dishonest;
- insubordinate;
- disorderly or disruptive and interferes with the normal operation of the school community, or that discriminates, harasses, intimidates others on the basis of another person's actual or perceived race, color, ethnic group, national origin, citizenship/immigration status, religion, religious practice, gender, gender identity, gender expression, sexual orientation, economic status, age, weight, disability;
- endangers the safety, morals, health, or welfare of others;
- violent.

### **Disorderly or Disruptive Conduct**

Disorderly and disruptive conduct interferes with the normal operation of the school community, and includes, but is not limited to:

- engaging in any act that disrupts or is likely to disrupt the normal operation of the school or its educational program;
- using language or gestures that are profane, vulgar, lewd, or abusive;
- making unreasonable and excessive noise;
- leaving class or school without the permission of school staff;
- engaging in misconduct in school, on a school bus, or at school events/functions;

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- misusing computer/electronic communications and personal devices in violation of school policies including, but not limited to, the Acceptable Use Policy for Computer Use and Internet Access;
- falsely reporting a threat.

### **Insubordinate Behavior**

Insubordinate behavior includes, but is not limited to:

- demonstrating disrespect to school staff;
- failing to comply with the reasonable directions/requests of teachers, administrators, and other school staff, or chaperones in charge of students;
- violating established individual classroom rules;
- lying to, giving false information to, and/or misleading school staff.

### **Violent Behavior**

Violent behavior includes, but is not limited to:

- committing an act of violence, such as hitting, kicking, or punching another student, teacher, administrator, or other school employee, or attempting to or threatening to do so;
- possessing a weapon, displaying what appears to be a weapon, or threatening to use a weapon;
- intentionally damaging or destroying the personal property of a student, teacher, or other school staff member;
- intentionally damaging or destroying school property.

### **Academic Behavior**

Academic misconduct includes, but is not limited to:

- plagiarism;
- cheating;
- copying;
- altering records;
- assisting another student in any of the above actions.

### **Behavior That Endangers the Safety, Morals, Health, or Welfare of Others**

Behavior that endangers the safety, morals, health, or welfare of others includes, but is not limited to:

- subjecting others to danger by engaging in conduct that creates a substantial risk of physical injury;
- stealing or attempting to steal the property of other students, school personnel, or school property;

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- defamation, discrimination, harassment, isolating, bullying, cyberbullying, sexting, intimidation, or threatening another person or persons;
- indecent exposure;
- smoking, drinking alcohol, or using illegal substances on school property;
  
- possessing, consuming, selling, distributing or exchanging tobacco or similar products (including e-cigarettes), alcohol, illegal drugs, controlled substances, or prescription medications. This restriction does not apply to students who are in possession of prescription medication such as inhalers for asthma or epi-pens for severe allergic reactions with the approval of the school nurse.

### **USE OF PERSONAL ELECTRONIC DEVICES**

Students may bring personal electronic devices to school. Personal electronic devices include, but are not limited to cell phones, iPods, tablets, and portable gaming devices.

Students may not use these devices between 8:35 AM and 3:00 PM unless permission has been granted by a staff member. High school students may use their personal devices during lunch.

The Summit School is not responsible for the loss, theft, or damage of personal electronic devices.

Students who bring their personal laptops to school should refer to the requirements described in the Acceptable Use Policy.

### **STUDENT SEARCHES AND INTERROGATIONS**

The Summit School is committed to ensuring an atmosphere that is safe and orderly on school property, on school buses, and at school functions.

#### **Questioning Students**

Members of the Summit staff or administration may question students about an alleged violation of the Code or law. School officials may tell the student why they are being questioned.

#### **Searching Student Property**

Students' belongings may be searched if school officials believe a violation of the Code or law has occurred, or that a search is necessary to determine whether there is a safety risk to anyone within the Summit School community or to property. Students may be told why their property is being or has been searched.

#### **Searching Lockers, Desks, and Other School Storage Places**

Students have no reasonable expectation of privacy with respect to these places, and school officials retain complete control over them. This means that student lockers, desks, and other

school storage places may be subject to search at any time by school officials without prior notice to students and/or their parent, and without their consent.

## **DETERMINING DISCIPLINARY RESPONSE**

In determining how to best address inappropriate conduct, it is necessary to evaluate all of the circumstances surrounding the incident. The following facts will be considered prior to determining the appropriate disciplinary measures:

- student's age, maturity, health, and disability;
- student's Individualized Education Plan, Behavioral Intervention Plan, and other education records;
- student's prior conduct, record of behavior, and disciplinary/intervention record;
- nature of the offense and circumstances that led to the offense;
- information from parents/guardians, teachers, and others as appropriate.

## **GUIDANCE INTERVENTIONS AND DISCIPLINARY CONSEQUENCES**

Progressive disciplinary consequences, when appropriate, is intended to be fair and consistent to most effectively change student behavior. Progressive discipline does not, in the first instance, seek to punish. Rather, it is intended to emphasize our students' ability to grow in self-discipline and to learn from their mistakes. Our ultimate goal is prevention of future disciplinary events. Students who are found to have violated the Code of Conduct may be subject to the following guidance interventions and disciplinary consequences, either alone or in combination with one another. This list is not exhaustive:

- spoken or written behavior reminders;
- loss of privileges;
- parent/guardian notification, oral or written;
- parent/guardian meeting;
- peer mediation/conflict resolution;
- intervention by counseling staff (individually or in a group);
- detention or suspension by school administration;
- referral to the Committee on Special Education;
- referral to local law enforcement authorities, which may result in civil litigation or criminal prosecution.

Depending upon the infraction level, when The Summit School deems it appropriate, interventions will begin with the lowest level of age-appropriate disciplinary response. Parents will be notified of significant disciplinary events by phone and/or in writing.

### **SUMMIT SCHOOL SUSPENSION PROCEDURES**

Only the Principal may initiate suspension procedures. If in the judgment of the Principal, the student action was severe enough to warrant out of school suspension;

#### **Of Five (5) School Days or Less**

- Parents/guardians and student's home school district will be notified of suspension in writing within 24 hours of the offense. The notice informs the parent/guardian of the nature of the infraction, the length of the suspension, as well as their right to request an informal conference with the principal to discuss the incident and question any complaining witness against the student.
- Suspension will begin immediately if the offense presents a potential threat to the health and safety of the school community
- If possible, a follow up telephone call to parent/guardian is made.
- At the end of the suspension term, the student must attend a meeting with Summit administration to discuss the incident.

#### **In Excess of Five (5) School Days**

- Parents/guardians and student's home school district will be notified of suspension in writing within 24 hours of the offense. The notice informs the parent/guardian of the nature of the infraction, the length of the suspension, and explains that the student has the opportunity for a fair hearing conducted by the chief school officer or his or her hearing officer designee at which the student will have a right to question any witness accusing him/her of committing the misconduct charged and to present witness on his/her own behalf.
- The parent is provided a copy of the New York State Department of Education Procedural Safeguards Notice.
- If possible, a follow-up telephone call to parent/guardian is made.
- A disciplinary hearing is held before the chief school officer.
- The chief school officer makes a determination of guilt or innocence.
- If found guilty, the case is referred to the CSE for a manifestation hearing.
- Upon completion of the manifestation hearing, a determination of discipline warranted will be made and carried out.

#### **If the Student is Suspended in Excess of Ten (10) School Days over the Course of the School Year**

- The CSE will be notified and a request for alternative instruction and/or placement will be made.



## **SCHOOL POLICIES, GUIDELINES, AND PLANS**

The Summit School's policies are intended to provide further clarity and assistance for students, parents, and staff on a variety of important topics. School policies are developed through the collaborative efforts of school staff, administrators, parents, and other professional experts. While no usable policy can anticipate every conceivable scenario, familiarity with school policies will help us provide a safe, supportive, and orderly learning environment.

The Summit School reserves the right to add, modify, rescind, delete, or supplement provisions of this and any other policy without advance notice, although we will attempt to provide notice of changes. To ensure that you are referring to the most up to date policy, please check our website as to whether a particular provision is current.

## **STUDENT CODE OF CONDUCT (INSTRUCTION AND DISSEMINATION)**

Training/Instruction will include ways to provide a safe, supportive, and orderly school environment where all individuals are treated with respect and students receive a quality education without disruption or interference.

Students in grades 3 through 12 will receive instruction that includes components on civility, citizenship, and character education, at which time our Code of Conduct will be reviewed. In these reviews, students are exposed to the principles of integrity, students' rights, personal responsibilities, respect for others, observance of laws, rules, and policies, courtesy, and dignity to enhance the quality of their experiences in, and contributions to, the community. For example, school activities may include, but are not limited to:

- annual Internet safety and digital citizenship lessons;
- annual agreement and/or renewal of Summit's Acceptable Use Policy for Computer Use and Internet Access;
- student assemblies conducted by NYPD school safety agents and/or other professional representatives of external agencies/organizations;
- social skills development and training;
- individual and group counseling.

Additionally, to widely and effectively communicate our Code of Conduct, The Summit School will:

- provide the full Code of Conduct to all students and parents at the beginning of the school year;
- provide age-appropriate copies of a Summary of The Summit School Code of Conduct as a binder insert to all students at the beginning of the school year;

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- require students and parents to sign and return to school The Summit School Code of Conduct Acknowledgement and Agreement form;
- make this policy available online on the school website.