



## VISION/MISSION; SUPPORT SERVICES; CODE OF CONDUCT

### **Vision:**

**Students are engaged members of their community, having acquired the skills and confidence to lead a fulfilling life.**

### **Mission:**

**To provide a supportive school environment that meets each student's needs and fosters learning, personal growth, well-being and independence.**

## **Summit School Campuses**

There are three (3) Summit School campuses.

### **The Main Campus**

- 1750 Deguire, Ville St Laurent
- 514-744-2867

### **High School Satellite Program**

- 355 Decelles, Ville St Laurent
- 514-937-4661

### **TECC**

- 1819 Rene Levesque, Suite 200
- 514-933-4464

## **Support Services**

The dynamic team of professionals that makes up the over 200 person staff of Summit School include:

- |                                |                                     |                                     |
|--------------------------------|-------------------------------------|-------------------------------------|
| *Classroom Teachers            | *Information Technology Specialists | *Social Workers                     |
| *Occupational Therapists       | *Speech Language Pathologist        | *Psychologists                      |
| *Physiotherapists              | *Physical Education Teachers        | *Behaviour Technicians              |
| *Nurse                         | *Creative Arts Teachers             | *Behaviour Interventionists         |
| *Job Coaches                   | *Music Therapist                    | *Behaviour Technician Assistants    |
| *Special Education Consultants | *Drama Therapist                    | *Board Certified Behaviour Analysts |
| * Teaching Assistants          |                                     |                                     |

**Our team of support staff are available to parents for consultation. Feel free to call the school and speak to any of our staff members.**

# **Code of Conduct**

## **Mobile Phones / Smartwatches**

*New provincial guidelines for Quebec Schools regarding the use of mobile phones/connected smartwatches come into effect on July 1, 2025. According to these new rules, **students will no longer have access to their mobile phones/connected smartwatches at any time during the school day—including class time, breaks, and lunch—unless specifically authorized by a staff member for educational or medical reasons.** This measure is intended to reduce distractions, encourage positive social interactions, and support a more focused and respectful learning environment. We appreciate your support in helping students understand and adapt to this change. To ensure our students respect the new guidelines, the following measures will be in place for the 2025-2026 school year.*

**To ensure rules are followed, mobile phones will be collected by school staff at arrival and kept in a secure location. The devices will be returned to students at dismissal.**

**ALL USE OF MOBILE PHONES AND CONNECTED SMARTWATCHES ARE PROHIBITED ONCE ON SCHOOL GROUNDS. IF A STUDENT IS FOUND USING A MOBILE PHONE OR ACTIVE SMARTWATCH THE FOLLOWING WILL OCCUR.**

### **First Offense:**

The student's device will be confiscated by a staff member and held in the main office until the end of the school day. Before retrieving the device, the student will be required to meet with a staff member to review and discuss the school's cell phone and smart watch policy.

### **Second Offense:**

The device will again be held in the main office until the end of the school day. In addition, a parent or guardian will be contacted to inform them of the continued non-compliance. The student will be assigned a reflection period to be served during lunch recess.

### **Third Offense:**

The student's device will be held in the main office and will only be returned once a parent or guardian comes in to retrieve it. The student will be assigned five reflection periods, to be completed during lunch recess.

### **Fourth Offense:**

The student's device will be confiscated, and the student will be suspended from school until a meeting is held with a parent/guardian and a member of the administration team to review the ongoing concerns and determine next steps.

## **Safety and Security**

- Students are expected to behave in a courteous and cooperative manner in order to permit teachers to teach and for all students to learn.
- Theft of any kind (locker break-ins etc...) will result in disciplinary measures.
- During the school day, all hand held electronic devices such as, iPads, cell phones, etc... will not be permitted in any classroom.
- Texting in class, photography and video recordings with any electronic device may result in disciplinary action unless it is authorized by a staff member for academic purposes.

***The school accepts no responsibility for loss or theft of these items.***

### **Policy on Weapons or Dangerous Materials in School**

- Possession of weapons, of any sort is prohibited on school property.
- The school has the right to conduct searches of students and their lockers if possession of weapons is suspected. Two (2) staff will be present at all searches. If weapons are found administration will be informed and the appropriate action will be taken.
- Threatening violence is not tolerated.

### **Policy on Substance Abuse**

- Drugs, alcohol or related paraphernalia are not permitted on school property.
- The school has the right to conduct searches of students and their lockers if possession of a substance is suspected. Two (2) staff will be present at all searches.
- Alcohol and cannabis are forbidden at all school functions.

### **Policy on Violence**

- Students caught in an act of violence such as; fighting, bullying, verbal threats, or vandalism may receive an in-school or home suspension.
- In more severe situations, the police may be contacted. The student may then be asked to return to school with his parents/guardian.
- Any additional consequences will be established at a meeting with administration.

## **Students Not Following the Code of Conduct**

Depending on the infraction, any one of the following actions may be applied:

1. Meeting with the Behavioural Technician, Social Worker, or Psychologist.
2. In-school Suspension (I.S.S.P.) - an in-school suspension is carried out with supervision, for a set period of time. Failure to comply with in- school suspension may result in home suspension.
3. Home Suspension;
  - The student will not be permitted to attend school for the duration of the suspended period and the child's family is responsible for the care-giving of the child during this time.
  - In extreme situations, indefinite home suspension may occur, and parents will be asked to return to school with their child for a meeting prior to the child's re-entry into school.

## **Anti-Bullying and Anti-Violence Plan of Action: Law 19 (Bill 56)**

The Ministère de l'Éducation, under law 19 (Bill 56) has mandated that each School provide a healthy and secure learning environment in which every student can develop to his/her full potential free from any form of bullying or violence. Therefore, the Ministry has mandated that every public and private educational institution in Quebec adopt and implement an anti-bullying and anti-violence plan. This plan must include preventative measures, specify actions to be taken, support measures to be offered, disciplinary sanctions applied, and follow up to be taken.

**Below are the key features to Summit School's Anti Bullying and Anti Violence Policy. The full version of this policy can be accessed on the school's website: [Summit-school.com](http://Summit-school.com)**

- Promote attitudes and behaviours throughout the school which prevent violence and bullying.
- Encourage a collaborative school environment with students, their parents/guardians, and staff.
- Encourage communication between the school and parents/guardians.
- Maintenance of a Central Registry for depositing Incident Reports and Bus Reports.
- Analysis of incident reports and issues that may result in bullying and violence.
- Development of lesson plans based on the age, cognitive levels and social awareness of students, to educate them about responsible digital citizenship, and appropriate behaviour and recognition of bullying and violence.
- Implementation of existing social programs to support and enhance tolerance, trust, and mutual respect.
- Including the Code of Conduct in the student agenda.
- Planned Information session for parents on cyber-bullying to be presented, on how parents can take responsibility at home.
- Continued in-servicing of new and existing staff on behavioural strategies and awareness of different forms of bullying, cyber-bullying, and aggressive behaviour.