

YMCA Academy - Rights & Responsibilities



Student Rights and Responsibilities Overview

WHAT YOU REALLY NEED TO KNOW ABOUT STUDENT RIGHTS AND RESPONSIBILITIES

- **Show up on time**
- **Be prepared to learn**
- **Follow through with commitments**
- **Respect others and the environment**

The rights and responsibilities of The YMCA Academy community must be explicit and balanced in a way that is fair to everyone. The Student Rights and Responsibilities outline what is expected, what is unacceptable, and what Academy staff can do to support students and colleagues when things get out of balance.

The YMCA Academy is a place of learning where caring, honesty, respect, health, assuming responsibility, and inclusiveness are valued. At The Academy, we firmly believe that each student deserves the right to learn in an environment that is safe and respectful.

In order to provide such a nurturing space, there are certain rights and responsibilities that all members of The Academy community must exercise.

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Students Have The Right To:

1. Be safe from verbal and physical abuse, or actions and behaviours that are detrimental to a positive learning environment.
2. Treated fairly, consistently and with respect by the students and staff at The Academy.
3. Expect that their property will be respected.
4. Expect a positive learning environment in which their feelings and opinions will be respected.
5. Expect that others in the school will exercise self-control.

Students Have The Responsibility To:

1. Respect other people's differences regardless of their race, ancestry, place of origin, colour, ethnicity, citizenship, religion, gender, sexual orientation, age, or physical ability.
2. Practice honesty and integrity in their relationships.
3. Understand that harassment of any sort, including but not limited to sexual, racial, or ability-based, will not be tolerated.
4. Respect the ideas and opinions of others and to treat one another with dignity and respect at all times, especially when there is a disagreement.
5. Accept responsibility for protecting their rights and the rights of others and to take appropriate measures to help those in need.
6. Refrain from verbal and / or physical abuse of others.
7. Respect the property of The Academy and that of others within the school.
8. Return any property borrowed from The Academy.
9. Come to school on time, prepared, and ready to learn.
10. Contribute to a positive learning atmosphere in all their classes.
11. Respect the environment and demonstrate their commitment to environmental stewardship.
12. Understand that the possession, trafficking, use and / or intoxication of alcohol and / or illegal drugs and / or intoxication by any person attending, teaching, or visiting The Academy is not acceptable and will not be tolerated.

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Attendance

Good attendance plays a major role in determining student's success. In order for students to successfully complete a high school credit at The Academy, they must attend class regularly and demonstrate an understanding of all course. It is expected that Academy students make every effort to maintain satisfactory attendance.

Periodic absences require students to make up the work they missed during their absence while having to learn new lessons as well. This combined pressure often causes students to lose interest in school or to resign themselves to the acceptance of lesser goals than had been their original intention. To help students avoid these pitfalls, the following attendance policy has been adopted and implemented at The Academy.

ATTENDANCE POLICY

Expected Absences

Students who expect to be absent from school are required to have their Parent / Guardian to send a note, call or email the Academy Administration Team (i.e. Reception) to advise in advance of the absence.

Excused Absences

Excused absences also require contact from a Parent / Guardian of a student with a call or email to The Academy Administration Team. Personal illness, medical appointments that cannot be scheduled outside of school hours, serious illness or a death in the immediate family, are excusable absences. A doctor's note is required for prolonged absences that exceed 3 consecutive days of missed classes as well as when an examination has been missed. Without a doctor's note provided for missing an exam, the student will be given a grade of zero on the examination.

Unexcused Absences

If a student is absent from class and contact has not been made by the Parent / Guardian with a phone call, note or email to the school to explain the absence, the student's absence will be considered unexcused. Unexcused absences are followed up immediately by the school to the Parent / Guardian.

Students who expect to be absent, even if excused, should make every effort to inform their teachers in advance and collect expected lessons / assignments. If advance notice is not possible, catching up, gathering missed lesson notes / assignments remains the student's responsibility.

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Signing Out

The Academy takes the responsibility for ensuring student safety very seriously. We are, to use a Latin term, *in loco parentis*, which means "in the place of a parent" or "instead of a parent" and refers to the legal responsibility of a person or organization to take on some of the functions and responsibilities of a parent in their absence. The Academy is responsible for **ALL** students who are in class from 9:30 AM to 3:45 PM. Therefore, students must not leave the school premises without reporting to the Front Desk first. Leaving school without a reasonable excuse or permission is considered an unexcused absence, with the exception of lunch and breaks.

A student 18 or older can sign in or out of school without parent/guardian consent if the parent/guardian has agreed to this arrangement and informed the Administration Team.

Lates

1. Students not in their first period at 9:30am are considered late.
2. Students who arrive after 9:30 are late and must report to the Front Desk to check-in and receive a late slip in order to be admitted to class.
3. Students who are late for class may be asked to wait outside the room until invited in by their teacher. This reduces class disruption and respects the learning of other students who are already engaged in the lesson in progress.
4. If a student reaches three **unexcused** lates in a two week period, they will be asked to stay for Homework Club for 30 minutes. If a student has been asked to stay for Homework Club three times, they will then be asked to attend a lunchtime group meeting to discuss strategies they can use to help them be on time for class. If a student is late three more times after attending the meeting, they will need to attend another meeting. Failure to attend Homework Club or "late meetings" will result in a meeting with the Head of School.

Excused absences, unexcused absences or multiple lates can result in credit loss if the student is unable to demonstrate course expectations or does not meet the required 110 hours of classroom instruction time.

Bullying

Bullying is not tolerated at The Academy. Bullying is defined as repeated, negative actions by one or more persons against another and may be physical, verbal, emotional or sexual in nature. Bullying may span many behaviours including teasing, name-calling, taunting, threatening, exclusion, ostracism, extortion, harassment, manipulating friendships, and physical violence. Bullying is repeated behaviour that occurs over time with the intent to humiliate, intimidate or physically injure another person. Implicit in all bullying behaviour is the imbalance in real or perceived power between the bully and victim. Bullying can become assault if physical contact occurs.

Harassment / Bullying does not include mutually acceptable social interactions such as compliments or flattery which make another person feel good or a relationship of mutual consent.

Types of Bullying

1. Sexual / gender: negative reference to gender-specific traits or sexual orientation, unwanted comments, jokes and nicknames of a sexual nature
2. Racial/ethnic/cultural/religious: negative reference with respect to any of these areas including derogatory comments, stereotyping and generalizations that promote negative characteristics
3. Individual differences: negative reference to traits specific to an individual (i.e. height, clothes, etc)

Forms of Bullying

1. Physical: intimidation, threats, property destruction or physical contact.
2. Verbal: oral or written comments, rumours, graffiti or “cyber-bullying” (social networking sites, e-mail, web sites). These behaviours do not have to occur at school or on school time.
3. Non-verbal: intimidation, gestures, negative manipulation.

Sexual Harassment

Sexual harassment is unwanted and / or uninvited sexual attention. It may involve remarks, gestures or actions of a sexual nature that make a person feel unsafe or uncomfortable. It can create an intimidating, hostile or offensive learning environment. Sexual harassment includes harassment based on sexual orientation. By law, people in positions of authority are required to exercise that authority to prevent harassment and/or penalize the repetition of it.

Sexual harassment may include but is not limited to:

1. Unwanted, unwelcome physical contact like touching, grabbing or patting.
2. Rude jokes or suggestive remarks of a sexual nature.
3. Demeaning nicknames like “chick”, “sexy”, “stud” or “babe”.
4. Cat calls, rating or embarrassing whistles.
5. Sexually insulting remarks or comments.
6. Bragging about sexual prowess for others to hear.
7. Intimidating behaviour.
8. Names written on walls or desks – “for a good time call”....
9. Stalking.

It is not:

1. A hug between friends.
2. Mutual flirtation.
3. Sincere and personal compliments.

WHEN SEXUAL HARASSMENT ESCALATES TO SEXUAL ASSAULT

It is important to note that sexual harassment is part of the continuum of violence and some harassing actions can, or could, escalate to sexual assault. It is important that students speak to someone immediately if they are feeling threatened or have been assaulted.

If Academy students exhibit any of the unacceptable behaviours mentioned above a withdrawal from The Academy may result until a thorough investigation is completed.

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Banned Substances

CONTROLLED SUBSTANCES* AND ILLEGAL DRUGS

The following behaviors / choices may result in a Time Out from class or a Withdrawal from The Academy.

1. Possession of paraphernalia which is for the use of consuming illegal or controlled substances.
2. Possessing, or being under the influence of illegal drugs or controlled substances.
3. Using prescribed medications inappropriately.
4. Providing controlled substances to a student.
5. Trafficking in drugs.

Time Out from class is a temporary separation from the school community for up to three days. A Withdrawal from The Academy is a temporary or permanent suspension from school. The outcome is at the discretion of the Head of School.

TOBACCO & NICOTINE PRODUCTS

Students are reminded that we are part of a larger community and we need to show respect for YMCA staff, visitors, and most importantly, the children in the Child Care Centre with whom we share space. It is important to remember that The Academy and all YMCA properties are tobacco and nicotine free environments. Smoking, vaping, and chewing tobacco is strictly prohibited.

* = A "controlled substance" is anything that you need to be a certain age in Ontario in order to use. This includes alcohol, cannabis, and tobacco and nicotine products.

the Smoke-Free Ontario Act states:

"... no person shall smoke tobacco or hold lighted tobacco in or around child care centres whether or not children are present. This includes play spaces, school property and surrounding areas. The intent of this procedure is to protect the health of all".

Gambling

Playing games with dice or cards or playing any other games of chance for the exchange of money is not permitted. This includes coin throwing.

Scent-Free Environment

Many of our students and staff at The Academy are sensitive to perfumes, colognes, aftershaves and other scented products. By choosing to use unscented personal care products, we contribute to making The Academy a scent-free environment

Dress Code

At The Academy, we are committed to setting high standards for success, social development and behaviour. These standards are reflected in the degree of effort we put into our teaching, learning, mentoring, counselling, treatment of others, and also includes the manner in which we dress. Academy administrators have the final decision as to the appropriateness of all clothing and attire.

The Academy expects students to come to school in context appropriate clothing, which allows full participation in all school activities, and does not oppose the YMCA Academy Core Values of Respect, Responsibility, Health, Inclusiveness, Honesty and Caring.

By appropriate, we mean clothing should not expose private areas of the body. In addition, The Academy prohibits clothing which includes or promotes profanity, hate speech, violence, alcohol, drugs, tobacco, discrimination, exclusion, sexualization, oppression, degradation, harassment, illegal or gang activity.

Environmental Stewardship

The Academy believes that we all should cultivate ecological citizenship, and thereby inspires positive environmental change for sustainable living within our school community and beyond. We ALL want to work towards reducing the school's eco-footprint.

Therefore, all Academy students and staff are expected to respect the environment and demonstrate their commitment to environmental stewardship with the following essential behaviours:

1. Recycle responsibly and use recycling and garbage bins correctly.
2. Help the school conserve energy by turning off lights and projectors when leaving the classrooms.
3. Turn off dripping taps and not run water for long periods of time.
4. Save paper by printing only when necessary.

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5. Respect the environment and not litter anywhere on YMCA and surrounding properties.

Profanity (Swearing)

Students are reminded that we are part of a larger community and we need to show respect for staff, visitors and most importantly the children in the Child Care Centre with whom we share space. As a member of this community it is expected that you use appropriate language at all times.

What is profanity? Profanity is a show of disrespect, or a desecration or debasement of someone or something. Profanity can take the form of words, expressions, gestures, or other social behaviours that are socially construed or interpreted as insulting, rude, vulgar or desecrating. Profane language often takes the form of but not limited to cursing, swearing, expletives, bad words, dirty words, nasty words, cussing, and indecent, strong, pejorative language.

The Academy and all school activities whether indoors or outdoors, are declared as **NO SWEARING ZONES**.

Borrowed Property

It is the responsibility of all students when borrowing Academy property to return it on the agreed upon date and in the condition in which it was received. Abuse or loss of Academy property is a financial loss for The Academy, therefore replacement costs must be promptly paid by the student.

Academic Honesty

Students are not allowed to plagiarize, cheat, copy or knowingly and deliberately present the language, ideas or thoughts of another individual as his / her own work. Students must cite or reference all sources used. Outcomes may include, but are not limited to, receiving a mark of zero on the assignment, test or exam.

Summative Due Date Expectations – Zero Policy

1. Teachers will establish a due date for unit summatives with students in each class.
 - a. If a student cannot meet the established deadline, it is up to each student to approach the teacher **BEFORE** the established due date to ask for an extension.
 - i. In order for an extension to be afforded, certain pre-determined criteria must be evident.
 1. There must be evidence of progress on the summative assignment – i.e. the student has been working on it.
 2. Consistent evidence of adequate in-class time management on the summative.

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2. If the summative is not handed in on the established due date, and the student has not asked for an extension, the student will be given an opportunity to stay after school on the established due date in order to complete the summative and meet the curriculum overall expectations.
 - a. If a student is absent on the established due date, a doctor's note must be provided by the student the first day back to school following their absence in order for the assignment to be accepted by the teacher.
 - b. If upon the student's return from being absent due to illness, without a doctors note, he or she does not have the summative completed, the student will receive a grade based on the entire summative, including the unfinished parts, or a **ZERO** in the case that no work has been completed.
3. At the end of the after school session, one of four possibilities will occur
 - a. The student completes the summative and the summative is marked.
 - b. The student does not complete the summative, but has completed an acceptable amount of ***promising**** work and is given an additional **FINAL** extension date, after which if the summative is not completed and handed in the student will receive a grade based on the entire summative, including the unfinished parts, or a **ZERO** in the case that no work has been completed
 - c. The student does little to no ***promising**** work towards completing the summative at which point the student will hand in the unfinished work and receive a grade based on the entire summative including the unfinished parts or a **ZERO** in the case that no work has been attempted
 - d. The student does not show up and will receive a **ZERO**
4. In all cases, the student has the right to expect to receive constructive feedback from their teacher on all work submitted.

* As determined through the professional judgment of the classroom teacher

Technology

The Academy supports and encourages the use of new technologies in the classroom. The Academy also recognizes that in order to maximize the positive benefits of current and emerging technologies, parameters are necessary to guide students around its polite and proper use.

The term computer or computer equipment includes: system units, displays, mice, keyboards, speakers, microphones, scanners, video projectors, video cameras, printers, hubs, switches, routers, patch panels, wiring, connectors, programs and any other piece of equipment or software that is part of the school's computer system.

Computers and the Internet

The Academy reserves the right to monitor internet / intranet, email, and networked application usage, therefore, students should not have any expectation of privacy as to his/her usage. The Academy also reserves the right to inspect any and all files on Academy computers/servers and reserves the right to filter any Internet sites as required.

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Reminders when using computers at The Academy

1. Do not turn off the computer until you have completely logged off.
2. It is highly recommended that students do not share their passwords. Students do so at their own risk.
3. Respect others' privacy. Do not reveal personal information about fellow students or staff.
4. Be considerate. Do not use the network in a way that would disrupt the use of the network by other users.
5. Users of email should not consider electronic communications to be either private or secure.
6. Personal information should never be divulged through web pages or Internet-based forms or to anyone not personally known to the student outside the Internet.
7. All software is licensed and therefore is not to be copied.
8. Although there are risks involved with beverages and food around computers, this is allowed as long as the student / family assumes financial responsibility for any damages caused by food or beverages. The exception to this rule is the computer lab where there is no food or beverages allowed.
9. Anonymous e-mail or broadcast messages are not permitted.
10. No pirated / unlicensed software may be used or stored on the network. This includes games, executable files and programs of any sort.

Computers and the Internet

Everyone using The Academy's computers and network is expected to interact in a polite and civil manner. The following behaviours are unacceptable and consequences for engaging in any could include a Time-out from class or a Withdrawal from The Academy:

1. harassing, bullying, intimidating another student/staff via e-mail or through social media such as Facebook or MySpace
2. creating a web site of a negative nature involving students or staff
3. participating in electronic forgery
4. invading the personal rights of students/staff
5. cheating on tests / exams, using computers/internet/phones during the instructional and non-instructional day
6. participating in messages relating to, or in support of, illegal activities
7. tampering with the computer / network infrastructure
8. using the Internet to engage in "hacking" or other unlawful activities
9. removing, modifying, damaging or destroying any computer or networking equipment
10. intentionally seeking information on, obtaining copies of, or modifying files, data or passwords belonging to other users, or misrepresenting other users on the network
11. accessing inappropriate Internet sites
12. attempting to bypass web content filters via proxies or any other web-based service
13. participating in other forms of illegal behaviour or dishonest acts

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Cell Phones

1. Students carry cell phones at their own risk. The Academy is not responsible for lost, stolen or damaged cell phones.
2. Cell phones must not disrupt educational or school activities. If a disruption occurs, the school staff will ask the student to turn off the device and/or confiscate it.
3. We appreciate parental support in helping students use their cell phones responsibly. We ask that parents use discretion when contacting their son or daughter during school hours. Please direct all calls to your daughter/son to Academy Administration (i.e. Reception).
4. As a courtesy to students and staff, students who wish to access messages or use their cell phone must do so during breaks.
5. As a courtesy, it is important to inform all subjects when they are being recorded; therefore, students caught recording anyone without their permission will have their recording device confiscated.
6. The use of camera phones is forbidden in private areas such as locker rooms, washrooms, dressing areas, classrooms, and offices at any time. Such use may also be in violation of the criminal code.
7. Cell phones should be turned off or set to silent / vibrate before the start of class. If a phone rings during class a student may take it out to turn it off/silent.
8. Cell phones AND headphones should be away (in a locker, backpack, pocket, etc.) and not visible BEFORE entering class.
9. If an emergency call is expected, students should inform the teacher (in advance, if possible) and leave class without disruption. This may occur ONCE, after which ALL emergency calls must be directed through The Academy reception.
10. Smart phones & personal gaming devices may only be used during class time with permission from classroom teacher.
11. Students are to be aware of their surroundings, and avoid discussing private or confidential information in public.
12. Conversations that are likely to be private and / or emotional should be held where they will not embarrass or disrupt others.
13. Remember to use your regular conversational tone when speaking on your wireless phone. People tend to speak louder than normal and often don't recognize how distracting they can be to those around them.
14. Use of cell phones is not permitted in the centre space or other independent work areas during class time.

- students who are unable to manage their cell phones on their own will receive two warnings and a request to put their phone away. These warnings will be shared with all teaching staff. If a third event of inability to manage cell phones occurs, the student will lose their cell phone privilege.
- students who have lost the phone privilege, will not have them on their person. They will follow their classroom teachers' expectations. For example, a teacher may ask a student to leave their phone in a locker or at the front of the class. Students who have lost cell phone privileges, will have to use school calculator, school camera, agenda, emailed notes, etc. – no use of phone for multi-purposes unless with teacher permission.
- students will regain the privilege at mid-term or semester end whichever comes first

Please refer to appendix *Student Rights and Responsibilities Outcomes, Processes and Review Process*