



**POLICY TITLE:**  
**Student Probation Policy**

**Board Approval:** Feb 14, 2024

**Board Review:** Feb 14, 2024

**OBJECTIVE:**

This policy fulfills the following purposes:

- To provide guidelines for placing a student on probation,
- To outline the process by which a student is informed of being placed on probation,
- To identify the process by which a student is removed from probation, and
- To identify the consequences if a student fails to meet the conditions of probation.

**SCOPE:**





This policy applies to all students registered with Summit West Independent School including By Design Home Education, Summit Hockey Academy, and SWIS Prolific Prep School. A student may be placed on Academic probation, Student Conduct probation, or Family Commitment probation.

**POLICY:**

Summit West Independent School recognizes that students require various levels of support and guidance throughout their enrolment and that probation is one method which can, in a structured and measurable way, help students meet course/program requirements or to meet the student conduct expectations as stated in SWIS Student Code of Conduct Policy. Summit West Independent School will support families to meet their Family Commitments including, but not limited to, tuition, and volunteer hours.

Probation is not intended to be punitive; however, the conditions of the probation must be met to be removed from probation and failure to meet the conditions of probation may result in a student being refused re-admission the following school year.

Student standing is broken down into four levels:

-  ● Good Standing
-  ● Warning (Action Plan)
-  ● Probation
-  ● Denial of Re-Registration

Probation will include a remedial plan, developed with the student/family by the Chief Operating Officer, Executive Director, Principal and/or Director of Student Success and Wellness to address issues identified in the probation letter. The remedial plan may be included in the probation letter or may be a separate document.

## **DEFINITION OF PROBATION LEVELS:**

### Good Standing

Students are in good standing when they are meeting their academic goals, following the student code of conduct, and meeting their family commitments.

### Warning

Warnings are issued for the following reasons:

- (a) **Academic Warning** - A student is placed on “Academic Warning” when they are at-risk of failing a subject/grade. They will be provided with an academic plan to enable them to find success. Academic plans are devised by the teacher and/or Director of Student Success and Wellbeing.
- (b) **Student Conduct Warning** - A student is placed on conduct warning if they receive two action plans during the course of the school year. The student will be provided with a conduct warning letter outlining the expiration date of the warning. Following the expiration date of the conduct warning, the student will return to “Good Standing” status.

### Probation

Students are placed on probation for the following reasons:

- (a) **Academic Probation** - A student is placed on “Academic Probation” when the terms of the academic plan devised by the teacher and/or Director of Student Success and Wellbeing are not met. A letter of probation is provided to the student and parent as per the procedures outlined in this policy.
- (b) **Student Conduct Probation** - A student is placed on conduct probation if they receive two conduct warnings. A letter of probation is provided to the student and parent as per the procedures outlined in this policy.

The Principal, Executive Director and/ or Chief Operating Officer may escalate a student to probation status sooner than 4 Action Plans depending on the severity of the infraction.

### Denial of Re-registration

Students will be denied re-registration as per the procedures outlined in this policy.

## **PROCEDURES:**

(1) The criteria used to place a student on probation will be communicated to students and parents in the Student & Parent Handbook at the time of admissions. A link to this policy will be available on the Summit West website along with related policies

(2) The Principal and Executive Director and/or Chief Operating Officer may place a student on probation. The Principal may place a student on Academic or Student Conduct Probation. The probation will be communicated to the student and parents in a probation letter.

The probation letter will:

- (a) Specify the type of probation: academic and behavioral.
- (b) Specify the length of the probation, and its expiry date.
- (c) Describe the issue(s) leading to the probation.
- (d) Identify the conditions, including achievements and time frames that must be met to be removed from probation.
- (e) Advise the student to seek support services through our Director of Student Success & Wellness.
- (f) Be discussed by the Principal and/or Executive Director/Chief Operating Officer with the student.
- (g) Be signed by the Principal and student indicating that the probation has been discussed (failure to obtain a student signature on the probation letter will not negate the probation).
- (h) Be provided to the student by Summit West student email.
- (i) Be copied to the parents of the student and administrative staff (behavioural and academic probation only) who oversees the student's particular program.

(3) A student who meets the requirements of the letter of probation will be considered as removed from probation upon the expiry date noted on the Probation Letter. The Principal and/or Executive Director/Chief Operating Officer may remove the probation prior to the expiry date of the probation provided all of the requirements have been met.

(4) The Principal may extend the term of probation; notation will be made in the student file and notification will be provided to the student and parents.

(5) A student who fails to meet the requirements in the letter of probation may not be re-registered at Summit West for the following school year. In such cases, the principal will make a written recommendation to the Chief Operating Officer referencing what elements of the Probation Letter the student has failed to meet. The Chief Operating Officer will decide whether the student will be accepted for re-registration and will notify the parents of the decision. In circumstances where it is clear that the student will not meet the academic or behavioral requirements of probation, the student and parents will be notified.

(6) A student who is not accepted for re-registration as a result of probation may appeal the probation to the Board of Directors.

(7) Appeals - See *Concerns & Complaints Policy*