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College Student Orientation

(Third-Party Sponsored College Students)

Please ensure you review all (2) sections:

SECTION 1: WELCOME & INTRODUCTION

- *Congratulations & Welcome to Summit*
- *Summit College – Company history, philosophy & benefits*

SECTION 2: POLICIES

- *Training policies & guidelines overview*
- *Student Code of Conduct – Attendance, behaviour & Expulsion Policies*
- *Other helpful policies & procedures*

SECTION 1: WELCOME & INTRODUCTION

Welcome to Summit!

Congratulations on beginning your Summit training experience! We at Summit are focused on, and dedicated to, helping you reach the greatest levels of success you are willing to achieve – *in training, in employment, and in life*. Based on the thousands of students who have already trained successfully with Summit, our systems have been proven to be very effective – and they improve continuously – so you can be confident that you are in the right place for your success!

Please read through this document thoroughly as it contains vital information to help you succeed. If you feel it necessary, please discuss and/or seek clarification on its contents with your campus leader as it is very important for you to know this material.

To complete your admissions process, you must sign/or electronically sign your name and initials in the spaces indicated to confirm your understanding and acceptance of the information. Summit reserves the right to suspend and/or delay and/or deny any student's training who does not accept, in writing/ or electronically writing, for any reason, the policies, guidelines and protocols described in this and all welcome/orientation sections described above.

Within a few days of starting your program, there is a scheduled interview with your campus leader at which time you will review, discuss and demonstrate your knowledge of the information in this package to further help you reinforce your understanding of it.

We are very excited for you and fully confident that, with your dedicated focus and effort, and The Summit Method, you will succeed like the many students who have attended Summit before you!

WHY DO OUR GRADUATES THINK SO HIGHLY OF SUMMIT?

Expertise

Summit operates colleges in many cities throughout Southern Ontario. Only competent, dedicated, professional educators qualify to become Summit Team members. Our Mission is our passion: **Fuel life-long success by empowering people with the skills and awareness to reach higher personal potential!** We accomplish this with a holistic, life-long learning continuum and our unique *Summit Method*.

Holistic Approach

We approach teaching and learning *holistically* – that means we regard and respect everyone as a whole person. Accordingly, we insist that everyone respects themselves, each other, the school, and the opportunity to learn and work. These are common themes at Summit:

1. Whatever you put in, you will get out;
2. Summit systems work well when you trust those systems and work *with* them; and
3. Summit's programs are very effective for every student who follows the system

Summit Method

Related to our holistic approach to teaching and learning, Summit has evolved a unique system that recognizes and accounts for differences in all of us. We customize and then teach strategies for each student that help them learn more effectively - you might say, in addition to the course material, Summit students learn how to learn.

Focus on Employment

We believe that the best programs for career training are created with the help of the companies who employ the graduates of those programs. Summit students taking diploma/certificate programs are focussed on their eventual job from day one, simulating a work environment, practicing interviews and learning from curriculum that is current and relevant to career success.

Summit Cares

Regardless of the duration or nature of your training at Summit College, you can be fully assured that we really *care* about your success. You, and only YOU, are ultimately responsible for the effort you apply to your training - so it should give you extra confidence that your Summit Team of professionals is here to help you along the way.

Quality Assurance

As a cornerstone of Summit's dedication to providing quality service, there are a number of surveys that are conducted on a regular basis. These surveys involve Sponsoring Agents, Teachers, Employers, and Students. ***Students can participate in three surveys:*** mid-program; graduation; and Post-Graduation Follow-up. *Your* feedback may help pave an even better road for Summit students attending after you! ***Your opinion counts. Thank you in advance for sharing.***

“What specifically can I expect to gain from Summit?”

- Diploma - if you are enrolled in an MTCU-certified program
- Certificate – for non-certified programs
- Transcript – if required, a transcript of your grades can be provided for some programs

- List of Knowledge & Skills - a list of what you've learned and can perform can be provided for you to 'show off' to potential employers during your job application process
- Skills, knowledge, self-confidence, belief...
- Employment – the reason we're all here!

Final (or beginning) Thoughts:

Henry Ford is famous for many accomplishments, including his declaration...

**“Whether you believe
you can do a thing or
not, you are right.”**

In other words, ***believing you can* achieve success is 100% necessary for you to actually succeed.** (Equally true: if you think you *cannot* do something, you certainly *will not* be able to do it.)

It is your choice whether or not you will succeed with your training (or anything in life, for that matter).

Simply eliminate “*I can't*” from your vocabulary, replace it with “***I CAN***” and enjoy the ride of success!

SECTION 2: POLICIES

Training Policies & Guidelines

WORKPLACE ENVIRONMENT – In order to help you be ready for life in a new career, Summit simulates a workplace environment in each campus - and we expect professional standards from everyone. Simply put: if it's expected in the workplace (office), it's expected in Summit (e.g. attire, personal department, punctuality, attendance, cell phone use, breaks, lunches, appropriate language, etc.)

SELF-MANAGED LEARNING - As an adult, self-motivation is a vital ingredient for achieving success. As an adult student at Summit College, much of your learning will be self-managed. Your teacher is here to assist and guide you; however, *you* are ultimately responsible for your effort and success. As with anything in life, you will get as much out of something as you put into it. The Summit Team is here to help you be successful.

LEARNING MATERIALS – students are responsible for procuring their own learning materials (pens, paper, binders...). You are encouraged to take notes in your notebook; do not write in the textbooks unless indicated otherwise. Depending on your program, some books are only for use during your training and must be signed out, accounted for and then returned by you; other textbooks are purchased by you to keep for future reference.

HOMEWORK – Homework is a requirement. To succeed, we recommend making accommodations in your personal life to account for nightly homework completion (as much as 3 hours per day) in order to meet your goals within your training timeline. Homework helps simulate a full working day in preparation for employment.

EVALUATIONS & ASSESSMENTS – These occur on a regular basis in many different forms. Your progress is evaluated through tests, assignments, homework completion, attendance, cooperativeness, and your approach to learning. You are responsible for preparing yourself for scheduled tests. Any corrections must be submitted to your teacher to ensure you understand the topic. (*Sponsored Students: every exercise and homework assignment is assessed and will be considered and noted in Progress Reports given to your Sponsoring Agent.*)

HOURS OF CLASSES – Your class times might change over the course of your program – i.e. you might start with a morning class that might one day switch to an afternoon class. Classes can be three, four or six hours long unless otherwise specified. *If you are **late or absent**, you may be required to **make-up the missed time**.*

BREAKS – Summit teaches classes in one-hour increments, providing a short 5-minute transition period to change classrooms, teachers, and/or books. Because an alert mental state and a fresh physical state are optimal for effective learning, a quick 2 or 3-minute break can be taken periodically to stretch legs/back as necessary. Students attending classes for 4 or more consecutive hours may be given a 30-minute lunch period that will extend their attendance time to 4.5 hours in total. Students attending classes six hours/day must have a 30- minute break.

SMOKING – is not permitted inside non-residential buildings in Ontario. If necessary, smoking is to be done only in designated areas outside of the building – **not** at the front entrance, and **ONLY ONE “SMOKE BREAK” FOR EVERY THREE HOURS OF TRAINING** (as per Employment Standards). Please follow local by-laws and common courtesy by disposing your cigarette butts and associated garbage safely and neatly in suitable trash containers and ashtray buckets. Please be respectful of the environment: do not litter.

COLLABORATION – Summit is here to help you succeed. *Please inform your teacher or Summit management if you are having an unusual amount of difficulty with your program.*

This is a wonderful opportunity! Please keep in mind: learning new skills or information **can be challenging at times**, however, with hard work & belief in yourself, you will be successful!

Failure to comply with any of these school rules and policies can result in suspension & possible expulsion from training. We wish you good luck, good focus, good attitude and total success.

Student Code of Conduct

Summit College provides its students with a time-proven and highly successful training system. We succeed together because of the effectiveness of Summit programs, systems and the **simulated work environment** we create. For this reason, Summit insists on students adhering to a very simple, clear set of codes for personal conduct – just as would be expected from you in your future employment.

These codes of conduct include accepting and adhering to:

1. The principle of mutual **respect** for the rights, responsibilities, dignity and well-being of self and others;
2. A readiness to **cooperate** within and support an environment conducive to the intellectual and personal growth of all who learn, work and live within it; and
3. A willingness for active and **positive participation** in the learning process

Students who follow the guidelines and adhere to the codes and rules herein are virtually assured of achieving total success, however, that success hinges on each student's full & active participation and maintaining mature & professional conduct at all times.

As with any group of people large enough (a country, a city or a school), there will be a tiny percentage of that population who will be tempted to behave unwisely and deviate. The policies listed in this section apply to all students and are considered to be simple matters of consideration and common sense. They are listed and explained in detail to ensure that everyone (especially those who deviate) understands the consequences of any deviation, so that no one will interfere with the commitment and hard work of the vast majority who are focussed on success.

ATTENDANCE & PUNCTUALITY

- a) Just as if you were at work, your punctuality and full attendance are necessary to succeed in training, therefore, all students are expected to attend classes regularly (as they would attend regular employment).
- b) Failure to attend can either interfere with your training progression or be considered an act of “noncompliance” by the sponsoring agency.
- c) **Absence** – from time to time, as with employment, circumstances may arise that require your absence from training. In these cases, simply expect to attend additional hours to account for any time that you might miss. If you *are* absent (due to an emergency doctor's appointment, for example) you must notify your school preferably 24 hours prior to your class, just as you would notify your supervisor at work (and your Sponsoring Agent, if required by him/her – please inquire).
- d) **Illness** – if your illness is considered contagious (particularly by a healthcare professional) please refrain from attending class and contaminating other people. As always, please keep hands clean, use hand sanitizer regularly, and cough into the crotch of your elbow sleeve instead of your hands.
- e) Upon your return to class, complete the “Reason for Absence” form and provide a note from your doctor for a reason involving illness.

f) *Your full attendance is essential to your learning process.* Remember, *you* are ultimately responsible for your own success – by attending all classes, completing all homework and training assignments and applying full effort to your learning process, you are virtually assured of complete success at Summit.

ATTENDANCE POLICY

(Refunds are negated when these policies are not followed):

1. Regardless of the reason(s) (medical, emergency, inability/unwillingness to manage time effectively, etc.) if a student fails to attend classes regularly and/or fails to consistently complete assigned work so that his/her scheduled training progress is compromised, he/she can be suspended and/or expelled from training.
2. Similarly, if a student misses more than **15%** of the required class time during a certificate or diploma program, the instruction/guidance received by that student can be considered insufficient and the training can be considered incomplete.

BEHAVIOUR & CONDUCT

Summit fully expects and has always enjoyed mature and positive participation from nearly 100% of the adult students who attend training. Nevertheless, it must be pointed out that any conduct on the part of a student that has, or might reasonably be seen to have, an adverse effect on the reputation or the proper functioning of Summit, or the health, safety, rights or property of Summit, its team members, clients, students or visitors, is subject to discipline under this code. Without limiting the generality of the foregoing, the following list sets out specific examples of prohibited conduct. This list is illustrative only and is not intended to define misconduct in exhaustive or exclusive terms.

EXAMPLES:

1. **DISRUPTION** – By action, threat, written material, or by any means whatsoever, disrupting or obstructing any Summit or affiliated Summit activities, or other authorized activities on premises of Summit or its affiliated sites, or the right of another person to carry on his/her legitimate activities, or to speak or to associate with others. Summit or affiliated activities include, but are not limited to, teaching, research, studying, work trial, guided job search, administration and meetings. Such disruptive conduct includes, but is not limited to:

Profanity – you must become accustom to a work environment that might be different than one in which you used to work.... Refrain from using profanity...

Cell phone use – just as in a typical employment setting, cell phone use is not permitted in class. In addition, the use of other electronic communication devices is not permitted, including personal emails and text messaging. Students can be reached for emergencies and/or urgent matters through the school phone.

Inappropriate manner of dress – students must respect the professional environment of the school and those people in it by dressing appropriately. E.g. the following is not

permitted: vulgar or profane messages on clothing; overly revealing clothing; dirty or unhygienic clothing; or any style of clothing deemed inappropriate.

2. MISCONDUCT AGAINST PERSONS AND/OR DANGEROUS ACTIVITY

- Any assault, harassment, intimidation, threats or coercion.
- Conduct that threatens or endangers the health or safety of any person.
- Contravention of the Summit College Workplace Violence & Harassment Policy (please inquire).
- Knowingly (which includes when one should reasonably have known) creating a condition that endangers the health, safety, or well-being of any person.
- Coercing, enticing or inciting a person to commit an act that is humiliating or demeaning to that person or to others.

3. MISCONDUCT INVOLVING PROPERTY

- Entry and/or presence on any premises of Summit regulations, or without express or implied authority, or contrary to an express instruction or direction from an authorized Summit official.
- Misappropriation, damage, unauthorized possession, defacement and/or destruction of premises or property of Summit or its affiliates, or the property of others.
- Use of Summit or affiliated facilities, equipment or services contrary to express instructions or without proper authority.
- Misuse of Summit or affiliates' supplies and documents, including equipment, library and computer resources, keys records, transcripts and permits.
- Tampering with emergency telephones, fire protection equipment or emergency facilities (e.g., fire bells, fire extinguishers, fire hoses); disconnecting or blocking fire alarms; setting unauthorized fires, or raising a false fire alarm; blocking or wedging open fire and smoke doors on corridors or stairways.

4. MISCONDUCT INVOLVING THE USE OF COMPUTERS

- Using the internet for non-educational or non-job search purposes, including non-authorized personal email
- Viewing materials that are deemed inappropriate or offensive
- Please read and sign the Computer Use policy

5. FALSE INFORMATION, IDENTIFICATION, POLICE CHECKS

- Furnishing false information
- Forging, altering or misusing any document, record, card or instrument of identification
- Plagiarism – a person representing the works and/or materials of others as his/her own
- “Cheating” on tests and/or assignments

6. ALCOHOL AND DRUG USE

- Illegal use, possession or distribution of a controlled or restricted substance
- Contravention of provincial liquor laws governing the possession, distribution and/or consumption alcoholic beverages on the premises of the College or its affiliated colleges.
- Attending class/or visiting any Summit or Summit affiliated facility (work trial) while under the influence of alcohol or illegal substance

7. IMPROPER USE OF DANGEROUS OBJECTS AND SUBSTANCES

- Storage, possession or use of firearms, explosives, or other weapons, flammable solvents, biohazardous, volatile or poisonous materials

8. CONTRAVENTION OF SUMMIT REGULATIONS

- Violation of published Summit policies, rules or regulations

9. CONTRAVENTION OF OTHER LAWS

- Contravention of any provision of the Criminal Code or any other federal or provincial statute or municipal by-law, including, but not limited to: Theft of personal and/or Summit property

10. OTHER

- Aiding or encouraging others in the commission of an act prohibited under this Code or attempting to commit an act prohibited under this Code
- Failure to comply with any sanction imposed by Summit for misconduct under this code
- Any other conduct that has, or might reasonably be seen to have, an adverse effect on the reputation or the proper functioning of Summit, or the health, safety, rights or property of Summit, its team members or visitors.

SUSPENSION & EXPULSION

IN SUMMARY, Summit College has zero tolerance for, and will suspend and/or expel any student found committing any of the aforementioned acts that interfere with the positive and effective training of him/herself or any other students, or that compromise the operation of Summit and/or neighbouring businesses, and/or which violate criminal codes, including, but not exclusive to:

- **Disruptive Behaviour** – Disturbing and/or interfering with the training process and progression of other students
- **Absenteeism** – Inability or unwillingness to attend classes and participate positively
- **Misconduct** – Any conduct deemed unprofessional, offensive and/or inappropriate, including internet misconduct, profanity, inappropriate attire, etc.
- **Alcohol & Drugs** – Abusing or misusing alcohol or drugs (controlled or illegal substances), including attending class while under the influence or recreational performance-altering substances while attending Summit or Summit affiliated agencies (e.g. work trials) for use or solicitation
- **Theft and/or Destruction** – Stealing and/or damaging property
- **Discrimination** – Practicing any form of discrimination based on race, sex, gender, age, etc.
- **Harassment** – Practicing any form of harassment
- **Criminal Acts** – Being found guilty in a court of law for committing criminal activities

SCHOOL CLOSURES – stat holidays; winter storms; December break: Please refer to the Summit website for details (www.SummitCollege.ca). School closures will be posted on our Facebook and Twitter pages. See also the policy posted in your school.

INCIDENT PREVENTION & RESPONSE (AKA ‘FIRST RESPONSE PROCEDURE’ OR FRP) – a school setting (and simulated work environment) is a safe place for the persons who work and train within it. By behaving, maturely, acting responsibly, using common sense and adhering to the Code of Conduct, we are all virtually assured of a safe and incident-free working and learning environment. However, accidents, by definition, can occur. Please familiarize yourself with these points and ensure you are oriented to our Health & Safety policies and procedures.

- **First Aid** – all schools are furnished with a first aid kit for minor injury and for first response to more serious incidents that threaten physical well-being
- **Ambulance** – if injury or incident occurs that is deemed to require immediate treatment by a professional healthcare provider, an ambulance will be called. Cost of the ambulance is the responsibility of the school

- **Suicide** – if you overhear or suspect threat of suicide within the school, you are asked to act responsibly for the best interests of all persons by alerting Summit leadership immediately. Suicide is not a violation of any criminal act, so police do not need to be involved necessarily. Nevertheless, even implied threat of suicide is treated very seriously and sponsoring agent(s) will be alerted.
- **Non-Violent Crisis Intervention** – as detailed in the Code of Conduct section, there is a zero tolerance for any behaviour deemed violent or destructive. Summit team members will intervene immediately if a crisis is perceived. If there is any suspicion of criminal activity associated with the crisis, police will be notified immediately.
- **Fire** – please familiarize yourself with the numerous fore escape routes and emergency response postings throughout your facility. Act prudently and appropriately.

COMPUTER USE – Summit focuses on our graduates' employment: we use the same types of computer and software that are used by the employers of our graduates. It is essential that our computers run well, unburdened by inappropriate use. By signing this page electronically, you agree to use the Summit computers only for school-related activities. This prohibits any and all downloading, altering of computer settings and using recreational and/or peer-to-peer programs, including but not limited to the following:

- Personal email, personal photos, screen savers, etc.
- Social media websites such as Facebook, Twitter, etc.
- Pornographic websites
- Any music and/or video downloading or file sharing websites
- YouTube – unless specifically directed for educational purposes
- Poker, gambling and dating websites

Information Release Authorization

I hereby authorize Summit College, Academic & Career Studies* to obtain, review and release information as it is relevant to and needed for my career training, job search and/or Work Internship (“co-op”).

1. Records will be used solely for the purposes of achieving optimal outcomes within the parameters of my training and may include, but are not limited to, information regarding personal identification, assessment results, academic progress and outcomes, vocational employment recommendations and/or other documentation provided by Summit College* or myself. ***This can also include the identity of your sponsoring agency.***
2. Summit College* has my permission to share pertinent information with parties that are or will be involved in my training and acquisition of new career, including potential employers (both Work Internship and/or hiring employer(s)), my sponsor/funding agency (e.g. insurance company, sponsoring agent, rehabilitation professional), and Ministry offices (MTCU/MoE)
3. Information shared between Summit College* and potential employers (Work Internship and/or hiring) can include the nature of any personal injury and stated physical “restrictions”. Any other information will be restricted to that which is relevant to potential employment opportunities.
4. Information and documentation may be forwarded by fax, email and/or mail/courier.
5. I agree that a photocopy of this authorization has the same authority as the original.
6. I have had full opportunity to read and consider the contents of this authorization waiver and I understand that, by signing my name to this document, I am giving my consent to the described collection, use, and disclosure of above-listed information.
7. This waiver shall remain in effect until that time when my Summit College* program and/or Summit Work Internship duration has reached full completion.
8. I am agreeable to Summit* following-up with me several weeks/months after the completion of my training in order to inquire about my status and well-being, gather data for statistical purposes, and gain my feedback regarding the value and effectiveness of my training at Summit* so they can validate existing systems and/or make improvements to better serve future students, just as they have done before me.

TESTIMONIAL & PHOTO RELEASE AUTHORIZATION

I hereby authorize Summit College* to obtain and use PHOTOGRAPHS(s) and TESTIMONIALS(s) of me for the purpose of educating the public and promoting the company and its services to our clients and/or potential clients.

Unless otherwise discussed, this is being done primarily via the company website and promotional brochures /materials.

I have had full opportunity to read and consider the contents of this waiver and I understand that, by signing my name to this electronic document, I am giving my consent to the described collection and use of said items/information.

Equipment Responsibility Waiver (If applicable)

1. As a *third-party*-sponsored student attending Summit College*, I have been provided with some equipment and/or assisting devices (listed below) to help me better achieve my goals.
2. The safety, security and care of these devices (listed below) are the sole responsibility of *me*, the individual for whom they have been furnished.
3. If a certain item(s) is (are) too large (e.g. a chair), and therefore inconvenient or impractical for me to transport daily to and from school, I have been welcomed by Summit* to ask my teacher or facility leader for some storage space in which to keep my agency-purchased equipment while I am not attending classes.
4. Summit* is in no way *responsible* for storing or guaranteeing the safety and/or maintenance of this equipment – despite their generous offer to make every effort and reasonable arrangement for suitable storage to help me meet the responsibility given to me by the agency/company who sponsors my training and supplies my equipment.
5. If my equipment requires assembly, I understand that for reasons of safety and liability Summit College* is not expected or required to perform this function for me or my sponsoring parties.
6. I am encouraged to retrieve any and all my personal belongings/equipment from Summit's premises within two (2) weeks of graduating or else I forego even the slightest assurance that my equipment will be safely maintained or even available at all.
7. If my sponsoring agent (e.g. WT Specialist) is requesting storage for my equipment after I have completed my training with Summit, he/she/they must arrange this as a separate service from the training service I have received. If post-training storage is arranged, Summit is still in no way responsible for the safety, care or maintenance of this equipment and my sponsoring agent and I leave it at our own risk.

Workplace Harassment Policy

Below are some excerpts from Summit's Workplace Harassment Policy. All teachers, management and students of Summit are required to read and understand the whole policy in detail (including steps to take in response to harassment) and watch the accompanying DVD.

Summit College*, Academic & Career Studies recognizes that every person possesses basic human rights including the right to respect, dignity, and protection from all forms harassment.

Summit College*, adheres to the spirit and intent to all applicable legislation governing workplace harassment including, but not limited to, the Ontario Human Rights Code and the Occupational Health and Safety Act.

Summit College* is committed to maintaining a workplace where all workers are treated with dignity and respect and will have zero tolerance of any form of harassment towards its workers.

As used in this policy, the term "worker" includes any full-time, part-time, probationary, temporary and casual worker as well as volunteers and students.

- "Workplace harassment" means engaging in a course of vexatious comments or conduct, against a worker in a workplace that is known, or ought reasonably to be known, to be unwelcome. This includes comments or actions in the workplace which negatively affect working relationships or productivity or create a poisoned work environment.
- Workplace harassment includes psychological or personal harassment and bullying, as well as comments and conduct prohibited under the grounds stipulated in the *Ontario Human Rights Code*.
- Harassment may occur as one incident, or a series of incidents, involving unwelcome comments or conduct.

Examples of harassing behaviour include but are not limited to:

- Verbal abuse or inappropriate displays of anger;
- Bullying behaviour;
- Comments or actions which constitute harassment or discrimination under the *Ontario Human Rights Code* including, but not limited to, sexual harassment and harassment based on race, religion, ethnic background, or disability;
- The display, circulation, or electronic transmission of pornographic, racist or other offensive or derogatory text or pictures;
- Conduct that interferes with a person's work performance or creates an intimidating, hostile or offensive work environment;
- Unfounded complaints which are made in bad faith, in reprisal, frivolously or with malicious intent;
- Interfering with a workplace violence or harassment investigation; intimidating a complainant, respondent or witness; or influencing a person to give false or misleading information;
- Reprisal as defined in this policy;
- Any other inappropriate, negative, disrespectful, or unprofessional treatment of others;

Peanut Sensitivity Policy

In order to provide a safe and effective learning environment for all students, clients and staff of Summit College, all Summit facilities offering 'after-school' tutoring, and any campuses with staff or students who have peanut sensitivities, must adopt a ***Peanut Sensitive Policy***.

This means that all students and staff shall refrain from bringing to school any food products that contain peanuts, peanut oil and/or peanut butter.

We appreciate this may pose an inconvenience to some, however it is necessary to implement this policy in order to protect the health and well-being of those students, clients and staff who have severe allergies to peanut products.

Please Note:

Allergies to peanut products are potentially fatal. Persons, who suffer allergies of this sort, either through consuming, touching or even smelling the product, can go into anaphylactic shock or even die within minutes. ***Summit staff is not trained in administering epi-pens.***

Thank you for helping to keep Summit a safe learning environment for everyone.

Scent Free Policy

In order to provide a safe and healthy environment for all students, clients and staff of Summit College, all Summit facilities must adopt a ***Scent Free Policy***.

In order to protect those individuals with fragrance sensitivities and possibly prevent others from developing such sensitivities, Summit College is asking for voluntary cooperation towards a scent-free environment. Faculty, staff and students are strongly encouraged to avoid the use of fragranced products.

Exposure to perfumes and other scented products can trigger serious health reactions in individuals with asthma, allergies, migraines, or chemical sensitivities.

Susceptible individuals can experience a variety of symptoms, including headache, sore throat, runny nose, sinus congestion, wheezing, shortness of breath, dizziness, anxiety, anger, nausea, fatigue, mental confusion and an inability to concentrate. Although the mechanisms by which fragrance chemicals act to produce symptoms are not yet understood, the impact on all those affected can be quite severe, resulting in great difficulty in work and study activities.

Thank you for helping to keep Summit a safe and healthy learning environment for everyone.