



The Hill Academy Handbook 2022-2023

The Hill Academy is an independent school for dedicated student-athletes. Our unique athletic and academic programs provide an enriched and distinctive learning platform for academic excellence, high performance athletics, and personal growth.

Academic Excellence

Athletic Excellence

Personal Growth

The Hill Academy believes that education is ultimately the vehicle that drives societies and communities to prosper and succeed. We live in a society where the continuous collection, interpreting, evaluating and understanding of information is essential to a person's ability to be successful. Secondary education allows an individual to obtain the fundamental skills and abilities necessary to understand complex information and provides students with the analytical skills necessary to pursue a wide-range of career objectives.

The Hill Academy uses sport to assist in instilling a values based education for life. Values such as mutual respect, accountability, consistency, compassion, perseverance, and a sense of community are not just taught in The Hill Academy's sports programs, they are integral to the core values of everyday school life.

As in all communities, certain guidelines are necessary to ensure that the school operates effectively. Communication between the school and your home is critical to us all. This handbook is intended as a guide to parents and students, and includes a wide range of general information and Hill Academy policies. It is your responsibility to ensure that you are familiar with all of the information contained within, including rules and regulations.

The Hill Academy Handbook

~ A School for Dedicated Student Athletes ~

ABOUT THE HILL ACADEMY

The Hill Academy was founded in 2006 in order to provide optimal academic and athletic programming for dedicated student-athletes. Hill graduates have been placed in some of the most prestigious academic and athletic institutions in the world, and many have gone on to become premier professional athletes in their sport. The Hill Academy is an institution for students who are committed to striving academically, and who would like an opportunity to take an in-depth exploration into their respective sport.

GUIDING PRINCIPLES

Individual Attention - The Hill Academy provides academic and athletic programs tailored to each individual based on assessments and goals of the student-athlete.

Disciplined Environment - The Hill Academy provides a disciplined and challenging program, with a high level of care and accountability. All of which is constructed in a positive, respectful and healthy environment.

Lifelong Learning - The Hill Academy provides students with educational, athletic, and character building opportunities that will ensure that they become lifelong learners.

Leadership - The Hill Academy provides opportunities for student-athletes to learn leadership skills, teamwork and personal responsibility.

OUR HISTORY

After much deliberation, research, and discussion Peter and Patricia Merrill, both former educators and sports enthusiasts, decided to embark on the opening of an independent school with what they felt to be a unique platform, balancing academics and athletics and character development.

While it was not a totally new concept, they decided that their particular version was responsive in a number of ways for the student athlete population at that time.

The Hill Academy opened in 2007 in the Hockley Highlands, with 15 adventurous student athletes who left their broad footprints in the foundation. The name, The Hill Academy, was conceived, based on the first year location, in the Caledon Hills and the H I L L acronym developed, which described the principles upon which the culture would be based.

H highest level of achievement
I independent thinking
L leadership
L legacy

From that time, the enrollment grew annually and locations changed to match the heightened interest and the access to required school and athletic facilities, as well as residences.

The second move was to the Kleinburg, Ontario area. As the reputation of academic and athletic success escalated, the population started to include student athletes from further and further away, including other towns, provinces, and countries.

After 5 years, The Hill Academy moved to The Sports Village, in Vaughan, Ontario, a comprehensive sports and recreation facility enabling even more substantial growth and further refinement of academic, training and competitive athletic programs.

In September 2020 The Hill took the next exciting step in our history, purchasing and opening a campus located in Caledon ON, just 45 minutes north of the GTA. The campus sits on 134 acres of beautifully forested land offering students a state of the art athletic training experience, with new gym facilities, running and hiking trails, turf field, exclusive off-site rink access, and an expansive boarding complex. We know that this campus will continue to evolve and allow us to continue to excel in delivering an elite program for our student-athletes that addresses their academic, athletic, training, nutritional, social and emotional needs.

THE HILL WAY

We Are very proud of the environment that we have created that is manifested in the HILL way. The Hill Way is foundational to all aspects of life at The Hill Academy. A student who comes to The Hill Academy must be willing to accept this responsibility.

HIGHEST LEVEL - Hill academic and athletic programs are established to encourage, challenge, and motivate student-athletes to reach their own **HIGHEST LEVEL** level of achievement.

INDEPENDENCE - Hill student-athletes are taught to make decisions and to work through his/her academics and athletics **INDEPENDENTLY**. Support will be provided on an ongoing basis with the goal of preparation for “the next level”.

LEADERSHIP - The Hill student-athlete will be given the opportunity to develop and improve their **LEADERSHIP** skills. These skills can be applied throughout the student-athlete’s life.

LEGACY - The Hill student-athlete will be shown the value of legacy, and will be provided with many opportunities to leave a positive **LEGACY** at every point of contact.

SCHOOL LIFE

ATTENDANCE

All absences or late arrivals must be reported by a parent/guardian by emailing attendance@thehillacademy.com or by calling (519) 941-9917

MONDAY ASSEMBLY

Monday Assembly is a critical aspect of the Hill Community. It is a time when we all come together to learn, highlight various elements of school life and share in celebrations. Students are expected to attend.

SCHOOL UNIFORM

In class:

- Hill polo
- Black or beige pants, shorts or skort
- Students are permitted to wear a Hill hoodie, Hill crewneck sweatshirt, or Hill track jacket over top of polo
- Male student-athletes' shirts must be tucked into their pants with a belt
- Pants/ shorts/ skort cannot be plaid or have cargo pockets
- All shoes must be presentable, clean and professional looking
- Students are permitted to wear the Hill track suit in class on Fridays only. Both the pants and jacket must be in The Hill Academy uniform and worn with a Hill shirt.

In Physical Education:

- Hill work-out shirt and shorts must be worn
- Hill hoodie, Hill crewneck sweatshirt or Hill track jacket and track pants can be worn over top

Hats are not permitted at any time within the school building

TRANSPORTATION

Buses are an extension of the school. Our norms related to student behavior remain in place during any off site trips including transportation to and from the campus each day.

Students should:

- take a seat promptly. Stay seated, facing forward at all times.
- keep aisle of bus/vehicle clear at all times. Bags and parcels should be under the seat or on your lap.
- never distract the bus driver. Always follow driver's instructions.
- talk quietly; driver needs to concentrate to safely drive the bus.
- not be yelling, fighting, pushing people, or throwing items in the bus.
- keep your arms, hands and head inside the bus/vehicle.
- participate in all bus evacuation procedures.
- place all garbage in bins provided or removed upon exiting.
- be respectful to driver, bus/vehicle property, fellow passengers.

TRAFFIC AND PARKING

Please observe a 20 km/h speed limit while on The Hill property and obey all posted signs. Visitor and parent parking for pick ups and drop offs is accommodated within the posted areas. Posted fire routes, handicapped parking, as well as idling by-laws, are mandated through the local municipality.

STUDENT DRIVERS

A private vehicle is only be used to transport the student athlete to The Hill Academy or practice fields upon the commencement of the school day and from the school when proceeding home following the completion of his/her daily obligations.

All vehicles must be locked when parked. The student is not to exceed the posted on-campus speed limit and all vehicles must be driven with care and courtesy at all times. Any breach of common sense with regard to the use of the vehicle will be regarded as a breach of these regulations. More on student drivers and vehicles is covered in the Student Code of Conduct.

The Hill Academy Transportation Waiver of Liability must be completed by any driver.

FOOD SERVICES

There is an assigned lunch period for each student.

Students are not allowed to leave the school premises at any time during the day including lunch. Students may bring their own lunch or may participate in the meal plan.

DORMITORY SERVICES

Student athletes who choose to live on campus during the academic school year will experience a unique opportunity for personal growth all while strengthening their academic, personal, and social skills just steps away from their academic and athletic settings. Built on the school's foundational H.I.L.L. principles, the On-Campus Living program promotes mutual respect, and teaches self-discipline and confidence within a supportive and highly structured environment. More information is available in the [On Campus Living Handbook](#)

HEALTH AND WELLNESS

Illness/Injury/Therapy at The Hill

Care is taken to ensure the well-being and safety of students. In case of accidents, parents/guardians are notified and the students are generally expected to be taken home by parents/guardians or, if necessary, they are taken to an emergency department for medical attention. Our Athletic Therapist, and several staff members have St. John Ambulance or Red Cross training.

A student who becomes ill during school hours must report to Health Services.

Care is taken to ensure the well-being and safety of students. In the event of an accident, parents/guardians are notified and given information on the course of care needed. In an emergency situation this may include transport to hospital emergency care for higher medical attention. Our Athletic Therapist is a First Responder certified and will be on campus to attend to any injuries, illnesses, and accidents. As well, several staff members have first aid and CPR training. Our Athletic Therapist will also be providing a continuum of care from rehabilitation to full return to activity.

Concussion Management Program

The Hill Academy has concussion protocol that follows Rowan's Law as outlined by the Ontario Government. In the event of a concussion or suspected concussion our Athletic Therapist will contact parents/guardians to inform them and provide information on the next steps which will include booking an appointment with a Sport Medicine Physician. Parents may be asked to pick the child up depending on symptom severity. If the child is not asked to be picked up they will be monitored throughout the day. A concussion information package will be sent home and will outline care for concussions, return to learn information and return to activity information. Our Athletic Therapist will continue to monitor and follow up with the student as they progress through their concussion. Students who are diagnosed with a concussion must complete The Hill Academy's Return to Learn and Return to Play protocols and must have clearance from a Sport Medicine Physician prior to returning to sport. More information on this is available through our Athletic Therapist.

Medical Alerts, Allergies And Anaphylaxis

It is the parent's responsibility to notify the school yearly about their child's medical condition or severe allergy and any changes to his/her condition. Parents will work with the school to create an emergency plan for their child. In the case of a severe allergy the parents will provide the child with an epinephrine injector and it is recommended that a second one be left in the office. Our Athletic Therapist is First Responder certified and is on site to respond in the event of an emergency.

Immunization (Tetanus)

According to the Immunization of School Pupils Act, 1990, students under 18 years of age attending Ontario schools (independent or public) must provide proof of immunization against diphtheria, tetanus, polio, measles, mumps, and rubella (German Measles). This information must be submitted to Public Health. The health unit can suspend students from school until the records are updated.

The Hill's Student Health Form requires the parents or guardians to submit the date of the last tetanus vaccine. This is provided in order for Health Services to mitigate everyday first aid response while on campus.

STUDENT PHOTOGRAPHS AND IMAGES POLICY

The Hill is a dynamic environment with a busy event calendar. Images of our daily activities, training and athletic events are a large part of our community sharing, and celebration. Images may be shared in print publications, the school website, internal media screens, promotional videos and all types of social media (i.e. YouTube, Twitter and/or Facebook).

LOST AND FOUND

Labeled items can be claimed from the Lost and Found. Students may access the Lost and Found between the hours of 11:30 a.m. and 1:30 p.m. Parents may access the Lost and Found beyond these hours by seeing the office administrator in the Main entrance.

STUDENT MESSAGES

To direct an important message to a student, speak with the office administrator in the Main entrance.

GENERAL ACCESS

Building access for students and families is available between the hours of 8:30 a.m. and 5:00 p.m. on regular school days. During holidays and summer break, access is available only during scheduled office hours through Reception or the Facilities Supervisor. No after hours access is permitted unless pre-arranged.

ACADEMICS

A HILL ACADEMY EDUCATION

The Hill Academy is a university preparatory school. Accordingly, our courses focus on the development of the knowledge and academic skills necessary for entry to university programs. It is our goal to present course material in a logical and organized fashion while exposing students to a variety of instructional strategies that will engage them in their learning. Our curriculum exceeds the requirements of the Ontario Ministry of Education as we offer a comprehensive and carefully selected complement of courses that will allow our students to follow diverse educational paths in preparation for the rigorous demands of university.

THE ACADEMIC DAY

Daily Schedule 2022-2023

SEE website

HYFLEX DELIVERY MODEL -

A Hybrid Learning Model for Student-Athletes

At The Hill we know that for any of our teams to be successful they need a good playbook. Our Academic Playbook has evolved towards a HyFlex Model.

What is a HyFlex Model?

- A course design model that accommodates learning in a flexible course structure in order to optimally meet the challenges and demands of a student-athlete.
- It leverages technology in an intentional way to ensure that the face-to-face and remote learning experiences have equal engagement and success levels for students.

What does this mean for my child's schedule?

- Preferably student-athletes will attend classes live in the physical classroom with their teacher and classmates. When the circumstances require it, student-athletes are provided the flexibility to participate in class from a remote location asynchronously or may be at school but participate in an asynchronous format.

What will students be able to see when they are in an asynchronous learning situation?

- Students will have access to class materials to be completed at a time that works for their schedule. These class materials include but are not exclusive to: pre-recorded lessons (video or audio files), self-guided lesson modules, streaming video content, assigned reading, posted lecture notes, and discussion boards.

USE OF TECHNOLOGY

The primary course delivery platform at The Hill is Google Classroom. The Hill uses a model of Bring Your Own Device (BYOD) for all students. Students are provided with a Hill user account and email to access approved software applications and the internet, and to store school-related files and data. All learning spaces have complete wireless access.

Students should have headphones available for use during class time. The Hill Academy does not have an IT services department for students. Hardware or maintenance support for students' hardware; repairs must be addressed by students/parents due to warranty issues.

Annually, parents and student users must sign the Acceptable User Agreement (AUA). Students who do not agree to the AUA may lose their access privileges, which will affect their academic experience. We expect students to check their Hill provided e-mail account daily. Parents may communicate with their child's teachers via e-mail.

Students at the Hill Academy are asked at times to engage in an online learning environment often from a remote location. The following are the expected online classroom norms.

1. Ensure that your devices are fully charged and ready to go prior to class.

2. Test all of your technology prior to the meeting, including headphones , and ensure that you know where any required links or virtual classrooms are located. If you are changing your tools, make sure that you test all links as sometimes access may be impacted by the device.
3. Create an academic working space. You should be sitting at a desk or a table, there should be limited noise and try to avoid having people in the background.
4. Treat an online classroom as if you were in class. The same expectations are in place for how you behave and how you interact with everyone in the class. In the rare case that a student's behaviour is impacting the learning of others, you will be asked to leave the classroom.
5. Students should be dressed in The Hill uniform. (shirt or Hoody)
6. The norm is that your camera will be on as we know that this creates optimal engagement. There may be a need at times to turn your camera off. In this case the teacher may request a “check in”.
7. The norm for a large group session is that your mic is off when you are not speaking. When you have something to add or a question use the hand up or chat feature. Do not talk over people. In the event that a teacher does not see your virtual hand, politely capture the teacher's attention.
8. Stay focused and engaged in the class. Working on other tasks or text messaging others is a distraction and detracts from your engagement and learning.
9. When possible move to a quiet area and do not have people in the background. Junior school students may require parental support with technology at various times.

SCHOOL SUPPORT SERVICES

Students at the Hill are working toward placement in University following their secondary school program. As such, our Senior School does not offer Locally Developed, Applied, College or Workplace level course. We also do not offer the Ontario Secondary School Certificate (OSSC) nor the Certificate of Accomplishment.

The Hill Academy offers extensive support to its students to help them to achieve academic, athletic and personal wellbeing. We strive to find ways to support students who may have barriers to their academic success, employing strategies such as extended timelines, use of technology, chunking work, proximity to teacher, partnering, short breaks, and direct instruction.

If a student has an IEP, we do review the document to determine if we can support that student, however we do not have a formal IPRC process, nor do we create IEP's.

There are some students whose required academic supports would not make them a candidate for The Hill Academy as we could not create the conditions to support them academically. This would include students who require support in the form of EA's, special education teachers or a resource room to allow students to leave the classroom for additional academic support. We also are not able to support students who are on a modified curriculum or those who may require remedial programming.

The **Guidance** Department faculty and staff are available to help each student in all areas of academic, social and emotional development. Each student has a Mentor Group to help reach goals and achieve balance in life. Guidance also oversees the course selection process, post-secondary education and career planning, community service hours and academic support.

The Guidance Department also supports students and their families in researching, selecting and applying to post-secondary institutions. Please contact Mrs. Christy Flynn at cflynn@thehillacademy.com, if you have any questions or concerns.

PRIOR LEARNING ASSESSMENT

Students who have been schooled outside Ontario and are now enrolled at The Hill Academy may have their skills and knowledge evaluated against the expectations outlined in provincial curriculum policy documents in order to earn credits toward the secondary school diploma.

ATTENDANCE

Consistent attendance is vital to the process of uninterrupted and successful learning. In a HyFlex model of education attendance is indicated by students actively participating in all classes in a regular and ongoing basis. Absence does not excuse a student from the completion of work and additional assignments may be given to make up for missed work. **While there may be exceptional circumstances that may cause a student to miss class, The Hill Academy reserves the right to withhold a credit in any course where more than 15% of the class time has been missed for non-school related reasons.** In these cases, the school's Administration will call for a meeting with the family to discuss the withdrawal process. Tests may be made up at a later date or prior to a planned absence, as per arrangements between the teacher and the student. The school keeps a record of absences and late arrivals. These are noted on each of the four student reports. Those late between periods will be tracked by teachers and those habitually late will be dealt with by administration. Persistent absence from school will result in a meeting with administration and may lead to dismissal from school.

SAT AND ACT TESTS

The SAT and ACT are the two standardized tests available to high school students applying to American colleges and universities. Most American universities require either the SAT or the ACT as part of their application process. Canadian and overseas universities do not expect to receive an SAT or ACT score from Canadian students.

ATHLETICS

The Hill Academy Athletics Department is dedicated to utilizing the passion for sports to enable our student-athletes to reach the next level. Whether the goal is to reach the post-secondary, national, international, or professional level, our staff is committed to developing a strong foundation, which will be the springboard for future success. Student-athletes will be counselled and coached on the opportunities available to them at the next level, whatever that may be. A concerted effort will be made to assist student-athletes in reaching their goals and fulfilling their potential.

The Hill Academy uses sport to assist in instilling a values based education for life. Values such as mutual respect, accountability, consistency, compassion, perseverance, and a sense of community are not just taught in The Hill Academy's sports programs, they are integral to the core values of everyday school life.

LONG TERM DEVELOPMENT PROGRAM

The Hill Performance Training

We strive to foster a culture of excellence both on and off the playing surface. We believe that creating a positive relationship with physical activity leads to a lifelong healthy and active lifestyle. Our specialized performance coaches are actively monitoring, assessing and providing feedback in order to guide the student athletes in achieving their goals.

Student athletes are immersed in an environment where they are encouraged to push their boundaries, strive for excellence, develop problem solving skills and reflect on the process.

More information on our performance team and program can be found under the High Performance Tab in the Athletics section of our website.

Training During The School Day

Our unique school day schedule allows each student-athlete to engage in training and practice within what would typically be considered the school day. This creates the conditions to allow our student-athletes to meet the high expectations set for their training, athletics and academics.

Training sessions at The Hill do not only address the physical aspect of training. We include mindfulness activities, the mental aspect of elite performance and support the overall mental wellbeing of each student-athlete. Each athlete will grow in the mental, emotional, physical and strategic aspects of sport and personal development.

High Performance Physical Education Program

The goal of this program is to provide student-athletes an exceptional opportunity to gain additional credits in Physical Education and Health through a training model that is grounded in the expectations of the Ontario curriculum and the Long Term Athletic Development Model. Student training moves through a continuum of Learning to Train, Training to Train, Training to Compete, and Training to Win.

All student-athletes participate in our Phys. Ed. Program, and this compliments their sport of choice. The strength and conditioning team ensures there is a balance between training demands, growth and development and goal setting. Students are assessed and provided with written feedback two to three times per year.

Athletic Assessments And Evaluations

All athletes receive an evaluation based on their progress and performance in their sports program and the physical education program. These reports are sent out in tandem with the academic reports, and summarize each athlete's athletic and personal growth throughout the course of the year.

THE HILL WAY

Legacy is one of our guiding principles and core values at The Hill. In athletics this does not only apply to how we behave on the field of play, but to all that we do. No athletes will be late for training or practice. Our dressing rooms are left clean when we leave them. Storage rooms remain organized and free from clutter. When we travel we will look and act in a professional manner, always representing The Hill Academy in the best possible way. The bus will always be fully clean when we leave, and we will respect the hotels and dressing rooms on the road as if they were our own. There will be no exceptions.

COMMUNICATION

Our coaches want the best for each and every student-athlete. A key to the successful growth of all student-athletes is the coach-player relationship. Parents must allow the space for this relationship to develop and grow. To be an elite athlete our young people must find their voice within the relationship, advocating for themselves and developing trust between them and their coaches.

Parents can expect opportunities over the course of the school year/athletic season to have formal and informal discussions with their child's coach.

RECRUITMENT PROCESS

We know the recruitment process is a very stressful time for our student-athletes and we have a number of very knowledgeable staff and coaches who are well equipped to help the student-athlete navigate through this difficult time in their athletic lives. This is not an event, but rather a process that begins on day one. Our faculty ensure that our student-athletes have acquired the academic foundation that will allow them to succeed at the next level. Our coach's role is to be detailed in their coaching, supporting the athletic growth of the student-athlete. They help them to develop the habits and skills that will ensure that they are ready to take the next step. They will mentor our young student-athletes but not direct them, as this must be the student-athletes process to live and experience. Questions should be directed through the Director of Guidance.

CODE OF CONDUCT

By enrolling at The Hill Academy, students and parents automatically assume the obligation to comply with the Code of Conduct. At the heart of the Code of Conduct is the understanding that each member of the Hill community will follow certain standards of behaviour. We are committed to developing students who live with integrity and have an abiding respect for others. Honesty, respect, integrity, acceptance, self-discipline, and a willingness to take responsibilities for one's actions are all central tenets underlying the Hill's Code of Conduct.

The Hill Academy has the responsibility to see that an appropriate educational program is available to each student-athlete in our school. Rules and regulations are established to ensure a proper environment in which students may pursue their studies and their athletic training. We believe that all students should enjoy our school equally and feel safe and accepted and that each student, teacher, staff member, and parent has the responsibility to contribute in a positive way to the culture of The Hill.

Students and parents will be aware that this booklet only describes the major areas of unacceptable behaviour. At any time, students may be counselled by teachers, coaches, administrators or other staff members regarding their behaviour and/or referred to other authorities in special circumstances when increased levels of discipline are required.

As the Hill Way defines who we are. We expect the behaviour of our students to align with this expectation.

- H Highest Level of Achievement (Do your Best!)
- I Independent Thinking (Do the Right thing!)
- L Leadership (When you see something needs to be done, you do something about it!)
- L Legacy (Show others you care. Leave things better than they were!)

The following elements are essential to the success of The Hill Academy Code of Conduct.

1. The Hill is a school community that prides itself on creating a school environment that is inclusive, safe, and respectful at all times. When the behaviours and/or actions of a Hill community member disrupt the school's climate and negatively impact the culture of the school, the Hill will respond to these negative influences and actively work to deal with the situation.
2. The Hill expects all students, faculty, staff, and parents to be courteous and respectful to everyone in the community at all times. Rudeness, disrespectful behaviours, harassment, inappropriate language, and demonstrating a general lack of consideration for others will not be tolerated.
3. Students are expected to treat all of the resources, equipment, and property of the school with respect and consideration. The same expectation extends to the personal and private property that each Hill community member brings to the campus.
4. The Hill community is expected to adhere to this Code of Conduct at all times during the school day, whether on campus or while representing the school College at off-campus events such as athletic events, field trips, community functions, etc.

ADDRESSING CODE OF CONDUCT INFRACTIONS

Most code of conduct infractions are investigated and dealt with by faculty members and/or coaches. More severe infractions will involve the Vice Principal. On rare occasions students may have a serious breach of the Code of Conduct where the Principal will determine what type of an investigation into the allegations is best suited to the particular reported situation.

Investigations, both formal and informal, will require the Principal and/or his or her delegates, to speak to all of the parties reported to be involved in the alleged situation. This includes any individuals directly involved in the incident, along with any reported witnesses or other individuals who may have relevant information related to the incident. In all cases, the adult conducting the investigation will make detailed notes as to what the individuals being interviewed have said regarding the matter, keeping track of dates, times, locations, individuals involved, sequences of events, etc. When a student is being interviewed or questioned as part of an investigative process, either as a possible witness or because they are believed to be directly involved in the matter, the adult will ensure that the parents/guardians of that student are made aware of the fact that their son/daughter had been spoken to by the school as part of its investigation into a disciplinary matter. Depending on the age of the child, and the nature of the alleged matter, the school may opt to inform the parents prior to interviewing the student or the school may elect to inform the parents after discussing the matter with the student. As appropriate, the school may also elect to interview the student with his/her parents present for that interview, whether that is in person or via technology. In all cases, the adult leading the interview will ensure that the student has the opportunity to present fully and fairly their version of the events, with full respect and no prejudgment.

Beyond student interviews, the investigative process may also involve the school's direct reviewing of cell phone communications, social media posts, associated photos and videos, and any other sources of information that the school may deem useful in gathering information related to the alleged incident. This would include the searching of school-owned lockers, storage areas, or dormitories.

In those situations where the school deems the alleged incident to be of a highly serious nature, the Principal will inform all of the parties directly related to the incident to remain at home during the investigative process.

Once the school has completed its investigation into the alleged serious incident, the Principal will review the investigative findings and determine what consequences and next steps are best suited to the situation. In matters of a highly serious nature, the Principal will collaborate with the school ownership team to determine the consequences. After final consequence decisions have been made by the school, the Principal will communicate these to the appropriate students and their families in a formal meeting, following up with a formal written communication to the student and his/her parents to document the incident.

Any discipline incident may have outcomes in one or all of the following categories.

Educational Outcome

The overall goal of the consequences for any incident is to correct behaviours and put specific supports in place so that students avoid repeating the same negative behaviours. When a student makes a poor choice, he/she needs to take ownership for his/her actions and learn from the situation.

As such, the Hill may include one or more of the following educational consequences as an outcome for a breach in the Code of Conduct:

- Preset, regular meetings arranged between the student(s) and a Hill teacher, counsellor, coach or administrator. These meetings are used as check-in opportunities and provide the student with a forum for discussing his/her progress and management of the post-incident situation.
- Mandated student involvement in an appropriate social action project, research, or community awareness program which is directly related to the nature of the incident. This allows the student to become better informed about the issue and also promotes developing empathy.
- Mandated external counselling for the student(s) by an appropriate outside professional or professional agency. This could include accessing services such as anger management training, psychotherapy/psychiatric support, or addiction counselling.

Restorative Outcome

The Hill Academy acknowledges the importance of applying a restorative framework to situations in which a community member has breached the Code of Conduct. In the end, it is essential that the individual(s) who is responsible for the situation, along with the individual(s) affected by the situation, and the whole Hill community, find ways to heal and restore the positive culture and climate of the school. If the Hill deems it appropriate, a restorative approach may be utilized as an outcome of that situation in lieu of or in addition to other consequences. This restorative approach may take a variety of forms but is based upon the following principles:

- Victims, offender, and their support people (i.e. teachers, parents, administrators, and possibly outside professionals) need to be part of a mutual process in managing negative behaviour situations.
- The offender is accountable when he/she assumes the responsibility for his/her actions.
- The process focuses on the problem solving, liabilities/obligations, and the future—what can be done to move forward as a community.
- The process is driven by dialogue between all of the parties involved, with the goal of developing a more holistic understanding of how the negative actions and behaviours directly impacted each of the individuals involved in the situation.

Disciplinary Outcome

For all but the most serious of incidents, The Hill Academy follows a system of progressive discipline by which the school assigns disciplinary consequences in an incremental fashion, taking into account an individual's circumstances and prior behavioural history. As such, there is a range of assigned consequences which may include one or more of the following:

- Formal written apology
- Removal from school activity, trip, or co-curricular privilege
- Detention (after school or during break times)
- Financial restoration (in the event property damage has occurred)

- Behavioural Agreement (signed by student, parents/guardians, and school administration)
- In-school suspensions/supervised work periods
- Out-of-school suspension (ranging from 1 to 10 days)
- Probation (where the re-enrolment of a student is withheld until such time as the Hill is confident that the student will be able to fully comply with the Code of Conduct and be a responsible member of the school community)
- Expulsion from the school and withdrawal of educational services by The Hill Academy

In extreme cases when a student has failed to meet the school's expectations several times or has committed a major infraction of some kind, the student's enrollment at the school may be called into question. In these cases, the school may convene a discipline hearing. A discipline hearing is a meeting between the student, the parents, the teacher / residence don / coach, and the Discipline Committee. At the hearing, all relevant issues and information will be shared and discussed so that the process is fair and equitable for the student.

If, at the end of a discipline hearing process, the school concludes that a student's actions warrant an expulsion, the student will be asked to withdraw from the school immediately. The Hill Academy reserves the right to withdraw educational services from a student when the continued attendance of that student would not be in the best interest of that student or the school. The Hill also reserves the right to withdraw educational services from a student when his/her behaviour seriously jeopardizes the school's ability to guarantee the dignity and safety of its students, interferes with the learning environment, represents a breach of the Code of Conduct, or involves conduct which is damaging to the moral tone, values, and reputation of The Hill Academy. In these circumstances, the school will make reasonable efforts to assist the student in securing suitable alternative educational arrangements.

External Reporting Requirements

The Hill Academy and its representatives have a legal responsibility to report any and all violations of the Child, Youth and Family Services Act or other applicable legislation. In cases where students have committed a criminal act, the College is also bound to follow its legislated responsibilities and contact Police Services as required.

SPECIFIC CODE OF CONDUCT INFRACTIONS

Language

Every member of The Hill Academy community has a responsibility to use appropriate language. This responsibility is an extension of the fundamental obligation to treat all persons with respect and dignity. Everyone must refrain from using offensive or inappropriate language that is profane or derogatory to any person or group based on ethnicity, religion, gender, race, or sexual orientation.

Punctuality

In order to effectively participate fully in school life, it is essential that students are consistently on time for their activities. Lateness indicates a lack of regard for other people's time and energy and creates disruptions in activities that undermine the effective functioning of the school. Consistent punctuality is a sign of the self-discipline a student requires to be successful in school and in life.

Damage or Theft of Property

Students must ensure that they treat all personal and school property with respect. In any case where students are involved in causing some kind of damage to personal or school property, students are expected to come forward and resolve the situation by taking responsibility for their actions. If a student vandalizes school property or the personal property of another student, or if a student is involved in any kind of theft, the student will meet with a Guidance counsellor or Administrator who will review the situation and apply appropriate consequences.

Acts of theft are rare at the Hill. In the event that a student's possessions do go missing, the student is expected to report the matter to a school administrator immediately. An investigation into the situation will then be initiated and, should the school determine that a theft occurred, the school will apply an appropriate consequence to the individual(s) responsible for the theft. Given that theft is a criminal offence, the Hill regards all acts of theft as a major infraction of the Code of Conduct and, as such, consequences for those involved can include the full range of disciplinary outcomes from a multi-day suspension through to expulsion and the withdrawal of educational services. The notification and involvement of Police Services when there is a theft on campus may also be required.

Violence

All students at The Hill Academy are expected to manage their behaviour so that no one else comes to physical harm as a result of their actions. This includes deliberate acts or physical force intended to hurt or intimidate another person, acts of carelessness that could result in physical harm, and any threat of violence. Students must also ensure that they never bring a weapon or a replica of a weapon to school.

Harassment

Harassment occurs when an individual or group engages in behaviour that is hurtful or offensive to another person. Harassment could involve gestures, comments, jokes, stories or related actions. The most common forms of harassment in a school setting are verbal and written comments that occur in person or over a form of electronic such as a cell phone or the internet. The school regulates this kind of behaviour actively to ensure that The Hill Academy is an environment where everyone feels welcome. It does not matter whether you intended to offend someone. The test of harassment is whether you knew or should have known that the comments or conduct were unwelcome to the other person. For example, someone may make it clear through their conduct or body language that the behaviour is unwelcome, in which case you must immediately stop that behaviour.

In certain circumstances, a harassing behaviour that occurs outside of school may have a detrimental effect on the learning environment of the school. In those cases, the school will assess the circumstances and may, at the discretion of the Administration, investigate the incident. This would include the investigation of incidents involving harassing content sent electronically, regardless of where and when those messages were created.

Sexual Harassment

Sexual harassment includes conduct or comments of a sexual nature that the recipient does not welcome or that offend him or her. It also includes negative or inappropriate conduct or comments that are not necessarily sexual in nature, but which are directed at an individual because of his or her gender. Both men and women can be victims of sexual harassment, and someone of the same or opposite sex can harass someone else. Some examples of sexual harassment are:

- Sexual advances or demands that the recipient does not welcome or want
- Threats, punishments or denial of a benefit for refusing sexual advance
- Offering a benefit in exchange for a sexual favour
- Leering (persistent sexual staring)
- Displaying sexually offensive material such as posters, pictures, calendars, cartoons, screensavers, pornographic or erotic websites or other electronic material
- Distributing sexually explicit e-mail messages or attachments such as pictures or video files
- Sexually suggestive or obscene comments or gestures
- Unwelcome remarks, jokes, innuendos, propositions or taunting about a person's body, clothing or sex
- Persistent, unwanted attention after a consensual relationship ends
- Physical contact of a sexual nature, such as touching or caressing
- Sexual assault

Bullying

The Hill Academy endeavours to foster a safe, respectful and nurturing environment for all of its students. Although social cruelty and teasing occur in all schools to some degree, the Hill regards defined bullying as a serious matter that cannot be tolerated. Bullying is not mutual conflict, social rejection, dislike or single episode acts of nastiness, meanness, or aggression.

Typically, bullying is a form of repeated, persistent and negative behaviour directed toward an individual or individuals that is intended to cause fear and or distress and/or harm to another person's body, feelings, self-esteem or reputation. Bullying often occurs in a context where there is a real or perceived power imbalance. Bullying may also involve the use of social media and/or other electronic communication sources to purposefully target an individual (cyber-bullying).

Acts of hazing or student initiation are not tolerated at the Hill. These forms of behaviour are both demoralizing and degrading to the individual or individuals being targeted and they do not reflect the respectful, safe, and inclusive school climate promoted by our school. The Hill proactively educates the student body about the importance of conducting oneself in a respectful, caring, and accepting fashion so that all members of the Hill community feel welcome and included. When a student fails to act in this expected manner, and his/her behaviour falls outside of the Code of Conduct, the school will take action.

Definition Of Student Bullying

“Student Bullying” involves the aggressive and typically repeated behaviour by a pupil where,

(a) the behaviour is intended by the pupil to have the effect of, or the pupil ought to have known that the behaviour would be likely to have the effect of,

- (i) causing harm, fear or distress to another individual, including physical, psychological, social or academic harm, harm to the individual's reputation or harm to the individual's property, or
- (ii) creating a negative environment at a school for another individual, and

(b) the behaviour occurs in a context where there is a real or perceived power imbalance between the pupil and the individual based on factors such as size, strength, age, intelligence, peer group power, economic status, social status, religion, ethnic origin, sexual orientation, family circumstances, gender, gender identity, gender expression, race, disability or the receipt of special education.

Academic Integrity

One of the primary academic expectations of The Hill Academy is that student approach their work honestly and complete and submit work that is their own best effort. Academic integrity requires students to acknowledge the efforts, thoughts or ideas of others which have been used to complete a task. At all levels where research is required, appropriate acknowledgment and documentation methods are taught so that students can clearly distinguish their own work from that of others. Academic dishonesty/plagiarism is the failure to acknowledge this distinction by submitting any work representing that student's effort and thought which was entirely or in part produced by some other person or means, including professional scholars, other students, parents, purchased services and electronic reproduction. The use of direct quotation or indirect paraphrase without appropriate citation and copyright infringement is also included in this definition. As always, students who are overwhelmed by the expectations of any given evaluation should seek help from a teacher or counsellor rather than resorting to academic dishonesty.

Receiving help from a friend, a parent or a tutor on a school assignment can be an important and productive part of the learning process, but this is also a way that students risk developing work that is not wholly their own. Any student who is receiving assistance from another party needs to ensure that they avoid having the other person's ideas, phrases or words in the work. Any student who uses a tutor is encouraged to arrange for the tutor to speak to the given teacher so that the additional support offered by the tutor can be coordinated with what is happening in the class.

Use of Technology

The school is responsible for helping students develop appropriate skills and attitudes toward the use of various technologies in their learning. The school must also ensure that students' use of technology does not hinder their own learning or the learning of others.

Every student who uses any form of technology during academic time is expected to use it for school-related purposes only. Appropriate use of technology is also expected during non-academic times. Prohibited activities include but are not limited to playing games, searching for inappropriate material on the internet, and engaging in online activities of any kind that are not appropriate for the school environment. While the school's network and internet connection are closely monitored and regulated, it is the responsibility of the students to ensure that they do not attempt to engage in inappropriate activities of any kind.

Cell Phones

Cell phones are an unnecessary intrusion on the school environment, and it is expected that students not use these devices during instructional time or while participating in athletic activities. All students and their families are expected to establish routines for communication that do not involve the use of cell phones during instructional time. Students are permitted to bring a cell phone to school, but they must not use the device during instructional time. **In any case that a student is using a cell phone during instructional time or while participating in athletic activities, a teacher or coach can confiscate the device and bring it to the administration. Administration will then return the device to the student at the end of the school day.**

Cameras

In order to protect the privacy of all members of the school community and to ensure that every member feels safe from the intrusive use of image technology, students are not permitted to have a camera at school or take pictures with their personal device without permission. Permission is granted when a student needs to take pictures for a school-related purpose or when there is a special event that warrants the use of a camera.

Drugs, Alcohol, Vape and Tobacco

The Hill Academy is deeply committed to ensuring that all school events and the school itself are free from the influence of harmful substances such as alcohol, tobacco, vape paraphernalia and illicit drugs. It is the school's belief that the presence of these products undermines the fabric of the school, the vision of a student-athlete, and promotes an atmosphere of harm and conflict.

At all times, students will adhere to the Smoke-Free Ontario Act and Electronic Cigarettes Act, which ban smoking and the use of vaporizers on school property anywhere, by anyone, at any time. School property extends to all school buses, sporting events, field trips and any other school event.

In any case that a student is under the influence or in possession of illicit drugs, alcohol vape paraphernalia or tobacco while at school, a school event or in the school residences, an administrator and/teacher/coach/residence don will investigate and address the situation with the student. For alcohol, vape and tobacco related offences; students typically face a suspension from school(first offences). For drug-related offences, students will automatically be suspended pending a disciplinary hearing and, if it is determined that they were involved in a drug related offence, will be expelled from school.

Student Vehicles

A private vehicle is only be used to transport the student athlete to The Hill Academy or practice fields upon the commencement of the school day and from the school when proceeding home following the completion of his/her daily obligations. Use of the vehicle for other than the purposes stated above requires a student to sign out in the office. A violation of this regulation is a serious breach of the rules.

All vehicles must be locked when parked. They are not to be used as "common rooms" while parked on campus; vehicles are OUT OF BOUNDS during the school day. Under no circumstances is the student to transport any other student without permission of the student's parents/guardian. It is an obligation of the driver to know who is authorized to travel in his/her vehicle.

The student is not to exceed the posted on-campus speed limit and all vehicles must be driven with care and courtesy at all times. Any breach of common sense with regard to the use of the vehicle will be regarded as a breach of these regulations.

There will be little tolerance for infractions that are severe enough to warrant removal from school and recommendations for expulsion. These include drug offenses, violence, and other offenses that put the safety of students, teachers and the school environment at risk. Hazing, bullying, or any forms of intimidation cannot be tolerated.