



# On Campus Living Handbook

2020-2021

**Part One:**

General On Campus Living Information

On Campus Living Dons & Staff

On Campus Living Closures

Covid-19 On Campus Living Closures

Covid-19 On Restrictions & Daily Life

Room Cancellations During the On Campus Living Contract Period

Furniture

Food Service

Laundry Facility

Health Services

Covid-19 Health & Safety Measures

Covid-19 International Travel & Mandatory Quarantine

Covid-19 Move-In Procedures for Non-International Students

Check Out

**Part Two:**

On Campus Living Standards

Student Conduct

Discipline Procedures

Sanctions

**Part Three:**

Safety Procedures

## Appendix

Appendix A: School Calendar

Appendix B: Campus House Schedule and Routines

Appendix C: On Campus Living Permission Forms

Appendix D: Terms of Agreement - Security Deposit

Appendix E: Terms of Agreement - On Campus Living Contract

Appendix F: Transportation Consent, Waiver, and Guidelines

## **Part One:**

### **General On Campus Living Information:**

#### **On-Campus Living Defined:**

This Fall marks the inaugural year of The Hill Academy's On Campus Living Program. 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.

#### **H.I.L.L. Principles as they apply to On Campus Living:**

**H:** Boarding students experience a robust social, athletic, and academic schedule. This structured on campus living setting is an opportunity for students to reach their **highest level of achievement** socially and emotionally.

**I:** Student-athletes living on campus will have mandatory study-hall from Monday-Thursday. Students have the option to study in our flex-spaces or in their rooms with an open door policy. Staff living on campus will be available to check in on students during study-hall and provide support when needed. Study-hall is a great way to prepare for "the next level". It cultivates productive habits and strengthens **independent thought**.

**L:** Our On Campus Program creates a unique camaraderie outside of sports teams and the classroom. Students will live, study, and partake in activities and events together. **Leadership** skills are cultivated and strengthened by living as an integrated group.

**L:** Students will be given the opportunity to engage in the community outside of the school setting; building a lasting **legacy** in the Hill community.

## **The Hill Academy, Caledon Campus:**

Nestled on 134 acres, the residence consists of 32 double occupancy rooms on two floors that are connected to the main academic building. Each room has a private bathroom and plenty of natural light, with views onto our grounds. Two Dons living in the same building ensure the safety and security of each student-athlete. Student-athletes will engage in after school hours and weekend programming tailored to broaden community perspective which will include occasional excursions, and broader learning experiences.

## **On Campus Living Dons & Staff:**

### **Meet Our Dons:**

Our dedicated and caring faculty and staff are here to support the wellbeing and safety of students living on campus. The Don's for the 2020/2021 academic year will be **Brett Robinson and Ashley Cross**. They are committed to providing engaging extra curricular experiences while building Hill pride within the community of boarding students.

The Hill Academy is excited to welcome **Brett and Ashley** to our full-time staff as our 2020/2021 On Campus Living Dons. Brett had an impressive career playing professional hockey, allowing himself and Ashley to travel throughout North America and Europe during the course of his career. His wife Ashley and son Nixon (aged 3) will play an important role for our students living on campus and will ensure a safe, supportive and fun atmosphere for our student-athletes. They will provide ongoing communication with parents regarding schedules, activities and menus via our [studentlife@thehillacademy.com](mailto:studentlife@thehillacademy.com) email.

**Alternate Staff:** Other faculty members such as coaches and teachers will also be responsible for overseeing the On Campus Living Program on scheduled weekends and weeknights throughout the year. Contact information will be sent to parents ahead of time.

### **Contact Info:**

[studentlife@thehillacademy.com](mailto:studentlife@thehillacademy.com)

1st House Don - Ashley Cross: (705) 822-8934

2nd House Don - Brett Robinson: (705) 822-5211

3rd Staff living on campus - Reilly O'Connor: (905) 995-2702

4th Staff living on campus Luc Magnan: (647) 537-1909

## **On Campus Living Closures:**

- All Dorms will be **closed** over school holidays
  - If students have a Hill competition scheduled for a holiday weekend, students are permitted to stay in the residence.
  - If the student-athlete must stay late or come back to school early, arrangements must be made with the Dons.
- Please see **Appendix A** for the school calendar to make travel arrangements.
- **Part-time residents:**
  - Can be dropped off to the Dorms on Sunday evenings after dinner unless special arrangements are confirmed with the Dons.
  - Students are to depart for the weekend directly after school on Fridays

## **Covid-19 & On Campus Living Closures:**

- We understand the uncertainty of international travel, and are committed to work with the international students to ensure they have a safe place to stay during the upcoming holidays; either on campus or with a local family.

## **Covid-19 Restrictions & Daily Life on Campus:**

- Weekday visitors and social trips will not be permitted. Visitors and social trips off campus will be restricted to weekends.
- All students must complete a self-administered Covid-19 questionnaire every weekday prior to leaving their residence room.

## **Room Cancellations During the On Campus Living Contract Period:**

- The On Campus Living Contract is binding for the full academic year
- Student-athletes who withdraw from residence will be responsible for all associated fees (including meal plan) for the remainder of the school year

## **Furniture in the Dorm Rooms:**

- *Provided by The Hill Academy:*
  - Standard Double Bed
  - Bedside table (with two drawers)
  - Shower curtain
  - 3 hangers
  - Lamp
  - 2 storage totes for under bed
  - Study Desk (with two drawers) and Chair
  - Alarm Clock
- *Items to be supplied by the student:*
  - Bedding for double size bed
  - Pillows
  - Towels/face towels
  - Toiletries
  - Laundry basket and detergent
  - *Part-Time:* Clothes for school, and casual attire for weeknights after school
  - *Full-time:* We recommend you bring clothes to suit the season as bedroom space is limited (e.g., no need for winter coats in the fall)
- *Optional:*
  - Small storage container for snacks and supplies
  - Power bar
  - Coat/Shoe Rack
  - Additional Hangers
  - Mini fridge (only 1 per room & will need power bar)
  - Additional nightstand lamp

## **Food Service:**

The Hill Academy is thrilled to partner with Lavender Blue, a renowned local catering company that will be supplying all meals to the student-athletes.

- Please email [lunch@thehillacademy.com](mailto:lunch@thehillacademy.com) if there are any food allergies and/or sensitivities. All efforts will be made to prepare food specific to the student athlete's needs.
- If a meal is missed due to a sports trip, the meal will be kept in the cafeteria kitchen to be reheated upon the student-athletes' return to the residence.
- *OR* Student-athletes attending sporting trips will receive cash-back for any meals missed in advance of their sports trips, *provided we receive a minimum of 48 hours notice in writing.*
- Please use the following email [lunch@thehillacademy.com](mailto:lunch@thehillacademy.com) to communicate any questions or concerns regarding meals and food service.
- There will be a refrigerated vending machine located in the cafeteria with a variety of nutritious snacks and drinks.

## **Laundry:**

- There are laundry facilities on site, and the students are required/expected to do their own laundry.
- Students will be assigned a laundry schedule.
- Please educate your child how to do their laundry. Staff can be of assistance if needed.
- Students must supply their own detergent and laundry basket.
- A laundry tutorial will be reviewed in the first weeks of school.
- It is highly recommended all clothing is labelled.
- Laundry loops will be provided for the part-time boarding students to wash their workout and practice attire during the week. They will be assigned a day and time. (Big laundry loads outside of workout attire should be performed at home on the weekend.)



## Health Services:

**COVID-19, Please review the [Health & Safety Plan for Fall 2020](#)**

### Health Measures not Related to Covid-19:

- If a student athlete gets sick or injured they will be taken to the closest walk-in clinic.
- For Canadian student-athletes, under a provincial health plan, services are covered. Students must have health cards present.
- International students will be asked to pay \$50-70.00 per visit. Medical clinics will take cash or credit cards. Your receipt will enable you to get reimbursed through your family supplied health and travel insurance. It is recommended for a student to have a credit card to cover these services.
- Sports Injuries: All sports related injuries will be directed to our on-site athletic therapist.
- **Family Physician:** Dr. Anna Davenport: 14 Fifth Ave, Orangeville, ON L9W 1G2, (519) 942-2505
- **For Emergencies or Walk-In Clinic:** Headwaters Healthcare Health Care Centre (located 5 min from Campus): 100 Rolling Hills Dr, Orangeville, ON L9W 4X9, (519) 941-2410

### Attendance During Illness:

- If a student-athlete is unable to attend school due to sickness or injury, the student must notify the Dorm Parents prior to the school day.
- The Dorm Parent will notify the school and the Parents/Guardians.
- The Parent/Guardians must provide a response in acknowledgement that the student is staying in the residence and not attending school.

## Covid-19 Health & Safety Measures:

### Boarding Students Experiencing Symptoms:

- If a boarding student is identified with potential COVID-19 symptoms, they will return to their residence room.
- Parents/ guardians will be notified. The residence parents will contact the health care provider designated to the boarding students.
- The student may be subject to self-isolation.

## Move In:

### Covid-19 & International Travel & Mandatory Quarantine:

- Under the Quarantine Act, put in place by the Government of Canada, it is mandatory for all travellers arriving in Canada to quarantine for 14 days.
- Quarantine will be held on campus & will be supervised by Hill Dons and Staff in a sectioned off portion of the dormitory.
- A Hill Academy staff member will pick up International students from their point of entry (airport, border). Students must wear a mask while in transit, and windows must remain open. Please contact [cindy@thehillacademy.com](mailto:cindy@thehillacademy.com) with your itinerary to arrange pick-up.
- Within 48 hours of arrival, **must check-in through the ArriveCAN app**, online at <https://arrivecan.cbsa-asfc.cloud-nuage.canada.ca/privacy> or call 1-833-641-0343
- Report their symptoms through ArriveCAN app, or online or by calling 1-833-641-0343 **every day** until the end of the 14-day quarantine
- Students will be allowed to congregate outside their dorm rooms in designated areas with other Quarantining students however masks must be worn and social distancing must be adhered to.
- Students will only use the bathrooms attached to their dormitory rooms
- The only reason for leaving the mandatory quarantine will be to seek medical assistance.
- Students must monitor their symptoms for 14 days and if they experience symptoms (e.g., cough, shortness of breath, fever) must isolate themselves from others and contact the House Don or a staff member. Staff will then contact parents and the local public health authority (1-866-797-0000)
- The 14-day period starts again if, during quarantine period any signs and symptoms of COVID-19 including those noted
- A fee of \$600 will need to be collected prior to quarantine. This fee will cover the cost of all meals for the 14 days, the cost of House Dons and Staff to be on site, as well as for professional cleaning crews. Please contact [cindy@thehillacademy.com](mailto:cindy@thehillacademy.com) to arrange payment.
- Residence move in day: September 7th, 2020; quarantine must begin no later than **August 24th, 2020**.
- Upon moving into the dormitories students will need to complete a room inspection check-list.
- Prior to moving day please electronically sign the On Campus Living Contract as well as **appendix forms C, D, E, F**. Email to [studentlife@thehillacademy.com](mailto:studentlife@thehillacademy.com)
- After submitting the above to the House Don students will receive their key.

## **Covid-19 Move- In Procedures for Non-International Students:**

- To limit interactions on campus during move in, boarding students will be assigned a time on September 7th for move in. (International student's who have been quarantining on campus will already have their assigned rooms.)
- Only boarding students and up to two of their family members will be permitted entry to the residence building during the assigned move in time.
- Masks are mandatory for everyone entering the residence building.
- All individuals entering the residence building will complete a screening questionnaire.
- If a boarding student does not pass the screening, they will receive guidance and information on when they can return to move into residence.
- Staff & House Dons will be there to welcome families, collect important information, and answer any questions.
- Upon moving into the dormitories students will need to complete a room inspection check-list.
- Prior to moving day please electronically sign the On Campus Living Contract as well as **appendix forms C, D, E, F**. Email to [studentlife@thehillacademy.com](mailto:studentlife@thehillacademy.com)
- After submitting the above to the House Don students will receive their key.

### **Checkout:**

- Students are required to checkout of dorms at the end of the school year within 24 hours of their last exam, or by noon the day after the Athletic Gala or Graduation.
- The state and cleanliness of the room must be left in the same condition as it was on move in day.
- The House Don must approve the condition of the room before the student leaves the dormitory and complete the room inspection form.

## **Part Two:**

### **On Campus Living Standards:**

#### **Rights of a Student-athlete:**

Within the on campus living community, the student-athlete has the right to:

1. Study, work, read and sleep free from interference from others
2. Expect that a roommate will respect one's personal belongings
3. A clean environment in which to live
4. Free access to one's room and facilities during the contract period
5. Privacy
6. Have your concerns considered by the House Don and for them to be available for assistance in settling conflicts
7. Have all offenses reported
8. Be free from fear of intimidation, threats, discrimination (verbal, written, or otherwise) physical and/or emotional in nature
9. Enjoy an atmosphere free from behaviour that can reasonably be interpreted as un-welcomed including actions or words that demean another person or deny them from their dignity or respect
10. Expect privacy of information from your House Don with regard to all personal and student conduct related information

#### **Responsibilities of a student-athlete:**

Within the on campus living community, you, as a border have the responsibility to:

1. Abide by all relevant municipal, provincial and federal laws and statutes
2. Read, understand and abide by the On Campus Living Contract
3. Act in a responsible manner that does not compromise your own safety or endanger the health and safety of others. The Hill Academy reserves the right to determine what constitutes unsafe practices
4. Treat all members of the residence community with respect
5. Cooperate with the House Don and be an active participant of the on campus living program
6. Be accountable for all behaviour and/or damages that take place in your dorm room
7. Report violations of the On Campus Living Contract, damages and safety concerns to the House Don
8. Rooms and bathrooms to be kept clean and free of garbage, beds to be made daily,

desks and personal areas kept tidy to promote good study habits. Cleaning staff will be in rooms weekly to disinfect, dust, vacuum, and clean bathrooms. Students must keep their room configuration as is to provide ease of access to the cleaners.

**Responsible Behaviour:**

The Hill Academy defines “responsible behaviour” as the following

- Responsible behaviour is that which is consistent with the above objectives.
- Responsible behaviour is an understanding of the need to be proactive in preventing problems from occurring in residence, and to assist The Hill Academy personnel at their discretion, in a time of need.

## **Student Conduct:**

### **Level One Offenses:**

#### *Noise:*

- Noise levels at any time should not detract from any resident's ability to pursue academic endeavours or to enjoy their living environment.
- Consideration hours, where an individual's right to reasonably quiet supersedes another's desire to make noise, are in effect 24 hours a day, 7 days a week.

#### *Smoking:*

- All areas in residence are non-smoking. This includes chewing tobacco as well as vaporizers.

#### *Piracy:*

- Residents shall not run wires, cables or other electronic connections between rooms, in hallways or outside buildings between windows.

#### *Prohibited Articles:*

- The following items are not permitted in residence: lit candles, incense, and halogen lamps.
- Students who require the use of candles/incense for religious purposes need to contact their House Don. These materials can be confiscated.

#### *Prohibited Areas:*

- The forest/trail system and lake are off limits unless student-athletes are accompanied by a teacher during a class outing, with their coaches during team training sessions, or with the House Don during an outdoor activity.
- For the safety and well-being of our students this rule will be **strictly enforced** and there is zero tolerance for students found in any of these prohibited areas without Hill Academy staff supervision and permissions.

#### *Throwing Material:*

- Throwing, dropping, hanging or ejecting material from or at residence buildings, windows, balconies, or down stairwells is prohibited.

#### *Vandalism:*

- Vandalism is defined as the intentional or malicious destruction or defacement of public or private property.
- Any vandalism directed toward another individual or group of individuals may also constitute harassment.
- Students are encouraged to come forward with any information regarding vandalism or in the event of an accident.

*Violence:*

- Violent behaviour or physical aggression, consensual or not, in residence will not be tolerated.
- Physical aggression is defined as any offensive action or attack that results in an individual being compromised
- These behaviours include, but are not limited to, hitting, punching, slapping, kicking, pushing, pulling, fighting, retaliation, sexual assault, and threats of violence.
- Student-athletes are strongly encouraged to vacate the premises and call for assistance in violent situations.
- Sexual violence is non-consensual sexual behaviour.
- Any student who engages in violent behaviour regardless of the intention can face severe consequences such as eviction.

*Weapons:*

- Firearms and any other weapon or item that is created or intended to cause harm, could be seen as intimidating or mistaken for a weapon and are strictly prohibited.

**Level Two Offenses:**

*Alcohol Consumption and/or Paraphernalia:*

- No alcohol is permitted on campus.
- Alcohol paraphernalia such as funnels, brewing equipment and drinking hats are not permitted in residence and will be confiscated by the House Don.

*Drugs and/or Paraphernalia:*

- Students are prohibited from possessing and/or using any illegal drug substance on campus and doing so will result in immediate expulsion.
- Drug paraphernalia is defined as equipment or materials that are used to produce, conceal and consume illegal drugs or substances. Examples of drug paraphernalia include bongos, pipes, scales, and roach clips.

*Telecommunications:*

- Students are prohibited from using their telephone or data service, or permitting them to be used, for the purposes of relaying offensive or unwanted messages.
- Students are responsible for ensuring that others do not have access to their phone or data service.
- Students will be held responsible for their telephone/computer equipment and messages sent from their room whether they were present or not.

*Dangerous Pranks:*

- Initiating, encouraging, supporting, or participating in pranks that are not consistent with the laws of the land, damage The Hill Academy/personal property or compromise fire/health regulations are prohibited.

*Discrimination:*

- Every individual has the right to an environment characterized by equal opportunity and equitable access to The Hill Academy goods and services.
- Every individual has the responsibility to treat all members of The Hill Academy community without discrimination.
- Discrimination is defined as any conduct that results in adverse treatment of an individual or group on the basis of race, ancestry, place of origin, ethnic origin, citizenship, creed/religion, sex, sexual orientation, disability, age, marital status, record of offenses or receipt of public assistance.

*Drug Suspicion:*

- Drug suspicion is defined as specific and direct observations regarding the physical surroundings or the behaviour, speech, or odour of an individual.
- Circumstances that bring suspicion to recreational or other inappropriate use of illegal drugs and substances to the attention of The Hill Academy will prompt an investigation and/or sanctions.

*Fire Safety Equipment and Fires:*

- Discharging, tampering with or operating any fire prevention or detection equipment for any purpose other than the control of fire is strictly prohibited. Such equipment includes fire extinguishers, pull stations, alarms and smoke detectors.
- Individuals are to exercise the utmost care while living in residence. Any negligent or intentional fires started by any person can lead to a resident's immediate eviction.
- Individuals in violation of any fire related policy could face severe consequences including eviction.

*Flammable Materials:*

- The use or possession of explosive or flammable material is not permitted in residence buildings. This may include, but is not limited to, firecrackers, fireworks and barbecue propane/gasoline tanks. These materials can be confiscated.

*Graphic Material:*

- Displaying or making available for viewing inappropriate graphic material in the hallways, common rooms, lobbies, stairwells, bathrooms, exterior room doors, or any interior area of a room that can be seen from an open door is prohibited.



*Harassment:*

- Every individual has a right to an environment consistent with the laws of the land as well as a responsibility to ensure that the safety and security of any individual is free from attacks on their dignity/integrity.
- Harassment is defined as any attention or conduct (verbal, written, graphic, electronic or physical) by an individual or group who knows, or ought to reasonably know, that such attention or conduct is unwelcome, unwanted, offensive or intimidating.
- This can include physical, verbal or sexual abuse, demeaning name-calling, racial slurs or other behaviours.
- Sexual harassment can include, but is not limited to: sexual advances, requests for sexual favours, sexual flirtation, and sexual comments that are unwanted.
- Bullying and hazing will also be considered harassment under this policy.

## **Discipline Procedures**

The following procedures, independently or collectively, can occur as a result of the incidents or reported violations of the Residence Living Standards. Depending on the nature of an incident, different pathways of resolution may be determined.

*Verbal Warning:*

- A verbal warning is given by the House Don to inform student-athletes that a specific behavior does not meet The Hill Academy expectations.
- Occasionally given as a courtesy to draw awareness to a situation. (e.g., level of noise)

*Incident Report (IR):*

- An Incident Report refers to the standard form used to describe a situation, time, date, location and person(s) involved.
- The purpose is to document the incident and ensure students are informed of their behavior
- Sanctions may be placed on an individual as a result of this documented behavior
- Every student-athlete has the right to express his or her views within 3 business days of the IR being sent to them
- Student-athletes may request a copy of the Incident Report

*Student Conduct Meeting:*

- A student conduct meeting refers to the meeting typically between a House Don and the resident who has been reported to have violated the Residence Living Standards
- The House Don or the student-athlete involved may request a student conduct meeting to discuss the details of an Incident Report. The student-athlete is entitled to information

regarding the nature, time and date of the reported offense.

- The student-athlete involved will be given the opportunity to speak on his/her own behalf and share his/her account of the incident
- Student-athletes are expected to be present for meetings as requested by the House Don. Should a student-athlete fail to appear for his/her scheduled meeting, the staff member may proceed to process the case in his/her absence
- Following a student conduct meeting, a resident will receive a decision letter

*Decision Letter:*

- A decision letter is a formal letter outlining whether or not the student-athlete has been found in violation of the Residence Living Standards. If the student-athlete is in violation of the Standards, the letter will highlight the details of the incident and offense as well as the assigned sanctions. If the student-athlete is not in violation of the Standards, the letter will reflect this outcome
- Decision letters will be written by The Hill Academy guidance department and emailed to the student and parents/guardian.

*Standard of Proof:*

- The information necessary to prove that an offense has occurred is referred to as “the standard of proof
- The standard of proof has been met if at the conclusion of a student conduct meeting, based on all the credible information, the House Don involved believes that the incident reported probably occurred (i.e., the information shows it is more likely than not to have occurred)

*Sanctions:*

- The On Campus Living Standards attempt to provide the boarding student with an example of what the normal range of sanctions might be for a particular behavior; however, alternative or higher than minimum sanctions may be levied if warranted by the offense. All monetary sanctions will be charged to a student’s financial account. All decisions are completely at the discretion of The Hill Academy.

*Educational Sanctions:*

- Any listed sanction may be accompanied by an educational sanction
- Sanctions include but are not limited to: written assignments, detention.

*Loss of Privileges:*

- Specific privileges may be suspended or revoked for a given time period or until behavior has improved

*Restitution and Community Billing:*

- Restitution is a monetary reimbursement for actual damages to, destruction of, or misappropriation of the resident property
- Community billing occurs when vandalism has been done or a residence common area

has been left untidy and/or damaged, and cannot be attributed to any specific individual(s). The incurred damage costs are then split among the residents of the floor/building where the incident occurred

*Behaviour Contract:*

- A set of behaviour expectations and conditions, laid out in contract, that is determined with the student
- With his/her signature, the student agrees to the terms and is aware that any breach of this contract constitutes further consequences

*Transfer:*

- It may be deemed appropriate to relocate a student from one room allocation to another
- The intent of the transfer is to allow the student a fresh start in a new environment
- If there is an immediate safety concern, or need to separate parties, a student may be transferred temporarily until the matter is resolved
- There may be costs associated with being transferred

*Suspension:*

- A suspension is defined as a period of time where a student is temporarily prohibited from residing on campus
- Throughout the suspension period, a student is responsible for the full cost of the campus space
- A deferred suspension from residence is a period of review during which the student must demonstrate an ability to comply with the campus rules. If, during the period of the deferred suspension, the student is again found responsible for violating any on campus living policy, the student will be immediately suspended/evicted from the residence

*Residence Eligibility:*

- The Hill Academy may deem it appropriate for a student to lose the right to return to campus for the following year or to have certain conditions placed on their residency
- Any student with Level 2 Offenses on file will automatically have his/her school file and spot living on campus reviewed

*Eviction:*

- When warranted, The Hill Academy may terminate a student's contract
- A student can be immediately removed from residence without a financial refund

*Academic Sanction:*

- An academic sanction may be applied to students who have not made payment, or suitable arrangements for payment, of their student accounts. Outstanding fines, behaviour bonds, and administrative charges can result in academic sanction.

*Expulsion:*

- In extreme cases when a student has failed to meet the school's expectations several times or has committed a Level 2 Offense, 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 administration. 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 the hearing process, the school concludes that a student's actions warrant an expulsion, the student will be asked to withdraw from the school immediately. In these cases, the school will offer as much support as possible to assist the student in her/his transition to a new school setting.

## **Part Three:**

### **Safety Procedures:**

#### **Evacuation & Fire Safety Procedures:**

- In the event of a fire or other emergency, all residents must evacuate the building immediately
- All students will complete a mock fire drill in the first week of living on campus to familiarize themselves with the emergency exits
- If you detect smoke, activate the alarm and evacuate immediately using the nearest exit
- Students are not to return to the building until the Fire Department gives permission

#### **Security & Surveillance**

- Surveillance & Video Monitoring: All hallways, doors and main areas of the building are equipped with motion and security cameras for student-athlete safety.
- Leaving campus: Students are required to request permission to leave the residence if needed. Video documentation will record students who fail to request permission to leave. Students must follow the sign in/out procedure.
- The forest/trail and lake system are off limits unless student-athletes are accompanied by a teacher during a class outing, or with their coaches during team training sessions. It is considered a Level 1 Offense if this rule is broken.
- Room Keys: Each student will be given their own personal room key on a Hill Academy lanyard, the House Don will have a copy of the key. The student is not allowed to share the key with anyone else. If the key is lost there will be a small fee to have a new key re-cut.
- Dorm Room Access: Students will not be permitted in their dorm rooms during school hours. Once they leave for breakfast in the morning they are not allowed back into their room until the end of the school day.
- Room Inspections: The House Dons have a responsibility to ensure that health, safety and fire code standards are maintained. Dormitory staff reserve the right to carry out regular inspections of the boarding rooms and sports lockers to ensure that health and safety standards are met.
- Day Students/Visitors: Are not permitted in the dormitory rooms at any time without permission from a House Don.
- Family & Visitor Sign Out Policy: We encourage parents/guardians to visit their student-athletes while living in residence, however, for the safety of our students, family

members need to be escorted into the building by their boarding student, and the House Don will also need to be made aware of the visit.

- If leaving for dinner or an outing with a family member an email must be sent to [studentlife@thehillacademy.com](mailto:studentlife@thehillacademy.com) ahead of time, and the sign out procedure must be followed.

### **Damages & Repairs:**

- Please report damages/vandalism to the House Don
- Should something need repair in your room, advise your House Don
- If you are responsible for causing damage see your Don as soon as possible
- Do not attempt to perform repairs yourself
- Any damage cost will be charged to the student-athlete's account

# Appendix

## Appendix A: School Calendar

# 2020-2021



### SEMESTER ONE

SEPTEMBER 2020						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

**Sept 8 - First Day of Sem 1**

**Sept 18 - PD**

OCTOBER 2020						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

**Oct 9-12 - Canadian Thanksgiving Break**

**Oct 30 - PD**

NOVEMBER 2020						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

**Nov 6 - PD**  
**Nov 26-27 - Homecoming/ Graduation**

**Nov 30 - PD**

DECEMBER 2020						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

**Dec 18 - PD**

**Dec 21-Jan 3 - Winter Break**

JANUARY 2021						
S	M	T	W	T	F	S
				1	2	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**Jan 4 - Back to school**  
**Jan 22 - Last day of Sem 1**

**Jan 25-28 - Sem 1 Exams**

**Jan 29 - PD**

\* Blue = non-athletic days

## Appendix B:

### Campus House Schedules and Routines

When living in residence, students will function as a team to keep their dorm rooms clean, comfortable and safe. It is also important that students take responsibility to ensure that they make their academic and athletic commitments.

Schedules and routines will be in place to make daily living as smooth as possible

WEEKDAY SCHEDULE	
7:00 AM - 7:45 AM	<b>BREAKFAST</b> Sport specific commitments will dictate each individual's morning schedule. Students will take responsibility to wake up, dress properly and eat in order to make their academic and athletic obligations. <b>All student athletes are required to report for breakfast, as attendance will be taken daily.</b>
8:15 AM - 3:45 PM	<b>ATHLETIC &amp; ACADEMIC SCHOOL DAY</b> Students attend practice and classes.
3:45 PM - 5:00 PM	<b>FREE TIME</b>
5:00 PM	<b>DINNER</b>
5:30 PM - 6:30 PM	<b>MEAL CLEAN UP FOLLOWED BY FREE TIME</b> Students will assist with dinner clean-up and any other chores.
6:30 PM - 8:00 PM	<b>STUDY HALL</b> Study Hall is mandatory and supervised.
8:00 PM - 10:00 PM	<b>FREE TIME</b> Students are welcome to work in their rooms, gather in common areas, gym, etc...
10:00 PM	<b>ALL STUDENTS MUST BE IN THEIR ROOM BY 10:00 PM</b>
10:30 PM	<b>BEDTIME</b> All students must be in their own room getting ready for bed.
11:00 PM	<b>LIGHTS OUT</b> All students should be in bed getting some much needed rest!

### Weekend Schedule

For those students living in the full time residence, weekend activities will vary depending on student interest, parental permission and Don approval.



## FRIDAY SCHEDULE

6:30 PM - 7:00pm	DINNER Attendance Check
7:00 PM - 10:00 PM	MEAL CLEAN UP FOLLOWED BY SCHOOL ACTIVITIES OR FREE TIME
11:00 PM	ATTENDANCE CHECK Attendance will be taken by the House Don on duty
12:00 Midnight	LIGHTS OUT Bed and lights out for all students. Attendance will be taken by House Don.

## SATURDAY SCHEDULE

10:30 AM - 1:00 PM	BRUNCH Student attendee taken during brunch period.
1:00 PM - 5:00 PM	SCHOOL ACTIVITIES, ORGANIZED WEEKEND PROGRAMMING, OR FREE TIME
6:30 PM - 7:00pm	DINNER Attendance Check
7:00 PM - 12:00 Midnight	SAME AS FRIDAY SCHEDULE

## SUNDAY SCHEDULE

10:30 AM - 1:00 PM	BRUNCH Student attendee taken during brunch period.
1:00 PM - 5:00 PM	SCHOOL ACTIVITIES, ORGANIZED WEEKEND PROGRAMMING, OR FREE TIME
6:30 PM - 7:00 PM	DINNER
7:00 PM - 9:00 PM	MEAL CLEAN UP FOLLOWED BY FREE TIME, STUDY
9:00 PM	ALL STUDENTS MUST BE IN THEIR ROOM BY 9:00 PM All weekend leave must have returned to campus. Attendance check

## Appendix C: On Campus Living Permission Form

Name of Student \_\_\_\_\_  
 Cell Phone Number \_\_\_\_\_  
 Health Card Number \_\_\_\_\_  
 Health Insurance \_\_\_\_\_  
 Policy Number \_\_\_\_\_

\_\_\_\_\_  
 Parent Name X  
 Parent Signature

Emergency Contact 1 2

Name \_\_\_\_\_

Cell Phone Number \_\_\_\_\_

Email \_\_\_\_\_

To give permission for one or more of the following items, please initial on the line preceding each choice

### **Weekend Sign Out Permission (A or B)**

- \_\_\_\_\_ A. Student must obtain parental permission to sign out for each weekend. Permission may be telephoned, or emailed to the Don, with 24 hours notice
- \_\_\_\_\_ B. Parents give blanket permission for their son/daughter to sign out for weekends for the entire school year (Sign in/out procedures **MUST** be followed)

### **Transportation Permission**

- \_\_\_\_\_ 1. Permission to be in vehicles driven by or under the direction of the school staff, and in case of an emergency, or special circumstances, by any person approved by the Don.
- \_\_\_\_\_ 2. Permission to drive his or her own vehicle or in the vehicle of another Hill Academy student, provided that the student has a valid driver's license.
- \_\_\_\_\_ 3. Permission to be driven by an adult member of the student's family.
- \_\_\_\_\_ 4. Permission to be driven by the parent of a student enrolled at The Hill Academy.
- \_\_\_\_\_ 5. Permission to ride on public transit.

## **Appendix D: Terms of Agreement - Security Deposit**

### **On Campus Living Security Deposit**

Student-Athlete Name: \_\_\_\_\_

We welcome your student-athlete(s) to the Hill Academy On Campus Living Program. We hope they enjoy their time with us and their fellow student-athletes.

In lieu of a security deposit please provide a credit card with expiry date. We will notify you beforehand and provide specific details if it is necessary to put a charge through.

This would occur if there are room damages that we must repair or if a considerable number of items are left behind that incur hefty disposal fees.

We thank you in advance and look forward to a productive school year.

#### **Credit Card Authorization**

Card Type (Please circle): VISAMASTERCARD      AMEX

Card Number: \_\_\_\_\_

Expiry Date: \_\_\_\_\_

Name on Card: \_\_\_\_\_

Signature of Card Holder: \_\_\_\_\_

You will be notified if we are required to make a charge for house damages or excessive disposal fees.

**Appendix E: Terms of Agreement - On Campus Living Contract**

I have read The Hill Academy **On Campus Living Handbook** and agree to its terms.

\_\_\_\_\_

Parent Name

\_\_\_\_\_

Parent Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Student Name

\_\_\_\_\_

Student Signature

\_\_\_\_\_

Date

## Appendix F: Transportation Consent, Waiver & Guidelines

### Transportation Consent, Waiver & Guidelines

Student Name: \_\_\_\_\_ Student Date of Birth: \_\_\_\_\_

Health Card # (OHIP): \_\_\_\_\_

Health Insurance Company & Policy #: \_\_\_\_\_

#### Parent/Guardian Emergency Contact Information:

Parent Name: \_\_\_\_\_

Parent (2) Name: \_\_\_\_\_

Cell #: \_\_\_\_\_

Cell (2) #: \_\_\_\_\_

Email: \_\_\_\_\_

Email (2): \_\_\_\_\_

I, (Parent/Guardian above), grant permission for my child, as named above, to be transported by school bus, coach bus, school van, taxi cab, Coach/teacher/staff vehicle utilized/booked by The Hill Academy to/from school, school functions/field trips, school sport programs, residence home, family member/caregiver home, Hill student home.

As parent and/or legal guardian, I agree on behalf of myself, my child named herein, and our representatives, heirs, successors, and assigns, to release from any and all liability and to hold harmless The Hill Academy, The Hill Canada Inc., their employees, insurers, agents and assigns for any and all claims resulting from any accident, property loss, injury or illness incurred as a result of, or in connection with such transportation.

#### ACKNOWLEDGMENT

*I acknowledge that I have read and understand **Transportation Consent, Waiver & Guidelines** herein, understand the contents, have had any questions answered to my satisfaction and am signing this freely and without duress.*

\_\_\_\_\_  
PRINT NAME (Parent/Guardian) SIGNATURE (Parent/Guardian) DATE

#### **Transportation Safety Guidelines**

- Take a seat promptly. Stay seated, facing forward at all times.
- Keep aisle of bus/vehicle clear at all times. Bags and parcels under 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.
- Yelling, fighting, pushing people, throwing things are not permitted.
- Keep your arms, hands and head inside the bus/vehicle.

- Participate in all bus evacuation procedures.
- Garbage to be placed in bins provided or removed upon exiting.
- Be respectful to driver, bus/vehicle property, fellow passengers.

*Failure to follow guidelines may result in removal of transportation privileges.*

*Property damage and/or negligence cost to be reimbursed by student/family.*

*I, student (named below), acknowledge I have read and understand **Transportation Safety Guidelines** listed herein:*

---

STUDENT NAME (Print Name)

STUDENT SIGNATURE

DATE