



# On Campus Living Handbook

2022-2023

**Part One – General On-Campus Living Information:**

On-Campus Living Defined

On-Campus Living Dons & Staff

Move-In

Orientation Day

Check Out Procedure

On-Campus Living Contract Period

Damages & Repairs

Study Hall

Laundry & Chores

Room Checks

Arriving & Departing Campus Protocol

Vehicles Protocol

On-Campus Living Closures & Holiday Procedure

Food Service

Provided Furniture & Room Recommendations

Health Services & Protocols

**Part Two – On-Campus Living Standards & Student Conduct:**

Rights of a Student-Athlete

Responsibilities of a Student-Athlete

Responsible Behaviour

Student Conduct

Discipline Procedures

**Part Three – Safety Procedures:**

Evacuation & Fire Safety Procedures

Security & Surveillance

**Part Four – Appendices:**

Appendix A: School Calendar With Travel Days

Appendix B: Campus House Schedule and Routines

## **Part One – General On-Campus Living Information:**

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

Student-athletes who live on campus during the academic school year will experience a unique opportunity for personal growth 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 a mandatory study hall from Monday-Thursday. 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 of our grounds. Dons living in the same building will 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 Staff & Dons:**

### **Meet Our Dons:**

Our dedicated and caring faculty and staff are here to support the well-being and safety of students living on campus. The Head of Residence for the 2022-23 academic year is **Jake Cook**. He is committed to providing an engaging and safe living experience while building Hill pride within the community of boarding students.

The Hill Academy is excited to have **Jake Cook** as our 2022/2023 Head of Residence. Jake is a Hill Academy alumnus and graduate of Providence College, where he earned his bachelor's in science in biology while being a member of the men's lacrosse team. This is Jake's fourth year as a dorm parent and fifth year as a teacher and coach at The Hill Academy.

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. A supervision schedule and contact information will be sent to parents ahead of time.

### **Dons:**

Head of Residence – Jake Cook (studentlife@thehillacademy.com)

Don – Emily Walko

Don – Taylor Loucks

Don – Chris Willman

Don – Connor Gillis

Don – Tanner Poole

### **Move-In:**

- Date: Sunday, September 4<sup>th</sup>, 2022
- To limit interactions and traffic on campus during move-in, boarding students will be assigned a time on September 4th for move-in.
- Residence Staff will be there to welcome families, collect important information, and answer any questions.
- **In order to receive one's room key;**
  - the student must complete and turn in the room inspection checklist found in their room to the Head of Residence.
  - electronically sign and complete all forms on our online platform Privet.
- After submitting the above to the Head of Residence; students will receive their key.

## Orientation Day:

- Date: Monday, September 5<sup>th</sup>, 2022
- An all-day event where residents will partake in scheduled icebreakers and activities strategically located throughout campus.
- Lunch will be provided
- On Move-In Day, students will receive their orientation day team shirts, other accompanying goods, and important information regarding residence.

### *Mock Schedule*

- 7:30 – 8:00 am: Breakfast
- 8:00 – 8:30 am: Teams meet and gather out front of the school
- 8:30 – 9:00 am: Introductions of Staff & Day Plan
- 9:00 – 11:30 am: Ice Breakers & Campus Tour
- 11:30 am – 12:15 pm: Lunch In Main Building
- 12:15 – 12:30 pm: Teams meet out front of the school
- 12:30 – 3:00 pm: Sports & Activities
- 3:00 – 3:15 pm: Closing Remarks & Days End
- 3:15 – 6:00 pm: Free Time
- 6:00 – 7:00 pm: Dinner
- 7:00 – 8:00 pm: Residence Meeting with Head of Residence & Residence Staff

## Checkout Procedure:

- **In-province student-athletes** are required to check out of dorms at the end of the school year within 24 hours of their last exam.
- It is the responsibility of the student-athlete to communicate their exam schedule to the Head of Residence so that plans can be made accordingly.
- **Out-of-province & country student-athletes** will have two scheduled days after the last day of school (Friday, June 16<sup>th</sup>) for moving out.
  - Saturday, June 17<sup>th</sup> & Sunday, June 18<sup>th</sup> will be our full-time student-athletes scheduled move-out and travel days.
  - We will provide one scheduled shuttle service to the airport on both of these days.
- **The state and cleanliness of the room must be left in the same condition as it was on move-in day.**
- Each student-athlete must return their room key and complete a final room inspection with the Head of Residence before moving out
  - If a student-athlete moves out without turning in their room key and completing their final room inspection with the Head of Residence, they will be charged.
- The Head of Residence must approve the condition of the room before the student leaves the dormitory.
- Students with any damage that was not noted on their Room Inspection Checklist will be charged.
- Storage will be only for returning student-athletes who are out of province or country.
- Items must be approved by the Head of Residence & the Facility Manager for storage.

## **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.

## **Damages & Repairs:**

- Please report all damages/vandalism to the Head of Residence
- Should something need to be repaired in your room, advise the Head of Residence or our Facility Manager
- If you are responsible for causing damage, see the Head of Residence immediately
- Do not attempt to perform repairs yourself
- Any damage cost will be charged to the credit card that is on file
- All damages to the student-athletes hallway will be shared equally amongst all residents of that hall

## **Study Hall:**

- Mandatory from Monday – Thursday every week from 7:00 – 8:00 pm.
- Will take place in their rooms at their individual desks.
- Doors to the room must be open for the full duration of the study hall.
- Will always be supervised and residence don on duty will complete rounds of hallways.
- Study hall will be optional in the second term for student-athletes who have received above an 85% in all of their courses.
  - Students will return to study hall based on the Head of Residence's discretion and if they cannot maintain their level of academics in the second term.

## **Laundry & Chores:**

- 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 on 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.
- Part-time boarding students will be permitted 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.)
- All students will be assigned chores and will be provided a calendar with their scheduled responsibilities.
- Once a week, students will be responsible for cleaning up after meals, taking out the trash & sweeping common areas.

## **Room checks:**

- The residence dons will conduct an eye test of each student-athlete's room daily during the school day for cleanliness and organization.
- Student-athlete's beds must be made daily and their desks/bathroom surfaces must be clean and organized.
- Each room will be given a daily score on a 3-point scale
  - 1 = meeting expectations
  - 2 = approaching expectations
  - 3 = does not meet expectations
- If a pattern of approaching or not meeting expectations exists, appropriate disciplinary action will occur.
- Once or twice a month there will be an in-depth room check with the Head of Residence where the students will be given 24-hours' notice. These inspections do not involve intrusion into personal belongings. Evidence of smoking/vaping in the room, such as but not limited to ashes, the smell of smoke or cigarette butts, vape pods will be reported and may result in disciplinary action.

## **Arriving & Departing Campus Protocol:**

- All students must sign in or sign out at the front desk with our Office Administrator Cindy Bush if leaving or arriving during the academic day.
- If a resident does not sign in or sign out properly, appropriate disciplinary action will take place, as it is vital for the school and residence staff to have proper attendance in case of a fire or emergency.
- ***Part-time residents:***
  - Students are to depart for the weekend directly after school on Fridays.
  - Students can be dropped off at the dorms on Sunday evenings after 6:00 pm unless special arrangements are confirmed with the Head of Residence.
- ***Full-time residents:***
  - Need parent approval to leave campus during the weekends. Weekend permission is granted through the completion of our online platform – Privet.
  - If permission is granted, the student-athlete is still responsible for informing the residence don on duty of their plans and when they plan on returning to campus.

## **Vehicles Protocol:**

- All students with vehicles on campus will have to turn in their keys on arrival to campus or during nightly room checks.
- All keys will be stored in the front office in a lock box to which all residence staff and our front office administrator will have access.
- If a student-athlete needs to leave campus during the school day they will need to sign out at the front desk in order to receive their keys from our front office administrator Cindy Bush.
- If a student-athlete needs access to their vehicle during after-school hours they will need the assistance of one of our residence staff to retrieve their keys.
- When leaving the residence, it is the student-athlete's responsibility to inform the residence don on duty when and what time they plan on returning to campus.

## **On Campus Living Closures & Holiday Procedure:**

- The Residence will be **closed** over March & Christmas break
- The Residence will remain **open** during all other holidays
  - Canadian Thanksgiving (Oct. 7<sup>th</sup> – 10<sup>th</sup>)
  - American Thanksgiving (Nov. 24<sup>th</sup> – 27<sup>th</sup>)
  - Family Day Weekend (Feb. 17<sup>th</sup> – 20<sup>th</sup>)
  - Easter Weekend (Apr. 7<sup>th</sup> – 10<sup>th</sup>)
  - Victoria Day Weekend (May 19<sup>th</sup> – 22<sup>nd</sup>)
  - During these short holidays, the students who remain on campus will be responsible for covering their own groceries as we will not be able to provide our catering service.
  - The residence will provide a scheduled shuttle service to assist students with transportation to and from the grocery store.
- **Designated Travel Days**
  - The Residence will be providing a shuttle service to and from Pearson Airport during all holidays
- Please see **Appendix A** for the school calendar to make travel arrangements and see when the residence will be providing its shuttle service so you can plan accordingly.
- If residents plan on travelling outside of these designated travel days, they then must make their own plans to and from the airport (Uber, Taxi, etc.)
- If the student-athlete must stay late or come back to school early, arrangements must be made with the Dons with at least a week's notice.



## **Food Service:**

The Hill Academy is thrilled to partner with Absolute Catering, a renowned local catering company that will be supplying all meals to our 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-athlete's return to the residence.
- Please use the following email [lunch@thehillacademy.com](mailto:lunch@thehillacademy.com) to communicate any questions or concerns regarding meals and food service.
- A refrigerated vending machine is located in the cafeteria with various nutritious snacks.

## **Health Services & Protocol:**

All health-related questions/concerns should first be addressed to Jennifer Bell, who is our on-site athletic therapist. Once informed she will work with the Head of Residence to create a plan to address the student's needs. If there are any concerns, she is to be reached at [jennifer.bell@thehillacademy.com](mailto:jennifer.bell@thehillacademy.com)

## **Health Measures Related to Covid-19:**

The Government of Canada recommends that all individuals aged 5 and older who are eligible for the vaccine get vaccinated. Both Provincial and Federal Government resources tell us that COVID-19 vaccines are effective ways to keep us from getting and spreading the virus.

- All staff and students will be completing a self-administered COVID-19 daily screen every weekday prior to leaving their residence room.
- If students come down with Covid-like symptoms, they are to advise our Head of Residence and Head Athletic Therapist immediately. Once notified, a check-in will take place and necessary precautions and care will be taken. This could include administering a rapid test, moving to our spare dorm room or attending school remotely from their dorm room until symptoms subside to prevent the spread to the rest of our school community and allow the student the opportunity for recovery.

**For more information regarding The Hill Academy COVID-19 mitigation protocols, please review *The Hill Academy Return to Campus 2022-2023*.**

### **Health Measures not Related to COVID-19:**

- If a student-athlete gets sick or injured, they are to notify the Head of Residence and our Head Athletic Therapist who will follow up and set up the appropriate care needed. If indicated this may include a visit to one of our local walk-in clinics or emergency department.
- 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 per visit. Cost will depend on the type of appointment and if any diagnostic treatment is required. 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, Jennifer Bell for assessment and injury treatment.
- **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 and there are a number of walk-in clinics located in the town of Orangeville

### **Attendance During Non-Covid Related Illness:**

- If a student-athlete is unable to attend school due to sickness or injury, the student must first notify Jennifer Bell, who will then notify the Head of Residence prior to the school day.
- Jennifer Bell or the Head of Residence 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.

## **Provided Furniture & Room Recommendations:**

- *Provided by The Hill Academy:*
  - Raised Standard Double Bed
  - Bedside table (with two drawers)
  - Lamp
  - Hanging Rod (for dress shirts and suits)
  - 3 hangers
  - Shower curtain
  - Study Desk and Chair
  - 8 cube vertical organizer for clothes and other items
  
- *Items to be supplied by the student:*
  - Bedding for double-size bed
  - Pillows
  - Additional desk lamp for studying purposes
  - Power bar/extension cord
  - 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:*
  - Under-bed storage (Rubbermaid wheeled underbed box)
  - Alarm Clock
  - Small storage container for snacks and supplies
  - Coat/Shoe Rack
  - Additional Hangers
  - Mini fridge (only 1 per room, will need to coordinate with roommate)
  - Additional nightstand lamp

## **Part Two – On-Campus Living Standards & Student Conduct:**

### **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 offences 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 their dignity or respect
10. Expect privacy of information from your House Don, concerning all personal and student conduct-related information

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

Within the on-campus living community, you, as a resident, 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 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 in 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 the 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: pets/animals, 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, lake, classrooms, staff offices, and gym are off limits unless student-athletes are accompanied by a Hill Academy staff member.
- 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 permission.

#### *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:**

*In compliance with Covid-19 Protocols:*

- If the Ontario Government reinstates lockdown restrictions and measures, students are not permitted to enter another student's dorm room except their own. Students caught in other dorm rooms are a significant health and safety violation while Covid-19 protocols are in place.
- Student-athletes that do not adhere to all Covid-19 protocols in place, such as wearing a mask, practicing social distancing, etc. will face disciplinary consequences.

*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:*

- No cannabis is permitted on campus, including edibles.
- 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, to relay 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 the adverse treatment of an individual or group based on race, ancestry, place of origin, ethnic origin, citizenship, creed/religion, sex, sexual orientation, disability, age, marital status, a record of offences 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 of 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 residential 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.
- Graphic material can be but is not limited to, sexual, violent or demeaning material that could be deemed inappropriate.

*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 behaviour 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 behaviour.
- Sanctions may be placed on an individual as a result of this documented behaviour.
- Student-athletes may request a copy of the Incident Report.

### *Restorative Justice Circle*

- A restorative justice circle refers to a community circle involving a House Don, the Secondary School Vice Principal, the student who has been reported to have violated the Residence Living Standards and members of the residence who have been impacted by the violation.
- The student-athlete involved will be allowed to speak on their behalf and share their account of the incident.
- Community members will be allowed to share how the incident has impacted them.
- The student-athlete will be allowed to suggest a solution to making amends with the community that has been impacted.
- Other members of the community will discuss whether it will suffice based on the transgression and other information presented during the community circle.

### *Student Conduct Meeting:*

- A student conduct meeting refers to the meeting typically between a House Don, the Secondary School Vice Principal and the student who has been reported to have violated the Residence Living Standards.
- The House Don, Secondary School Vice Principal 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 offence.
- The student-athlete involved will be allowed to speak on their behalf and share their account of the incident.
- Student-athletes are expected to be present for meetings as requested by the House Don or Secondary School Vice Principal. Should a student-athlete fail to appear for their scheduled meeting, the staff member may proceed to process the case in their absence.
- Following a student conduct meeting, the student 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 violates the Standards, the letter will highlight the details of the incident and offence 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 Secondary School Vice Principal and emailed to the student and parents/guardian.

*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 behaviour; however, alternative or higher than minimum sanctions may be levied if warranted by the offence. 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 and detention.

*Loss of Privileges:*

- Specific privileges may be suspended or revoked for a given period or until the behaviour has improved.

*Restitution and Community Billing:*

- Restitution is a monetary reimbursement for actual damages to, destruction of, or misappropriation of the residential 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 the contract, that is determined with the student.
- With their 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 transfer intends to allow the student a fresh start in a new environment.
- If there is an immediate safety concern, or a 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 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 a payment, or suitable arrangements for payment, of their student accounts. Outstanding fines, behaviour bonds, and administrative charges can result in an 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 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, classrooms and gym 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 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 are responsible for ensuring that health, safety and fire code standards are maintained. Dormitory staff reserve the right to regularly inspect 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.

**Part Four – Appendices:**

**Appendix A: School Calendar with Designated Travel Days**

Travel Days = **Baby Blue**

# 2022-2023



**SEMESTER ONE**

SEPTEMBER 2022						
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 6 – First Day of Sem 1**  
**Sept 30 - Truth and Reconciliation Day**

OCTOBER 2022						
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 8 and 10— Designated Residence Travel Days**  
**Oct 10- Canadian Thanksgiving**

NOVEMBER 2022						
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 16-17- Parent Interviews**  
**Nov 24 and 27—Designated Residence Travel Days**  
**Nov 24-25 - School Holiday**

DECEMBER 2022						
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 23 —Designated Residence Travel Day**  
**Dec 23-Jan 8- Winter Break**

JANUARY 2023						
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 9—Remote Learning Day**  
**Jan 8—Designated Residence Travel Day**  
**Jan 18-24 - Secondary school Exams**  
**Jan 25—PD Day**  
**Jan 26—First day of Sem 2**

Appendix A Continued:

# 2022-2023



## SEMESTER TWO

FEBRUARY 2023						
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				

**Feb 17 and 20—**  
**Designated**  
**Residence Travel Days**  
**Feb 17 - School holiday**  
**Feb 20—Family Day**

MARCH 2023						
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	

**March 11 and 20—**  
**Designated**  
**Residence Travel**  
**Days**  
**March 13-26-**  
**March Break**

APRIL 2023						
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						

**April 7 and 10—**  
**Designated Residence**  
**Travel Days**  
**April 7-10 -Easter**  
**Holidays**  
**April 26-27- Parent**  
**Interviews**

MAY 2023						
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			

**May 20 and 22—**  
**Designated**  
**Residence Travel**  
**Days**  
**May 22-**  
**Victoria Day**

JUNE 2023						
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	

**June 1-2- Secondary end-**  
**of-year activities**  
**June 12-16-Secondary**  
**school exams**  
**June 12-16-Junior school**  
**end-of-year activities**  
**June 16—Last day of**  
**school**  
**June 17 and 18—**  
**Designated Residence**  
**Travel Days/Moving Days**

## Appendix B: Campus House Schedules & Routines

Students will function as a team when living in residence to keep their dorm rooms clean, comfortable and safe. Students must also take responsibility to ensure that they make their academic and athletic commitments. The following schedules and routines will be in place to make daily living as smooth as possible.

<b>WEEKDAY SCHEDULE</b>	
7:15 AM - 7:45 AM	<u>BREAKFAST/ ATTENDANCE</u> 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. Students will be allowed to return to their dorm rooms after attendance/breakfast.</b>
7:45 AM – 8:00 AM	<u>KEY DROP OFF</u> Students make sure the room is locked and bring their keys to the cafeteria to drop off with coaches.
8:15 AM - 4:00 PM	<u>ATHLETIC &amp; ACADEMIC SCHOOL DAY</u> Students attend practice and classes. To enter room during the day they must get their key from the gym staff and return once done. <b>Students pick up room key at 4pm.</b>
4:00 PM - 6:00 PM	<u>FREE TIME</u> Students are welcome to work in their rooms, gather in common areas, and use the residence lounge.
6:00 PM – 6:45 PM	<u>DINNER</u> All students are required to report to dinner, as residence announcements will take place during this time.
6:45 PM - 7:00 PM	<u>MEAL CLEAN UP FOLLOWED BY FREE TIME</u> Assigned students will assist with dinner clean-up and any other chores during their designated day.
7:00 PM - 8:00 PM	<u>STUDY HALL</u> Study Hall is mandatory and supervised.
8:00 PM - 10:00 PM	<u>FREE TIME</u> Students are welcome to attend open gym on Mondays, Wednesdays, & Fridays from 8-9 pm or gather in common areas, work in their rooms, use the residence lounge, etc...
10:00 PM	<u>CURFEW/ROOM CHECKS</u> All students must be in their rooms with the doors open and ready for room checks and attendance. All students must remain in their room for the rest of the night.
11:00 PM	<u>LIGHTS OUT</u> 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.

### WEEKEND SCHEDULE

<b>FRIDAY SCHEDULE</b>	
6:00 PM – 6:45 PM	<u>DINNER</u> Attendance Check & Residence Announcements
6:45 PM - 10:00 PM	<u>MEAL CLEAN-UP FOLLOWED BY SCHOOL ACTIVITIES OR FREE TIME</u> Students are welcome to gather in common areas, attend open gym from 8-9 pm, use residence lounge, or partake in any organized activities if scheduled.
11:00 PM	<u>CURFEW/ROOM CHECKS</u> All students must be in their room with doors open and ready for room checks and attendance. All students must remain in their room for the rest of the night.
12:00 or Midnight	<u>LIGHTS OUT</u> All students should be in bed getting some much needed rest!
<b>SATURDAY SCHEDULE</b>	
10:00 AM-10:45AM	<u>BRUNCH</u> Student attendance is taken during brunch & Residence Announcements
11:00 AM - 6:00 PM	<u>SCHOOL ACTIVITIES, ORGANIZED WEEKEND PROGRAMMING, OR FREE TIME</u>
6:00 PM - 6:45 PM	<u>DINNER</u> Attendance Check & Residence Announcements
6:45 PM – 7:00 PM	<u>MEAL CLEAN UP FOLLOWED BY FREE TIME</u> Students will assist with dinner clean-up and any other chores.
7:00 PM - 12:00 Midnight	<u>SAME AS FRIDAY SCHEDULE</u> Curfew & Room checks are still at 11:00 PM
<b>SUNDAY SCHEDULE</b>	
10:00 AM-10:45AM	<u>BRUNCH</u> Student attendance is taken during brunch & Residence Announcements.
11:00 AM - 6:00 PM	<u>SCHOOL ACTIVITIES, ORGANIZED WEEKEND PROGRAMMING, OR FREE TIME</u>
6:00 PM - 6:45 PM	<u>DINNER</u> Attendance Check & Residence Announcements
6:45 PM - 7:00 PM	<u>MEAL CLEAN UP FOLLOWED BY FREE TIME</u> Students will assist with dinner clean-up and any other chores
7:00 PM – 10:00 PM	<u>FREE TIME/GETTING READY FOR WEEK</u>
10:00 PM	<u>CURFEW/ROOM CHECKS</u> All students must be in their room with doors open and ready for room checks and attendance. Part-time students or students who had permission to leave campus for the weekend <b>MUST RETURN TO CAMPUS &amp; BE PRESENT</b> . Don on Duty will collect keys from students with vehicles & will complete attendance check.