



# ON-CAMPUS HANDBOOK

WELCOME TO CAMPUS

2024 / 2025

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# 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.

**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. "The Lake House" serves as an additional residence, with similar amenities. 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.

# MEET OUR TEAM

Our dedicated and caring faculty and staff are here to support the well-being and safety of students living on campus. The residence team is committed to providing an engaging and safe living experience while building Hill pride within the community of boarding students.

This is Emily Walko’s third year on the residence team, she enjoys the opportunity to care for and engage with our residence students during their time at The Hill.

Zack (Hill Alumnus), Erika and Connor are all entering their 2nd year with the residence team, and are excited to create great memories and experiences that students will cherish for years to come.

Erica and Graydon (Hill Alumnus) are in their first year with the residence team and come with a lot of leadership experience through both of their lacrosse playing years. As the newest residence dons, they are committed to providing the best experience possible for our residence students.

Other faculty members such as coaches and teachers will also oversee the On-Campus Living Program on scheduled weekends and weeknights throughout the year. A supervision schedule and contact information will be shared with parents.



Erica Evans

Residence Don



Connor Gillis

Residence Don



Graydon Hogg

Residence Don



Emily Walko

Residence Don



Erika Scott

Residence Don



Zack Kearney

Residence Don



## Move-in:

# Sunday, Sept. 1

- To limit interactions and traffic on campus during move-in, boarding students will be assigned a time on September 1st for move-in.
- Residence Staff will be there to welcome families, collect important information, and answer any questions.
- To receive one's room key;
  - the student must complete and turn in their initial room inspection form found in their room to the Residence Staff
  - electronically sign and complete all forms on our online platform PRIVIT
  - must have successfully submitted the \$300 residence deposit
- After submitting the above to the Hill Academy & the Residence staff; students will receive their key.

## Orientation Day:

# Monday, Sept. 2

- An all-day event where residents will partake in scheduled icebreakers and activities strategically located throughout campus.
- Lunch will be provided
- During move-in, 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 the 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 Residence Staff

8:00 - 10:00 pm: Free Time

10:00 pm: Curfew & Roomchecks

## Provided Furniture

Provided by The Hill Academy:

- Raised Standard Double Bed
- Bedside table (with two drawers)
- Bedside Lamp
- Hanging Rod (for nicer wear and school uniform)
- 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
- Cleaning supplies
- Laundry basket and detergent
- Clothing
  - Bring clothes to suit the season as bedroom space is limited

## Room Recommendations

Optional:

- Under-bed storage (Rubbermaid wheeled under-bed 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

# CHECKOUT PROCEDURE

- All students will need to pick a date and time from a list of provided dates for moving out of residence. Closer to the end of the school year the Residence Staff will reach out providing these available times.
- If a resident is planning on departing earlier than the last week of school then it is the expectation that the Residence Staff is contacted in advance to plan accordingly.
- In-province residents are required to check out of dorms at the end of the school year within 24 hours of their last exam.
  - Exams will occur on Monday, June 9th - Thursday, June 12th.
  - The last day that in-province residents can be on campus will be Friday, June 13th.
- Out-of-province & country residents will have two days after the last day of school (Friday, June 13th) to move out.
  - Saturday, June 14th & Sunday, June 15th will be scheduled move-out and travel days.
  - The school will provide one scheduled shuttle service on both of these days to assist out-of-province or country students with getting to Pearson Airport.
- The orientation 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 Residence Staff before moving out
- If the resident does not meet these requirements then they will be subject to paying additional administrative fees.
- The Residence Staff must approve the condition of the room before the student leaves the dormitory or the resident will be subject to paying additional administrative fees.
- Students with any new damage to the room that was not noted on their Initial Room Inspection Form from September will not get their \$150 damage deposit back and may be charged based on if the deposit cannot cover the severity of the damages that have been incurred over the school year.
- Residents will receive an invoice for any additional costs of repair from the Hill Academy once all damages have been fixed
- Storage will only be available for returning residents who are out of the province or country.
- Items to be stored must be first approved by the Residence Staff & the Facility Manager.





# ADMINISTRATIVE FEES & SECURITY DEPOSIT:

## Security Deposit

At the beginning of the year, you will be charged an on-campus living security deposit of \$300. This deposit includes a \$150 damage deposit & a \$150 disposal/cleaning fee. This will be processed after the completion of your student's PRIVIT profile. Other fees that can incur over the year include:

- Lock Change = \$100
- Replacement of Key = \$25
- Improper Checkout = \$125
- Late Key Return = \$25

Note: All other fees for repairs or damages will be case-based as per subcontractor repair quotes. All damages to hallways are to be split amongst the students on that floor and an invoice will be sent after repairs have been made. If no damages incur over the school year then the card on file will be reimbursed the \$150 damage deposit.

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## Damages & Repairs

- Please report all damages/vandalism to the Residence Staff
- Should something need to be repaired in your room, advise the Residence Staff or Facility Manager
- If you are responsible for causing damage, see the Residence Staff immediately
- Do not attempt to perform repairs yourself
- All damages in the resident's hallway will be shared equally amongst all residents of that hall



# STUDY HALL & CHORES



## Contract Period

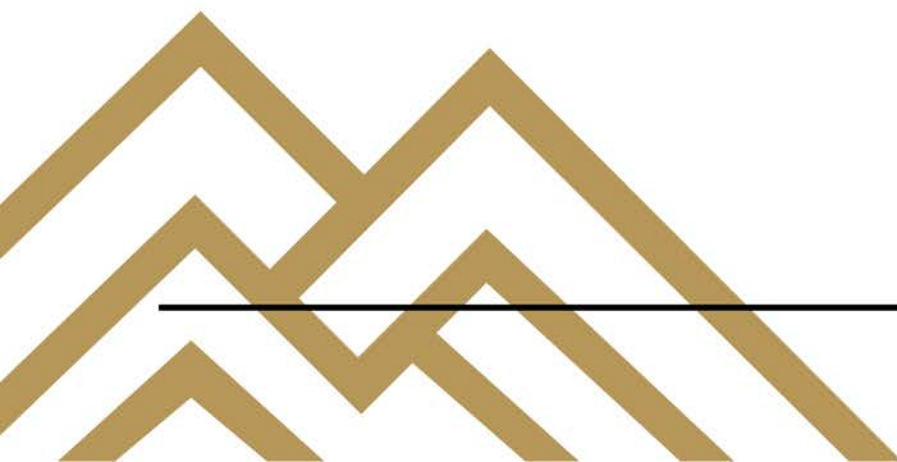
- The On-Campus Living Contract is binding for the full academic year.
- Student-athletes who withdraw from residence will be responsible for all associated fees (including meal plan) for the remainder of the school year.

## Study Hall

- Mandatory from Monday - Thursday every week from 7:00 - 8:00 pm., unless otherwise committed (ie. team travel)
- Supervised in the cafeteria
- Study hall will be optional in the second term for students who have received above an 85% in all of their courses.
  - Students can return to study hall at any point based on the Residence Staff's discretion.
  - The Residence Staff are in direct contact with all teachers and will be informed if the students are not maintaining their academics.

## Chores

- All students will be assigned chores and will be provided with a calendar with their scheduled responsibilities.
- Once a week, students will be responsible for cleaning & sweeping common areas which include the cafeteria, and upper and lower flex spaces.
- If students miss their scheduled chores then they will have to make it up the next day. If they miss their make-up day then there will be appropriate disciplinary action.



# LAUNDRY & ROOM CHECKS

## Laundry

- There are laundry facilities on-site, and the students are required/expected to do their laundry.
- Students will be assigned a weekly laundry schedule.
- A laundry tutorial will be reviewed in the first weeks of school.
- 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.
- It is highly recommended all clothing is labelled.
- It is expected that students who choose to go home on weekends bring their laundry with them as there are students who do not have this privilege and rely only on the on-site laundry facilities.
- Students who do choose to go home on weekends will still have a designated day and time during the week to wash any athletic wear (workout or practice attire).

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## Room Checks

- The residence dons will conduct an eye test of each resident's room daily during the school day for cleanliness and organization.
- Student's beds must be made daily and their desks/bathroom surfaces must be clean and organized.
- If a pattern of approaching or lacking expectations exists, appropriate disciplinary action will occur.
- Once or twice a month there will be an in-depth room check with the Residence Staff where the students will be given 24 hours' notice. These inspections do not involve intrusion into personal belongings. Evidence of any illicit substances in the room, such as but not limited to ashes, the smell of smoke or cigarette butts, and vape pods will be reported and may result in disciplinary action.



# ARRIVING & DEPARTING CAMPUS PROTOCOL

## WEEKDAY/SCHOOL HOURS

- If a resident needs to leave campus during the school day, an email from the parent/guardian must be sent to [attendance@thehillacademy.com](mailto:attendance@thehillacademy.com) and [studentlife@thehillacademy.com](mailto:studentlife@thehillacademy.com) to inform the school and Residence Staff of the duration of their absence.
- When departing or arriving during school hours, the resident must sign in or sign out at the front office with our Front Office Administrator and contact the residence staff on duty to inform them of their absence.
- Failure to do so will result in appropriate disciplinary action as the school and residence staff needs to have proper attendance in case of a fire or emergency.

## WEEKEND/AFTER SCHOOL

- If a resident plans on leaving after school hours, an email from the parent/guardian must be sent to [studentlife@thehillacademy.com](mailto:studentlife@thehillacademy.com) to inform the Residence Staff of the duration of their absence. Additionally, a text to the duty phone must be sent.
- It is the responsibility of the resident to contact the residence staff on duty to inform them of the duration of their absence and when they can expect to return to campus.
- To leave for the weekend the resident will need parental approval. Weekend sign-out permission is granted through the completion of our online platform - PRIVIT which is completed before move-in, unless a blanket sign-out has been completed.
- If full permission is granted, the resident is still responsible for informing the residence staff on duty of their plans, including their arrival time.

# VEHICLE PROTOCOL

## Vehicle Protocol

- All students with vehicles on campus must declare when they have the vehicle on campus, including the make, model and license plate number.
- Students are responsible for their own keys, and must follow the proper sign-out procedure.
- Students must adhere to all on-campus traffic guidelines.
- Students must never have a student who has not been given permission to ride in the vehicle of another student, in their vehicle.
- Failure to do so will result in appropriate disciplinary action with the Residence Staff and Administration of our school.
- Along with all this, when leaving the residence, it is the resident's responsibility to inform the staff on duty when and what time they plan on returning to campus.
- This protocol is to aid in the safety and security of our residents during and after school hours.

# JAMMER CUP

The Jammer Cup is a year-long competition between residence houses, aimed at involving all students in a variety of extracurricular activities.

- Students will be assigned a residence house at the beginning of the school year
- Events occur weekly, culminating with a year-end prize
- Points are accumulated, based on the placement by each house
- Although competition is the foundation of the Jammer Cup, the goal of each event is to foster camaraderie between residence students



# CLOSURES & HOLIDAYS

## Closures

- The Residence will be closed over March & Christmas break
- The Residence will remain open during all other holidays
  - Canadian Thanksgiving (Oct. 12-14)
  - American Thanksgiving (Nov. 28-Dec 1)
  - Family Day Weekend (Feb. 15-17)
  - Easter Weekend (Apr. 18-21)
  - Victoria Day Weekend (May 17-19)
- On long weekend holidays when students are not in class, catering will follow the weekend schedule
- Designated Travel Days
  - The Hill Academy 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 Residence Staff in advance.

# FOOD SERVICE

## Food Service

- The Hill Academy has partnered with Absolute Catering, a 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.
  - Refrigerated vending machines are also located in the upper flex space with various nutritious snacks & sports drinks.
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## Health Services

- All health-related questions/concerns should first be addressed to Jennifer Bell, who is our Head Athletic Therapist. Once informed she will work with the Residence Staff 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)
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## Health Measures

- If a student-athlete gets sick or injured, they are to notify the Head Athletic Therapist immediately via text or email, who will then follow up with an in-person check-in.
- Additionally, a text or email should be sent to the on-duty residence staff through the duty phone



# HEALTH MEASURES

## Health Measures Cont.

- During the check-in, staff will assess and plan the next appropriate course of action which may include a visit to one of our local walk-in clinics or emergency department.
  - The Athletic Therapist will assist with arranging transportation to appointments.
  - We ask that you do not return your resident to campus ill with hopes of the school assisting and arranging the appropriate next steps.
  - If your student falls ill during the school week then we will assist with the appropriate next steps.
- 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. The 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 that the student has 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 several walk-in clinics located in the town of Orangeville

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## Illness Missed Attendance

- If a student-athlete is unable to attend school after being assessed by our staff, the student MUST contact their teachers & coaches via email informing them of their absence.
  - The student's parents/guardians, the Vice Principal & the Head Athletic Therapist must all be copied on this email.
- The Parents/Guardians must acknowledge that they are aware of the student's absence from class.

# PART TWO: ON-CAMPUS LIVING STANDARDS & STUDENT CONTRACT



## 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 Residence Staff 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 unwelcomed including actions or words that demean another person or deny them their dignity or respect
10. Expect privacy of information from your Residence Staff, concerning all personal and student conduct-related information

## 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.



## Responsibilities of a Student-Athlete:

Within the on-campus living community, the student-athlete has 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 Residence Staff 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 Residence Staff
8. Rooms and bathrooms are to be kept clean and free of garbage, beds to be made daily, and 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.

# 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.

### *Piracy:*

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

## **Level One Offenses (cont.):**

### *Prohibited Articles:*

- The following items are not permitted in the residence: pets/animals, lit candles, incense, and halogen lamps.
- Students who require the use of candles/incense for religious purposes need to contact the Residence Staff. 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 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.

## **Level Two Offenses:**

### *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.

### *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.



## **Level Two Offenses (cont.):**

### *Alcohol:*

- 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 Residence Staff.

### *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.

### *Smoking/Vaping:*

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

### *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.

### *Dangerous Pranks:*

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

## Level Two Offenses (cont.):

### *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.

# DISCIPLINARY ACTION/PROCEDURES

The following procedures, independently or collectively, can occur as a result of the incidents or reported violations of the On-Campus 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 Residence Staff 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 Residence Staff member, 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 Residence Staff member, the Secondary School Vice Principal and the student who has been reported to have violated the Residence Living Standards
- The Residence Staff member, 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 Residence Staff member 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 and Fire Safety Procedure:**

- In the event of a fire or other emergency, all residents must evacuate the building immediately

## **Upon Discovery of Fire:**

- Alert occupants and leave the fire area.
- Close all doors behind you.
- Alarm the occupants of the building. Yell "FIRE". Activate the fire alarm system, and use the pull station.
- Telephone the CALEDON FIRE DEPARTMENT, from a safe location, dial 9-1-1. Never assume that this has been done.
- Give the address of the building (20490 Porterfield Road, Caledon - Orpen Lake Drive), the location of the fire and your name.
- Use the nearest exit to leave the building.
- Do not use elevators.
- Do not return until it is declared safe to do so by a Fire Official.

## **Upon Hearing the Fire Alarm:**

- Follow the procedure practiced during fire drills throughout the school year.
- Before opening the suite door, feel the door and doorknob for heat. If they are not hot, brace yourself against the door and open it slightly. If you see smoke or feel air pressure or a hit draft, close the door quickly.
- If the corridor is free of fire and/or smoke, close the door behind you and leave by the nearest exit.
- Do not use elevators.



**Before Entering The Stairway, Open The Door Carefully And:**

- If there is no smoke, use the stairway to leave the building.
- If there is smoke, do not enter the stairway, close the stairway door. Go to an alternate exit and again open the door carefully.
- If there is no smoke within the stairway, use it to leave the building.
- If there is smoke, return to your suite and protect yourself from smoke.

**Once Inside The Stairway:**

- If you encounter smoke on your way down the stairs, do not continue.
- Leave the stairway onto the closest available floor area, and proceed to an alternate stairway. Open the door carefully and if there is no smoke, continue down the stairway and leave the building.
- If you cannot use any stairway to exit the building, return to your suite (if possible), or enter an available floor area and bang on suite doors until you can take shelter.
- Never go to the roof, smoke rises. Doors to the roof are locked and you could become trapped.
- Remember to stay low to the ground if you are in a smoke-filled environment. The air is cleaner near the floor level.

**If You Cannot Leave Your Suite Or Have Returned To It Because Of Fire Or Heavy Smoke, Remain In The Suite And:**

- Close the door but leave it unlocked for possible entry by firefighters.
- Dial 9-1-1 and give the CALEDON FIRE DEPARTMENT the building address (20490 Porterfield Road, Caledon - Orpen Lake Drive) and your location in the building (floor [blank], suite # [blank]).
- Seal all cracks where smoke can enter by using wet towels or sheets.
- Keep low to the floor if smoke enters the room.
- Move to the balcony or the most protected room and partially open the window for air.
- Signal to firefighters by waving a sheet/towel. Close the window if smoke comes in.
- Wait to be rescued. Remain calm. Do not panic or jump.
- Listen to instructions or information given by authorized personnel.

## Security and 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.
- Front Gates: The front gates will be closed at varying hours due to facility rentals. If students plan on returning late to campus they must notify the Residence Staff with at least 24 hrs notice so that they can inform the Facility Manager. If a student returns to campus without informing the Residence Staff and finds that the gates are closed, they will need to find an alternative place to stay for the night.
- Alarm System: Each evening the alarm system will be set to assist with the security and safety of the residents. Any motion will trigger the alarm and the Facility Manager will be notified. Once notified they will be able to check the surveillance to see what triggered the alarm. If a student triggers the alarm disciplinary action will be taken with the school's administration.
- 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 Residence Staff 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 Residence Staffs are responsible for ensuring that health, safety and fire code standards are maintained. Residence 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.
- 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 Residence Staff will also need to be made aware of the visit.



# PART FOUR: APPENDICES



## Appendix A: School Calendar with Designated Travel Days

# 2024-25



### SEMESTER ONE

SEPTEMBER						
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 1 - Move In Day  
 Sept 2 - Residence Orientation  
 Sept 3 - First day of Sem 1  
 Sept 30 - Truth and Reconciliation Day

OCTOBER						
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 12 - Departure Day  
 Oct 14 - Arrival Day  
 Oct 14 - Canadian Thanksgiving

NOVEMBER						
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 21-22 - Parent interviews  
 Nov 28-29 American Thanksgiving  
 Nov 28 Departure Day  
 Dec 1 Arrival Day

DECEMBER						
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 21 - Departure Day  
 Dec 23 - Jan 3 Winter Break

JANUARY						
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 5 - Arrival Day  
 Jan 16-21 Secondary School Exams  
 Jan 22 - PD Day  
 Jan 23 - First Day of Sem 2



Appendix A (cont):

# 2024-25



SEMESTER TWO

FEBRUARY						
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 15 - Departure Day

Feb 17 - Arrival Day

Feb 17 - Family Day

MARCH						
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 8 - Departure Day

March 23 - Arrival Day

March 10-21 - March Break

APRIL						
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 16-17 - Parent

Interviews

April 18-21 Easter

April 18 - Departure Day

April 21 - Arrival Day

MAY						
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 17 - Departure Day

May 19 - Arrival Day

May 19 - Victoria Day

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

June 6 - Last day of class

June 9-11 Secondary School

Exams

June 13 - Last Day for PT

Students to Move Out

June 14-15 - Full-time residents

Move out day

## 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.

### Weekday Schedule:

7:15 - 7:45	<p><u>BREAKFAST/MORNING CHECK-IN</u></p> <p>Students have a mandatory check-in at breakfast and the option to stay for breakfast or return to their rooms to get ready for their day. Students will take responsibility to wake up, dress properly and eat in order to make their academic and athletic obligations.</p>
7:45 - 7:55	<p><u>LEAVING ROOMS IN THE MORNING</u></p> <p>Students leave their rooms with everything they need for the day no later than 7:55 am. Students will not be permitted to return to their residence room during the school day.</p>
8:10 - 3:50	<p><u>ATHLETIC &amp; ACADEMIC SCHOOL DAY</u></p> <p>Students attend practice and classes. Students are not permitted access to rooms without permission by residence staff, in an emergency situation.</p>
4:00 - 6:00	<p><u>FREE TIME</u></p> <p>Students are welcome to work in their rooms, gather in common areas, and use our open facilities.</p>
6:00 - 6:45	<p><u>DINNER/ANNOUNCEMENTS</u></p> <p>All students are required to report to dinner, as residence announcements will take place during this time. Failure to do so without communication may result in disciplinary action.</p>

# Weekday Schedule:

(cont.)



6:45 - 7:00	<p><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.</p>
7:00 - 8:00	<p><u>STUDY HALL</u> Study Hall is mandatory and supervised in the cafeteria.</p>
8:30 - 10:00	<p><u>FREE TIME</u> Students should be winding down but are welcome to work in their rooms, gather in common areas, and use our open facilities. Quiet Hours Begin.</p>
9:00	<p><u>INSIDE</u> Return to residence building/room.</p>
10:00	<p><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 rooms for the rest of the night.</p>
11:00	<p><u>LIGHTS OUT</u> All students should be in bed getting some much-needed rest!</p>



### Weekend Schedule

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

## Weekend Schedule:

## Friday

6:00 - 6:45	<u>DINNER/ANNOUNCEMENTS</u> Attendance Check & Residence Announcements
6:45 - 10:00	<u>MEAL CLEAN-UP FOLLOWED BY SCHOOL ACTIVITIES OR FREE TIME</u> Students are welcome to gather in common areas, or partake in any organized activities if scheduled.
11:00	<u>CURFEW/ROOM CHECKS</u> All students must be in their rooms with doors open and ready for room checks and attendance. All students must remain in their rooms for the rest of the night.
12:00	<u>LIGHTS OUT</u> All students should be in bed getting some must needed rest!

# Weekend Schedule:

## Saturday

10:00 - 10:45	<u>BRUNCH/ATTENDANCE</u> Student attendance is taken during brunch & Residence Announcements
2:00 - 2:30	<u>SNACK/MANDATORY CHECK-IN</u>
11:00 - 6:00	<u>SCHOOL ACTIVITIES, ORGANIZED WEEKEND PROGRAMMING, OR FREE TIME</u>
6:00 - 6:45	<u>DINNER/ANNOUNCEMENTS</u> Attendance Check & Residence Announcements
6:45 - 12:00	<u>SAME AS FRIDAY SCHEDULE</u> Curfew & Room checks are still at 11:00 PM

## Sunday


10:00 - 10:45	<u>BRUNCH/ATTENDANCE</u> Student attendance is taken during brunch & Residence Announcements
2:00 - 2:30	<u>SNACK/MANDATORY CHECK-IN</u>
11:00 - 6:00	<u>SCHOOL ACTIVITIES, ORGANIZED WEEKEND PROGRAMMING, OR FREE TIME</u>
6:00 - 6:45	<u>DINNER/ANNOUNCEMENTS</u> Attendance Check & Residence Announcements
6:45 - 7:00	<u>MEAL CLEAN UP FOLLOWED BY FREE TIME</u> Students will assist with dinner clean-up and any other chores
7:00 - 10:00	<u>FREE TIME/GETTING READY FOR THE WEEK</u> Quiet Hours Resume 8:00 pm - 10:00 pm
10:00	<u>CURFEW/ROOM CHECKS</u> All students must be in their rooms with doors open and ready for room checks and attendance. Students who had permission to leave campus for the weekend must return to campus & be present. Staff on duty will collect keys from students with vehicles & will complete attendance checks.

# PD Day/Inclement Weather:

7:45 - 8:15	<u>BREAKFAST/ ATTENDANCE</u> Students will take responsibility to wake up, dress properly and eat in order to be ready for the day. All student-athletes are required to report for breakfast, as attendance will be taken. Students will be allowed to return to their dorm rooms after attendance/breakfast.
8:15 - 12:00	<u>ACADEMICS</u> Students can use public spaces and/or rooms to complete work posted to Google Classrooms. Teachers will post asynchronous or synchronous work that students are expected to complete.
12:00 - 12:45	<u>LUNCH</u> Students attend lunch at noon in the cafeteria.
12:45 - 2:00	<u>ACADEMICS</u> Students can use public spaces and/or rooms to continue to complete work posted to Google Classrooms.
3:30 - 6:00	<u>FREE TIME</u> Students are welcome to work in their rooms, gather in common areas, and use our open facilities.
6:00 - 6:45	<u>DINNER/ANNOUNCEMENTS</u> All students must report to dinner, as residence announcements will take place during this time.
6:45 - 7:00	<u>MEAL CLEAN-UP FOLLOWED BY FREE TIME</u> Assigned students will assist with dinner clean-up and other chores during their designated day.
7:00 - 10:00	<u>FREE TIME</u> Students are welcome to work in their rooms, gather in common areas, and use our open facilities. Quiet Hours Resume 8:00 pm - 10:00 pm
10:15	<u>CURFEW/ROOM CHECKS</u> All students must be in their room with doors open by 10:15 PM ready for room checks and attendance.



# CONTACT INFORMATION

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