



*Home of Ski Racing and Academic Excellence*

*Dedicated young people enter the doors of the National Ski Academy and with our support and programs, these student athletes become accomplished ski racers, enlightened students, and tomorrow's leaders.*

# **National Ski Academy Family Handbook**

## **2019 – 2020**



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## Welcome Message

Welcome to the National Ski Academy! Whether you are returning to the Academy, or are joining us for the first time, welcome to the 2019-2020 academic year, the NSA's 33rd.

I encourage you to sit down and carefully review the policies that are contained within this document with your child as they support our shared commitment to the well-being of our student athletes. These policies are in place to help ensure all members of our school can thrive in a safe and inclusive environment. Each NSA student athlete's commitment to upholding the Code of Conduct is essential in maintaining a welcoming and respectful community.

There have been a number of revisions and additions to the previous Family Handbook including sections on:

- The REACH Boarding App: Sign-in/Out and Leave Requests
- Extended Absence Form
- Hand Hygiene: hand-washing and hand sanitizer
- Boarding Student Vehicle Form
- Environmental Stewardship: inspiring positive changes for sustainable living
- Boarding student bedroom cleanliness and personal responsibilities

The academic programming components were removed from the NSA Family Handbook. Please refer to the NSA School Course Calendar and Academic Program Information for details on topics such as: *the Provincial Literacy Test (OSSLT), earning an Ontario Secondary School Diploma (OSSD), descriptions of courses offered at the NSA, information about the Community Involvement requirement, expectations around submission of assessments and evaluations, the NSA's plagiarism policy, and much more.* This year, we have also included new information on drop dates for each academic Quad, as well as a Course Change Request form.

I am excited for another year of growth, skill development and goal-setting in both academic and athletic endeavours. I invite you to reach out at any time with any questions or concerns throughout this exciting time in your child's life.

Tobin Walsh  
Head of School

## Mission and Vision

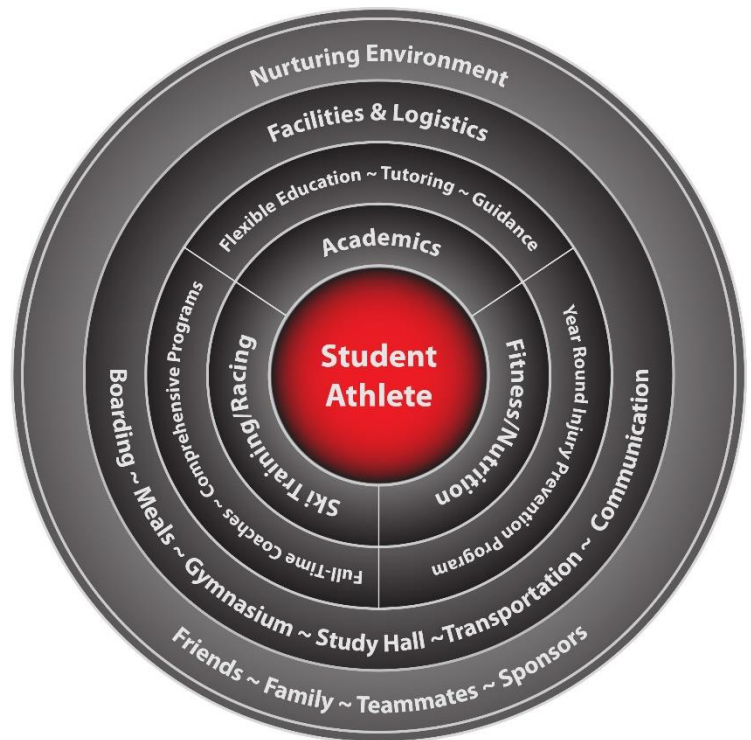
The National Ski Academy's mission is to "provide an environment for talented student athletes to maximize their individual potential through the pursuit of alpine ski racing excellence, academic achievement and personal growth."

Delivering on our vision is only possible through a holistic approach that caters to all the needs of young student athletes.

Our holistic approach builds outward from individual student needs to address three core development areas: Academics, Fitness and Ski Racing.

Our home in Collingwood and late summer /early fall home in Saas-Fee, Switzerland provide the full breadth of facilities and professional coaches, teachers and trainers needed for our young student athletes to prosper.

The NSA is the only high school credit granting ski academy in Canada that provides this holistic program for student athletes. It is our intention that the Academy's learning environment and curriculum will foster a positive self-image and help our student athletes to become productive, responsible and caring citizens.



## **THE NATIONAL SKI ACADEMY CODE OF CONDUCT**

The National Ski Academy's mission is to provide an environment for student athletes to maximize their individual potential through the pursuit of alpine ski racing excellence, academic achievement and personal growth. The National Ski Academy community including students, teachers, staff, parents, board and volunteers must work harmoniously together to contribute to a positive school environment and commit to the highest level of cooperation in order to successfully fulfill this vision.

The standards of behavior outlined in the Code of Conduct and Family Handbook apply while under the care of the NSA at Collingwood or any offsite property/locale used by the NSA, as well as at school sanctioned events and activities.

### **GUIDING PRINCIPLES**

#### **Respect for Self and Others**

All members of the NSA community are to be treated with respect and in turn are to treat fairly and respect the dignity, well-being and safety of others. Members of the NSA community have a responsibility to maintain an environment that is courteous and polite such that any differences or conflicts that may arise may be addressed in a respectful manner. Each person will take responsibility for all of his or her actions.

#### **Honesty and Integrity**

Honesty and integrity is at the heart of true sportsmanship and fair play and, as such, are also fundamental to all relationships in the NSA community, including academic endeavors. Deceit and untruthfulness are not acceptable in our community.

#### **Responsible Citizenship**

Demonstrating responsible citizenship when representing oneself anywhere is integral to an individual's character and positive self-image. In addition, it is the inherent responsibility of every member of the NSA community to conduct themselves in a manner that is respectful, recognizing the impact of their conduct or action(s) on the Academy's culture and reputation in the local community and beyond. All members shall respect our shared property and commit to following all rules governing the use of any NSA-related facilities, property or locale. Theft of, or intentional damage to school property or another's property is not considered to be in keeping with the values of our community; as such it will be treated as a serious offense.

#### **Alcohol, Drugs, Vaping and Tobacco Products**

Tobacco, or vaping products, alcohol and drugs, including inappropriate use of prescription drugs, pose a health and safety risk to the individual user and to others in the community as well as to the well-being of the Academy community as a whole. The possession, distribution, use of, or being under the influence of any of the aforementioned is strictly prohibited; as such it will be treated as a serious offense.

## **Safety**

All members of the community should promote safety of and for the school community. Violence, possession, use or threatened use of a weapon or object to injure another person, bullying, physical fighting and or intimidation have no place in the life of the NSA and will not be tolerated.

## **COMMUNITY STANDARDS AND EXPECTATIONS: ROLES AND RESPONSIBILITIES**

The National Ski Academy (NSA) commits to establishing and communicating clear expectations and standards for personal responsibility and citizenship in the school community. It also commits to ensuring that members of the NSA community are held accountable for their behavior and actions, which may include applying a gradation of disciplinary responses and/or action as appropriate. In turn this will provide an environment for student athletes to maximize their individual potential through the pursuit of academic achievement, alpine ski racing excellence, and personal growth.

### **STAFF**

All individuals employed by the NSA are expected to adhere to the National Ski Academy's Code of Conduct, as well as all other policies outlined in the NSA Staff Handbook. Staff are expected to hold and display the high standards and values of the organization. As role models, NSA staff uphold these high standards when they:

- Lead by example in a professional and honest manner;
- Demonstrate respect for other staff, student athletes, parents, board members and the ski community;
- Maintain consistent standards of behavior for all student athletes;
- Work directly with student athletes to support and guide them to be the best they can be as they strive to realize their full potential.

### **PARENTS**

Parents play an essential role in the education and development of their children. Parents have a responsibility to support the NSA in maintaining a safe, respectful and supportive environment for learning, racing and personal growth for all student athletes. Parents fulfill this responsibility when they:

- Support their children's full participation and engagement in school and community life, including academics, athletics and NSA community responsibilities;
- Commit to knowing and reinforcing NSA expectations, standards and Code of Conduct;
- Model the core principles/standards of the NSA and support both their children and the school in the application of consequences for disciplinary issues and/or breach of standards;
- Contact the NSA if they have a concern about their children's experience, recognizing that the *first contact* should be *direct communication between the individuals' involved* (e.g. student athlete & coach)
- We ask that all parents provide a working email address to the school and check it regularly in order to facilitate communications from teachers coaches and other NSA staff

## **NATIONAL SKI ACADEMY'S COMMITMENT TO STUDENT ATHLETES**

To the best of its ability, The National Ski Academy is committed to maintain an environment that recognizes and fosters the following student athletes' rights:

1. Student athletes have the right to a learning environment of the highest quality, in all of the following areas: academic, athletic, coaching, and residential, both in Collingwood and on Academy organized trips.
2. Student athletes have the right to be treated with the utmost respect by all members of the NSA community.
3. Student athletes have the right to live, train and study in an environment that is safe and secure.
4. Student athletes have the right to be provided with the best possible opportunities to reach the peak of their competitive potential, within the resources of the NSA.
5. Student athletes have the right to a fair and equal opportunity environment, in their pursuit of excellence.
6. Student athletes have the right to expect an environment that is inclusive and positive.

## **STUDENT ATHLETES' RESPONSIBILITIES**

1. Student athletes shall strive for excellence in all aspects of their careers, including academic achievement, ski racing performance, and personal management. Student athletes shall:
  - a) Pursue and maintain academic excellence to the best of their abilities.
  - b) Follow the training and competition program as outlined by the NSA.
  - c) Be responsible for exemplifying the attitude, work ethic, and dry-land fitness requirements expected by the NSA coaches and consultants. (attendance and effort)
  - d) Comply with all the requirements as outlined by the NSA and its staff, with respect to attendance and participation in all academic and athletic activities.
2. Student athletes shall conduct themselves in a manner that contributes positively to the academic, athletic and social aspects of the NSA program, to the best of their ability.
3. Student athletes shall behave in a manner that demonstrates respect for the Academy and its goals.
4. Student athletes shall demonstrate the utmost respect for self, staff, fellow students, directors and alumni.
5. All athletes will be required to uphold the standard, procedures and guidelines as set out in the WADA (World Anti-Doping Code – 2003)<sup>1</sup> and as may be amended from time-to-time or standards that may be applied by the National Ski Academy.

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<sup>1</sup> See [www.wada-ama.org](http://www.wada-ama.org) and [www.cces.ca](http://www.cces.ca)

6. All student athletes are expected to be courteous to all ski community participants, recreational skiers, and volunteers.
7. All student athletes are expected to dress in an appropriate manner at all times. Care and attention should be given to personal hygiene and apparel in order to reflect a positive image of oneself and the Academy.
8. Uniforms will be worn at all competitions. Only the official uniform of the National Ski Academy is to be worn at all podium and medal ceremonies.
9. Student athletes recognize that the National Ski Academy is “their home” and shall show respect for the physical environment by assisting to maintain a clean and tidy environment at the Academy and any other locale where they are participating in an NSA program or activity.
10. When under the care and direct supervision of an NSA coach, or NSA employee, student athletes must respect the obligations and rules as set out for them by the NSA. They must communicate their whereabouts to the person or persons responsible for them and ensure that they stay within the rules that have been agreed upon by the managing authority.
11. If, for any reason a student athlete should wish to leave in the middle of, or at the end of a trip away from the NSA, arrangements and consent will be made with the coach in charge or Head of School prior to departure from the NSA. The exception being: injury, family emergency, or other extenuating circumstances requiring coach’s acknowledgement and consent.
12. All student athletes enrolled as members of The National Ski Academy are expected to adhere to The National Ski Academy Code of Conduct regardless of age, at all times.

While in the care of The National Ski Academy, student athletes agree that failure to uphold the values contained in this Code will seriously jeopardize the NSA’s community and reputation. Student Athletes violating these rules are subject to disciplinary action determined by the Head of School, and/or NSA Leadership Team.

Inherent in the Code of Conduct is a philosophy of common sense, respect and responsibility. The staff of the NSA will work together, under the supervision of the Head of School, to assist all individuals to fulfill their commitments, as outlined above.

## **DISCIPLINE**

### **DISCIPLINARY RESPONSE**



The NSA guiding principles are designed to promote a safe, positive and respectful environment for all community members, and allow the NSA and its programs to run smoothly. Every member of the NSA community is to be valued. Common sense is at the foundation of the Academy's behavior expectations and student athletes are expected to take responsibility for their actions and decisions. Undesirable student behavior will typically be followed with a progressive-step response continuum with a primary goal for disciplinary action to foster positive behavior in a manner that is both corrective and supportive. Student athletes will always be treated fairly.

Depending on the severity of the student athlete infraction, any disciplinary step or steps *may be combined or skipped* in order to reach an appropriate level of disciplinary response. These steps serve as guidelines only and do not limit the ability of the NSA to apply, according to each individual case and circumstance, whatever disciplinary sanctions it deems appropriate.

## **DISCIPLINARY STEPS**

Disciplinary Status Steps: each status will outline specific expectations for a student's conduct and length of status.

**Supportive Discussion:** typically minor infractions

**Conduct Advisory:** violation of school policy or breached community expectations

**Conduct Concern:** could include a variety of infractions against standards and expectations of behavior and responsibility

**Conduct Probation:** significant or serious breach of community standards, guiding principles

**Suspension (in-school or out-of-school):** duration dependent on circumstances of infraction; timeout to think about and determine whether student athlete is ready to recommit to community standards and guiding principles.

**Expulsion:** significantly egregious infraction – immediate, regardless of time in the school year.

## **Minor Infractions**

These will normally be addressed by staff through a supportive discussion and may involve some duties and restrictions. Examples of behaviour that might be considered a minor infraction are listed below. It should be noted, however, that this list is not all-inclusive:

- Unreasonable noise
- Behaviour disruptive to others
- Lack of consideration of others
- Failure to complete assigned house duties
- Failure to appropriately sign in/out of Reach

## **Major Infractions**

Major infractions will normally be addressed with a disciplinary response intervention that will provide guidance to the student athlete and respect others and the well-being of the community.

Examples of behaviour that might be considered a major infraction are listed below. It should be noted, however, that this list is not all-inclusive:

- The possession, distribution, use of or being under the influence of Drugs, Alcohol, Vaping or Tobacco products and inappropriate use of prescription drugs.
- Sexual activity between athletes, athletes and staff while under the supervision of the NSA.
- Theft, vandalism or any other criminal like activity.
- Bullying or participation in any kind of hazing or initiation rites.
- Discrimination.
- Public behaviour that may discredit the National Ski Academy.
- Willful disregard of NSA policy, where the safety of any member of the Academy is compromised
- Overnight absence without appropriate permissions in place through Reach

## **PROCEDURE FOR ADDRESSING BEHAVIOUR INFRACTIONS**

The NSA will respond swiftly to behavior infractions and apply timely, consistent and appropriate disciplinary step(s). NSA Staff, through a supportive discussion or counselling with the student-athlete involved, will normally address minor infractions.

The Head of School and/or Disciplinary Committee will oversee the management of infractions that are repetitive or deemed major and more serious. In these circumstances, student athletes may expect to be immediately suspended from all activities including training, academics and events pending investigation. Once the investigation is completed after reviewing the relevant information, a determination of student responsibility will be made and appropriate disciplinary response step(s) will be applied. The Head of School makes the final disciplinary decisions, after consulting with staff and the NSA board if needed. Decisions may be appealed to the Head of School, in writing, within 5 days of the decision being rendered.

As outlined in the NSA guiding principles, it is expected that all student athletes will be forthcoming in the details they provide during the investigation of an infraction. Misrepresentation of the facts and/or with respect to his or her actions in the event being investigated will incur a disciplinary response.

**Parents and student athletes are reminded of the tuition refund policy (see Tuition and Financial Matters in the NSA Enrolment Agreement) in the event of a dismissal, injury or withdrawal from the school.**

## **NATIONAL SKI ACADEMY HARASSMENT POLICY**

NOTE: For convenience, this policy uses the term “complainant” to refer to the person who experiences harassment, even though not all persons who experience harassment will make a formal complaint. The term “respondent” refers to the person whom a complaint is made.

**NSA** - stands for National Ski Academy of Collingwood, ON. “Member” relates to student athletes, coaches, parents, employees, board members or anyone related to the National Ski Academy and its daily activities.

## **POLICY STATEMENT:**

1. The National Ski Academy is fully committed to providing an environment in which all individuals are treated with respect and dignity. Each individual has the right to discriminatory redress.
  - Harassment is a form of discrimination. Harassment is prohibited by the Canadian Charter of Rights and Freedoms and by human rights legislation in every province and territory in Canada.
  - Harassment is offensive, degrading and threatening. In its most extreme forms, harassment can be an offence under Canada’s Criminal Code.
  - Whether the harasser is a director, supervisor, employee, coach, official, volunteer, parent, or student athlete, harassment is an attempt by one person to assert abusive, unwarranted power over another.
  - NSA is committed to providing an environment free of harassment on the basis of race, national or ethnic origin, color, religion, age, gender, sexual orientation, marital status, family status, disability, or pardoned conviction. *(A special provision in criminal law permits a pardon. An individual must apply for a pardon. A criminal who has served her or his sentence is not considered “pardoned”.)*
2. This policy applies to all student athletes, NSA employees, parents as well as to all directors, officers, volunteers, officials, and other members of NSA. The NSA encourages the reporting of all incidents of harassment, regardless of who the offender may be.
3. This policy applies to harassment that may occur during the course of all NSA activities, events and work related matters. It also applies to harassment between individuals associated with NSA but outside of NSA activities, events and work related matters when such harassment adversely affects relationships within the NSA and its community.
4. For the purposes of this policy, retaliation against an individual
  - For having filed a complaint under this policy, or
  - For having participated in any procedure under this policy; or
  - For having been associated with a person who filed a complaint or participated in any procedure under this policy, will be treated as harassment, and will not be tolerated.

## **DEFINITIONS:**

**Harassment** takes many forms but can generally be defined as comment, conduct, or gesture directed toward an individual or group of individuals, which is insulting, intimidating, humiliating, malicious, degrading or offensive.

Types of behavior which constitute harassment include but are not limited to:

- Written or verbal abuse of threats;
- The display of visual material which is offensive or which one ought to know is offensive;

- Unwelcome remarks, jokes, comments, innuendo, or taunting about a person's looks, body attire, age, race, ancestry, religion, disability, gender or sexual orientation;
- Leering or other suggestive or obscene gestures;
- Condescending, paternalistic or patronizing behaviour which undermines self-esteem, diminishes performance or adversely affects the learning or working environment;
- Practical jokes which cause awkwardness or embarrassment, endanger a person's safety or negatively affect performance;
- Unwanted physical contact including touching, petting, pinching or kissing;
- Unwelcome sexual flirtations, advances, requests or invitations or;
- Physical or sexual assault.

For the purposes of this policy, **sexual harassment** is defined as unwelcome sexual advances, requests for sexual favours, or other verbal or physical conduct of a sexual nature when:

- Submitting to or rejecting this conduct is used as a basis for making decisions which affect the individual; or
- Such conduct has the purpose or effect of interfering with an individual's performance; or
- Such conduct creates an intimidating, hostile, or offensive environment

**Bullying** is defined as the repeated conduct intended by an individual or individuals to have the effect of, or whom ought to know their conduct would likely have the effect of negatively impacting a person's dignity, self-worth and self-esteem. For the purposes of this policy, bullying includes the use of verbal, electronic, written, physical or other means.

Types of behaviour which constitute bullying include, but are not limited to:

- intimidation or ridicule;
- verbal taunts and name-calling;
- threatened violence;
- actions causing fear or distress, including psychological, social or academic harm or harm to an individual's property or;
- intentional exclusion from peer or social groups

Bullying in any form interferes with healthy relationships and is not conducive to a safe learning or working environment. Bullies rely on a perceived imbalance of power between themselves and the individual target(s). This may be based on, but not limited to, factors such as size, age, perceived strength, economic power, social status and accomplishments.

For the purpose of this policy, defining bullying or harassment by electronic means (**cyber-bullying or cyber-harassment**) includes, but is not limited to:

- Inappropriate use of the NSA or other networks as per the NSA's *Appropriate Use of Technology Policy*;
- Impersonating or assuming the identity of another person as the author of content that is posted on the internet, social media platform or other method of electronic communication.

Note: “Off-site” cyber-bullying and cyber-harassment targeting an individual or group of individuals can directly impact relationships and/or adversely affect the community or school climate of the NSA. Incidents of this nature will be investigated and the NSA will take appropriate disciplinary action.

## **SUPPORT**

Every NSA student athlete and employee should know that he or she is supported by the NSA, and that his or her dignity, well-being and safety are of the highest importance. An individual who feels they have experienced any form of harassment is encouraged to seek immediate assistance from a teacher, coach, or administrator.

Notwithstanding this policy, every person who experiences harassment continues to have the right to seek assistance from their provincial or territorial human rights commission, even when steps are being taken under this policy. This could include an external mediation - arbitration mechanism set up by the NSA.

## **RESPONSIBILITY**

The NSA Leadership Team is responsible for the implementation of this policy as follows:

- Discouraging and preventing harassment with NSA;
- Investigating formal complaints of harassment in a sensitive, responsible, and timely manner;
- Imposing appropriate disciplinary or corrective measures when a complaint of harassment has been substantiated, regardless of the position or authority of the offender;
- Providing advice to persons who experience harassment;
- Doing all in their power to support and assist any employee or member of NSA who experiences harassment by someone who is not an employee or member of the NSA;
- Making all members and employees of the NSA aware of the problem of harassment, and in particular, sexual harassment, and of the procedures contained in this policy;
- Informing both complainants and respondents of the procedures contained in this policy and of their rights under the law;
- Regularly reviewing the terms of this policy to ensure that they adequately meet the organization’s legal obligations and public policy objectives; and
- Appointing unbiased case review panels and appeal bodies and providing the resources and support they need to fulfill their responsibilities under this policy.

Every NSA member has a responsibility to play a part in ensuring that the NSA environment is free from harassment. This means not engaging in, allowing, condoning, or ignoring behavior contrary to this policy. In addition, any member of NSA who believes that a fellow member has experienced or is experiencing harassment is encouraged to notify a member of the NSA Leadership Team.

The role of the NSA Leadership Team is to serve in a neutral, unbiased capacity and to receive complaints, assist in informal resolution of complaints and investigate formal written complaints. In carrying out their duties under this policy, designated members of the NSA Leadership Team shall be directly responsible to the Board of Directors of the NSA.

In the event that any NSA Leadership Team member is involved in a complaint, which is made under this policy, the Chair of the Board shall appoint a suitable alternate for the purposes of dealing with the complaint.

## **DISCIPLINARY ACTION**

NSA takes the view that intimate sexual relationships between coaches/NSA employees and adult student athletes, while not against the law, can have harmful effects on the individual athlete involved, on the other student athletes and coaches and on NSA's public image. NSA therefore takes the position that such relationships are unacceptable for coaches; should a sexual relationship between *any* student athlete and an NSA employee develop, the NSA will investigate and take action, which will result in an immediate request for resignation or dismissal from employment.

Any member of the NSA against whom a complaint of harassment is substantiated may be severely disciplined up to and including expulsion, employment dismissal or termination of membership in cases where the harassment takes the form of assault, sexual assault or a related sexual offence.

## **CONFIDENTIALITY**

NSA understands that it can be extremely difficult to come forward with a complaint of harassment and that it can be devastating to be wrongly convicted of harassment. NSA recognizes the interests of both the complainant and the respondent in keeping the matter confidential.

NSA shall not disclose to outside parties the name of the complainant, the circumstances giving rise to a complaint, or the name of the respondent unless a disciplinary or other remedial process requires such disclosure.

## **APPROPRIATE USE OF TECHNOLOGY POLICY**

The Academy's Code of Conduct embodies the guiding principles for all conduct at the NSA including electronic devices (e.g. laptops, smartphones, tablets) and electronic communication technology (e.g. email, snapchat, text message) usage. There are practices and policies concerning the use of these devices and electronic communication, which NSA student athletes must both understand and follow which are consistent with the NSA values of respect, integrity and honesty. This applies to any usage or behavior, whether conducted on or off NSA related property that impacts the NSA community. Student athletes have a responsibility to maintain the NSA's guiding principles and Code of Conduct and to use all communication tools and electronic devices, including the Internet and social media platforms, in a responsible, respectful and positive manner.

**Electronic Device User Policy** (including but not limited to laptops, smartphones, tablets)

*Internet Usage:*

*Note: The NSA network is defined as NSA computers, devices and network connection, including connections to the network through private computers, electronic devices or remote connection.*

The NSA network exists primarily to support academic learning. Access to the NSA network made available to student athletes is a privilege and is provided for constructive, academic, legal and personal usage. The student athlete accepts responsibility for appropriate behavior. Academic use will take priority over personal use if there is limited network access.

The NSA network will be shut down every night from 10pm – 7am.

*Content and Transmission Restrictions:*

Each student athlete is responsible for the content on any of his/her personal electronic devices, and all of the content in any transmission, communication, or images that they access or send whether or not they initiated with the student athlete. It is important to note that policy applies to group messages as well. It is each student athlete's responsibility to monitor the tone of an email or group text and cease communications if the tone, implied or otherwise, violates the Code of Conduct.

Student athletes may not have installed on, nor will they share or distribute files from their electronic devices that offend community standards, are disruptive to others, break the law, violate academic policies, compromise the NSA community or the guiding principles and Code of Conduct of the NSA.

*Electronic Gaming:* - Gaming includes computer games, smartphone games, play stations or any other form of electronic gaming. Gaming is not permitted during academic hours, designated training time, race days, study time or after lights out.

*Ethical and Appropriate Use:*

Examples of what is prohibited for use of the NSA network include, but are not limited to:

- Sending/receiving defamatory, abusive, harassing, obscene, profane, sexually oriented, sexually explicit, threatening or racially offensive messages;
- Publishing text documents, digital images, video or audio recordings of, or belonging to, other people or on any social network or website without their permission;
- Using the network in connection with any infringement of another person's intellectual property rights (copyright) or violation of any patent, trademark, or trade name;
- Interfering with the normal operation of the network;
- Accessing, downloading, carrying or storing any material that is deemed to be obscene, offensive, defamatory, discriminatory, racist, harassing, sexually explicit or derogatory;
- Using the network to conduct or for commercial or personal business purposes;
- Tampering with or attempting to "hack"/gain access to computer or network security of any company or system, electronic devices or equipment, any other person's computer, or email; or
- Collecting or transmitting material in violation of federal or provincial law

**Mobile Phone Use**

Mobile phones, tablets and other electronic devices must never be used to photograph or videotape members of the NSA staff or other students unless permission is granted by the subject individual. Mobile phones may be used in classrooms at specific times when approved by the teacher as a tool for use in the lesson.

Mobile phone usage is not permitted during class, study hall and other NSA programming or activities as it can be a distraction to others and prevent effective use of class time.

We suggest that mobile phones, like other internet devices should not be used after 10:30pm as adequate sleep is needed.

### **CONSEQUENCES FOR INFRACTIONS**

A student athlete will lose their access privileges if found to be compromising or in violation of the NSA network and acceptable use policy. Conditions for reinstatement will be determined and reviewed by the NSA Leadership Team or Head of School who will also determine the disciplinary sanctions for any violation, which may range from a verbal warning, up to and including immediate expulsion.

The NSA also reserves the right to advise appropriate legal officials and certifying bodies of any criminal violations.

## **NSA PROGRAM PARTICIPATION**

All NSA student athletes are required to be in full attendance *from the beginning of their first athletic or academic morning commitment until the conclusion of their final commitment* (e.g. end of the academic, training or race day).

### **ATHLETICS**

The NSA recognizes that the athletic component is not the only key to developing and retaining promising and committed student athletes. This is reflected in the Academy's initial mission statement and remains unchanged. By incorporating program elements that integrate and address the broader needs of the student athlete including academics, fitness, psychological training, and a home base that includes a gym and boarding, the Academy experience is designed to develop the whole person to maximize and realize on his or her potential and to sustain performance in a highly competitive and challenging environment.

Academic course delivery is integrated with the NSA's supervised fitness and injury prevention program, training and racing program. The specific year-round fitness programs are designed to develop the student athlete and address individual needs as well as to provide nutrition education. Even when out of town for races, arrangements are made for scheduled physical training. The program includes biomechanical assessments delivered through affiliate associations and sports psychology sessions on and off the hill.

### **DAILY ATHLETIC SCHEDULE:**

Attendance at NSA conditioning sessions is **MANDATORY** for all NSA student athletes. It is the responsibility of each student athlete to participate in this program component to ensure optimal on-hill performance and injury prevention.

For NSA Boarders, the daily athletic schedule calls for a warmup activation every morning before breakfast.

#### *Pre/Post Competition Seasons*

All high school student athletes have one to two 45 – 75 minute conditioning blocks scheduled Monday to Friday unless otherwise posted in advance.

#### *Competition Season*

Conditioning sessions will be determined and scheduled by respective team coaches.



## **MISSED PROGRAM PARTICIPATION and NEW EXTENDED ABSENCE FORM**

On time attendance is required at all times for any NSA program: class, training, race, or other activity required of NSA student athletes. It is inherent to a student athlete's performance, and to meet their obligations and requirements, that attendance is necessary to fulfill NSA commitments.

Parents are expected to support the school at all times through ensuring that their children attend all NSA classes and commitments. From time to time, there may arise acceptable reasons for absence, which may include illness, injury, religious holidays and appointments. If a student athlete will miss any NSA activity, it is the parent's responsibility to report this in a timely and proper fashion before the activity to:

- The Coach and conditioning coach (if athletic activity);
- The NSA office and Head of School about missed classes;
- The House Supervisor or Office Staff (during the day) for any other activity and if the Head of School is unavailable.

Family trips or holidays scheduled during academic periods are not considered an acceptable reason for absence.

Student athletes may not excuse their own absences. Please fill out an Extended Absence Form when the student will be missing more than 3 consecutive days of class.

It is recommended that vacations and absences take place during scheduled breaks as most of the learning activities that take place in the classroom cannot be replicated when a child is absent and we do not expect teachers to provide extra programming or work during extended breaks. We know that we can minimize gaps in learning by providing a work period each day that includes reading, writing, and math. The National Ski Academy cannot grant approval to be absent, but simply records parental/guardian intent to have the student discontinue attendance.

For day student athletes, only the parents or legal guardian may report the absence on the day it occurs.

## GENERAL ACADEMY INFORMATION

### VEHICLE PRIVILEGES FOR BOARDING STUDENTS

**Students who board are not encouraged to have personal vehicles at the NSA.** Concessions may be made should a car be needed for travel to and from home on weekends. NSA is not responsible for theft or damage to personal vehicles while on NSA property. Our parking area is small and priority will be given to NSA staff and NSA vans/trailers.

During the week use of personal vehicles is strongly discouraged.

**The use of a NSA employee (personal) vehicle to transport a student athlete is strongly discouraged.** In the event of a *medical* emergency, EMS will be contacted or, if deemed necessary, an NSA licenced vehicle and driver (accompanied by one additional NSA employee) may be used.

For local personal transportation needs, given the NSA campus proximity to the shops, restaurants and businesses of Collingwood, student athletes may walk, ride a bike or hire a taxi.

**Boarding student vehicles** should be parked along the far side of the property adjacent to the Carriage house. Please ensure that vehicles are parked in a manner that does not compromise a second parking spot.

**Day student vehicles** are to be parked on Oak Street and cannot be left on NSA property when student athletes are away at camps or races. Please be sure to arrange to have vehicles picked up and dropped off if teams are leaving early or returning late from travel.

Bringing a vehicle to the NSA and/or being a passenger in another student's vehicle is a privilege granted to a student by the Academy in concert with the student's parents or guardians.

The Boarding Student vehicle form must be completed and submitted to the Academy prior to bringing a vehicle and allows for a student to bring a vehicle to 200 Oak St.

Both student and parents/guardians must accept the following restrictions as laid out in this document. These regulations are in effect from the time a student leaves home until he returns home. **These regulations are not waived at any time and are always in effect.**

Students and parents should read this document carefully before signing it. Failure to abide by these regulations will mean a loss of vehicle privileges for a period of time. Students are expected to abide by these regulations and not to treat them as some sort of game, constantly looking for loopholes. **Should a student lose his vehicle privileges the Academy requires that the student refrain from operating a vehicle on campus at any time.**

## **REGULATIONS**

1. The vehicle is to be used MAINLY to transport the student to the Academy upon returning from leave and from the Academy when proceeding on leave. "Park it and leave it" sums up our expectations.
2. The parking area is to be kept clean.
3. All vehicles must be kept locked when parked. They are not to be used as "common rooms" while parked on campus.
4. Alcoholic beverages, opened or unopened, are not to be brought on campus in any vehicle.
5. The vehicle may not be loaned to any other student.
6. The NSA will assume NO responsibility for damage to the vehicle or its contents.
7. Vehicles are subject to search while on campus in the same manner as rooms are in order to ensure the security and safety of the School community.
8. It is understood that the signature of a parent or guardian indicates that all legal requirements set by the Province of Ontario for driving the vehicle have been met. The provisions of the graduated licensing program apply where appropriate.

## **TRAVEL**

The privilege of travel carries with it the responsibility of pleasant, polite, respectful behaviour of student athletes towards restaurant, hotel, airline and ski area staff, hosts and the general public.

While travelling in an NSA vehicle each student athlete must wear a seat belt and obey all laws in the Highway Traffic Act. Please be respectful of those with whom you share a vehicle and promptly remove any garbage, recycling or personal effects at the conclusion of each trip.

## **VISITORS**

Visitors are welcome at the NSA as long as they abide by the NSA rules and Code of Conduct and come at times that do not interfere with the athletic or academic life at the NSA. Anyone visiting the NSA must check-in with the House Supervisor or office staff and must meet in the "common rooms" as specified. Non-NSA students are not permitted in student athlete bedrooms.

At appropriate times and after signing out, a student may leave campus with visitors; however, if the visitor is not a parent or relative, student athletes cannot ride in a personal vehicle without prior written parental permission and the House Supervisor must be made aware of these arrangements.

## **DRESS**

NSA students are expected to dress in a modest and appropriate manner at all times. Care and attention should be given to personal hygiene and apparel in order to reflect a positive image on oneself and the Academy.

- Appropriate and clean clothes will be worn in the dining room at meal times; no hats at meals
- Sweatpants, pyjama pants and torn shirts or pants, will not be allowed while travelling by air or on other excursions or activities so specified by the NSA Head of School or her designate
- NSA uniforms will be worn at all training sessions, competitions and medal presentations

## **ACADEMIC TOOLS**

All student athletes are required to provide a personal electronic device (e.g. laptop computer or tablet) in good working order that will allow them to access, complete and print academic work.

It is the student athlete's responsibility to ensure they have appropriate software applications to support academic course work. We suggest Microsoft Office (or similar) software that includes, at a minimum, Word, Excel, Powerpoint, and Adobe.

Specific courses may have additional requirements (i.e. graphing or scientific calculator). Please note that the calculator application on cell phones is not to be used in math & science courses. A proper scientific calculator is required.

The NSA provides wireless internet service that provides connectivity to classroom areas and most bedrooms.

## **ACADEMIC and ATHLETIC SUPPLIED EQUIPMENT**

These resources are the property of the suppliers or the NSA. This includes, but is not limited to: textbooks, lab equipment, Freelap timing equipment and gates, projectors, and cables & remotes for electronics. Students are responsible for careful maintenance of all equipment and it is mandatory for all NSA student athletes to use their supplied equipment for all NSA programs – in the classroom, at training sessions and competitions. Families will be charged for the replacement of supplied equipment that is lost or damaged while signed out to a student athlete.

## **ATHLETIC EQUIPMENT STORAGE**

Skis, Ski boots, poles, hockey sticks, etc. are stored downstairs in the designated storage areas. Day student athletes will have an assigned locker in the basement for their equipment storage, and they will follow the same guidelines as the boarding student athlete.

## **BICYCLES/SKATEBOARDS/ROLLERBLADES/SCOOTERS**

Student athletes bringing a bike can store and lock their bikes in the NSA bike shed. The shed is locked at all times and access can be gained from an NSA staff. All students must provide their own bike lock for additional security. When not in use, the bikes should be locked at all times.

Don't forget helmets! They are mandatory when participating in NSA organized rides. Wearing a helmet is best practice for all cyclists. A helmet can greatly reduce the risk of permanent injury or death should a cyclist fall or be involved in a collision. By law in Ontario every cyclist under the age of 18 must wear an approved helmet. For riders under 16 years old, a parent or guardian must make sure that their child wears a helmet. Students who ride bicycles must operate them in a safe manner, mindful that they are subject to the regulations of the Provincial highway Act.

**Please refer to National Ski Academy Ski/Sport Safety Policy on page 36**

## **ENVIRONMENTAL STEWARDSHIP**

To continue to enjoy winter sports well into the future, it's important that each member of our school community take responsibility for being a steward of our planet. All NSA staff and students should cultivate ecological citizenship, and thereby inspire positive environmental change for sustainable living within our school community in Collingwood, as well as the other locations where we train and/or compete.

We all want to work toward reducing the school's eco-footprint. Therefore, all student-athletes are expected to respect the environment and demonstrate their commitment to environmental stewardship with the following behaviours and actions:

- to recycle responsibly and use recycling and garbage bins correctly
- to reduce food waste and use the compost/recycling centre in the Dining Hall correctly
- to help the NSA conserve energy by turning off lights and electronics when leaving the classrooms and bedrooms
- to turn off leaky taps and not run water for long periods of time
- to save paper by printing only when necessary
- to respect the environment and not litter anywhere on NSA property or in the community
- to make an effort to use only refillable water bottles

There are Simcoe County Sorting Guide for Recycling and Green Bin posters throughout the school that provide instructions for the use of the enhanced waste management processes at the NSA. Please don't hesitate to ask a member of the NSA staff if you have any questions about which bin to use for a particular item.

## **COMMUNITY RELATIONS POLICY**

The National Ski Academy is a part of the larger community of Collingwood, the Town of the Blue Mountains and as guests at local ski clubs. Just as our student athletes have neighbours at home, they also have neighbours here in town, and neighbours in the communities where we race and train. The NSA has an expectation that students will respect the rights and property of its neighbours, while at 200 Oak Street, while training locally and away. Noise, litter, and disruptive or destructive behaviour have an impact on how neighbours view our school. Common sense and consideration are expected.

## **BOARDING INFORMATION & RULES**

### **ITEMS TO BRING**

For day-to-day in-house use, NSA Boarders need to provide:

- Sheets (for a single bed), pillow/pillow cases, blankets/comforter, towels and toiletries
- Approximately a dozen coat hangers, and only clothes and belongings that are absolutely necessary as space is limited. It is important to ensure that all clothes and belongings are well marked to avoid confusion
- A laundry bag for dirty clothes and a clothesbasket for transporting folded clothes from the basement facilities to rooms. (We provide guidance in the art of washer and dryer use!)
- A bathrobe – and a reminder that it should be worn upon exiting the shower/washroom area and walking back to your bedroom
- Power bar – minimum 10' long cord
- Desk lamp – overhead/room lighting may not be bright enough for working at your desk; task lighting will also help to be less disruptive to your room-mate if you are studying and s/he is going to bed earlier
- Fan – it tends to get warm in the building in August and the spring
- Closet organizer(s)
- Shoe rack
- Storage box for under the bed

**DO NOT BRING** (due to fire and safety regulations):

- electric appliances including bar fridges OR any cooking devices are prohibited in residence
- candles, lighters, incense burners or similar devices are prohibited in residence
- weapons or other restricted items of any kind
- extension cords are not permitted in the NSA due to fire regulations

### **PERSONAL BELONGINGS**

Student athletes should label all possessions clearly and keep money and valuables in secure circumstances. All students are requested to have a lock box or other secure device for their personal valuables and prescription medication (as necessary). Do not leave cash in an open area.

### **HORSEPLAY/SPORTS IN RESIDENCE**

There should not be any playing of sports of any type in classrooms, common areas, hallways or residence rooms. This includes any bouncing, kicking, or throwing of balls and horseplay. Fire sprinklers and heat sensors are very sensitive to any impact, even brushing them in the hallway or room may set them off. In

addition, our building has many beautiful original heritage features that are easily damaged. Please limit sports equipment use to the gym or outdoors.

Any student found responsible for incidents of damage or abuse of School property or the property of others will be subject to payment of the cost of repairs and/or restitution. If the damage is determined to be wilful, the matter will be referred to the Head of School for disciplinary action.

### **BEDROOMS:**

The following expectations apply to a student's residence room at the NSA:

- No writing on walls, ceilings, or furnishings
- By order of the Fire Department, flags or posters cannot be hung from the ceilings, including sloped ceilings
- Rooms must be kept tidy at all times. Each student is expected to make his/her bed and tidy his/her desk each morning. Room checks by the House Supervisor will be done regularly and Head of School
- TV sets and video game systems (PS3, X-box, Wii, etc.) are not permitted in individual rooms
- Do not enter the bedrooms of the opposite gender. (Your bedroom is your private place. Socializing is to be done in the Common Rooms)
- Do not enter the bedrooms of resident staff without permission from the House Supervisor
- **NO open food containers or food eaten in bedrooms or common areas as this may attract rodents**
- You are responsible for the wastebasket in your bedroom. When your garbage container is full, please tie up the bag and place it in the large garbage bin on either the second or third floor.

There is a checklist that must be completed prior to your move out date. This form should be signed at the bottom by an NSA staff member & brought to the office when you move out.

Please note that damage to rooms will be charged to the student(s) occupying the room. Serious damage (beyond regular wear and tear) to common areas of the NSA building will be evenly divided among all boarders, unless it can be attributed to specific individuals.

### **WASHROOMS:**

Remember that these facilities must be used by everyone. Please be sure to:

- leave room tidy – flush toilets, wipe counter area, clean up spilled water on the floor, use waste receptacles provided
- refrain from leaving windows open
- please replace empty supplies (i.e. toilet paper, paper towels)

## **COMMON ROOM USAGE**

Student athletes will:

- Enjoy each other's company while not infringing on the rights of others to talk, watch TV etc.
- Keep common rooms, including outdoor spaces such as the veranda, clean and tidy
- Upon leaving common spaces, please promptly dispose of garbage and recycling, bring used dishes back to the kitchen and remove any personal belongings

## **LAUNDRY ETIQUETTE**

In the basement, for your convenience, are washers and dryers. It is important that these be used in a manner which allows the greatest access for all NSA student athletes. If you put a load in a machine, please be aware of the time at which the cycle will end and clear the machine immediately after. Do not remove clothes before a cycle is complete or throw clothes on the floor. It is also unacceptable to leave your laundry in the laundry room for an extended period of time. If one of the washers or dryers requires attention, please complete a maintenance request (see page 26).

## **TELEVISIONS**

TV watching and video game playing is not permitted in the main lounge area during NSA scheduled activities. Televisions and/or TV monitors are not allowed in bedrooms. Please ensure remote controls, cables, and projectors are not removed from common rooms and classrooms.

## **PHONES AND COMPUTERS**

Computers, tablets, smart/cell phones or similar internet devices are not be used after 10:30pm as adequate sleep is needed.

## **DINING ROOM GUIDELINES**

Members of the kitchen and house staff are to be treated with courtesy and respect. If you have a concern about anything involving the Dining Hall, speak to Ms. Walsh or Chef Zak.

- Cutlery and dishes that are removed from the Dining Hall should be promptly returned; leaving dishes in bedrooms and common areas may result in an expectation that dishes are no longer able to be removed from the Dining Hall
- Everything taken to dining room tables must be removed, tables cleaned, chairs pushed in, plates scraped, and placed in the appropriate bins. Any mess caused by a student must be cleaned up.
- Cell phone usage while in the Dining Hall should be limited – sharing a meal with peers and staff is a wonderful way to build community
- Communicate with the Chef if they are absent for meals
- Follow the mandatory kitchen duty schedule or arrange for a replacement



## DINING ROOM HOURS

There may be some variation to these hours for special events or to accommodate training/racing schedules

Breakfast	7:30am - 8:15am
Lunch	12 noon – 12:45pm (all student athletes eat together)
Dinner	6:00pm

## SPECIAL DIETARY NEEDS: *(NSA is an “allergy –safe” environment as defined by Anaphylaxis Canada)*

Any special dietary requirements (e.g. anaphylactic allergies, celiac, lactose intolerant) for a student athlete should be discussed with the Head of School and the Chef. Every effort will be made in meal planning to accommodate these health related requirements; however, it may be necessary that a supplemental charge to the individual may be required to provide a balanced and health safe diet in these instances.

Every effort will be made in meal planning to accommodate student athletes who have made personal dietary choices (e.g. vegan, vegetarian, gluten free) however, it may be necessary that a supplemental charge to the individual may be required.

Please fill out the Food Preferences and Dietary Restrictions Form

## WEEKLY ROSTER OF STUDENT DUTIES

There is a dish duty schedule for all student athletes residing at the NSA.

If a student athlete will miss a dish duty, he/she must find a replacement on the check-out sheet and inform the Chef and House Supervisor prior to missing the duty.

## STUDENT KITCHEN DUTIES (MONDAY TO THURSDAY)

Each night - JOB 1, 2 & 3 immediately after dinner

### 1. DISHES

- Rinse and load all dishes, cutlery, serving dishes and utensils through dishwasher
- Put away all of the above items in appropriate cupboards/shelves/bins
- Wipe down kitchen tables (plastic and wood counter)
- Wash (in dishwasher) any cutting boards, baking pots, pans that are stacked on the right side of the sink
- Put all used dish towels and cloths in laundry bin (kitchen basket)

### 2. FLOORS

- Sweep kitchen, pantry/stove area and dining room floors
- Mop kitchen (use mop bucket) and pantry/stove area floor
- Empty and rinse mop bucket – rinse mop and leave in bucket
- **Thursday night** – mop dining room floor as well

### **3. FOOD, COUNTERS, APPLIANCES, DINING ROOM GARBAGE**

- Wrap any leftover food (food to be kept – ask Chef) with plastic wrap – store in stainless steel fridge
- Wipe (soapy wet cloth) *and rinse ALL* pantry counters
- Clean panini press grills (wet cloth), empty toaster of bread crumbs
- Clean (wet cloth) kettle, toaster and panini press
- Clean inside of microwave
- Take out Dining Room Garbage bag to dumpster; replace new garbage bag in bin

### **JOB 4 - 3 meals/day - 30 minutes after meal start time**

#### **4. DINING ROOM TABLES, CHAIRS and NAPKIN DISPENSERS**

- Clear and put away all condiments into dining room fridge
- Clear any leftover used cutlery, dishes etc. to kitchen
- Pick up/dispose of any garbage (napkins, wrappers etc.)
- Wipe (soapy wet cloth) *and rinse ALL* 4 dining room tables
- Wipe off chairs and tuck into dining room tables
- Check and fill napkin dispensers as needed

### **MAINTENANCE AND FACILITIES**

In a building that celebrated her 125<sup>th</sup> anniversary in 2018, there are bound to be issues that arise from time to time. If you have a maintenance or facilities issue (i.e. clogged toilet, window that won't close, the bar in your closet falls down, issue with a washer/dryer), the process for reporting the issue to Robert Pierce, our Maintenance and Facilities Manager is as follows:

There is a binder marked "Maintenance & Facilities" on the shelving unit with the First Aid kit behind the kitchen door on the main floor. As soon as there is an issue that requires Robert's attention, please fill out one of the forms inside this binder. Be sure to include your name, the date, and an explanation of the issue and/or what needs to be repaired. Robert is not at the Academy every day, however if the issue is an emergency that requires immediate attention, please speak directly to Ms. Walsh to have the situation resolved.

### **SIGN IN/OUT and OVERNIGHT LEAVE REQUESTS**

#### **REACH Boarding App: Sign-In/Out and Leave System**

The National Ski Academy has implemented the **REACH School Boarding System** that will replace the existing paper/binder sign-in/out. This platform is up and running and this change is effective immediately. Your son(s) and daughter(s) have already received training with respect to use of the platform.

**REACH** is the global leader in boarding school automation with over 350 schools across 5 continents using the platform to manage risk, gain efficiency and improve communications throughout their boarding operations.

**REACH** coordinates Leave Request procedures for School Staff, Parents, Hosts and Boarders by creating an easy to use, paperless system that students, parents and staff can access from anywhere at any time and from any device. **REACH** is available for student athletes and staff to use from any PC or mobile device 24 hours a day, 7 days per week.

This email serves to introduce you to **REACH** and assist you to log into the system as easily as possible.

**REACH** will automate all Boarder Leave Request procedures. It will allow parents to approve or reject leave requests, submitted by their child, through an email that they will receive. There will no longer be any need to email the school to advise us of your child's weekend plans or appointments. Your son/daughter is now responsible for using the app to sign in/out of the Academy and all appointments (i.e. medical, tutoring, driver's education) can be inputted directly into the app so that all parties responsible for the Duty of Care of your child have a record of their excused absences.

Help and Support is available to all National Ski Academy users. Please visit the **REACH** support page at <http://support.reachboarding.com.au>.

### **REACH Boarding App: Sign-Out System**

It is important that the NSA staff, particularly the House Supervisor, know whereabouts of all boarders at all times and that you use the REACH sign-out system anytime while leaving the NSA. In addition, if there is an issue with your REACH sign-out, you should not leave campus until you have resolved the matter with the House Supervisor or someone in the office.

How is REACH different from the paper/pen/binder system?

- Parents will still be required to call/send an email to the office if their child has an appointment scheduled during the day that will conflict with an academic or athletic commitment.
- Parents no longer need to email/communicate with the House Supervisors re: weekend plans – students will submit a leave request by **Thursday at noon** in the REACH boarding app and this will automatically be seen by NSA staff.
- Parents no longer need to come inside the building to sign their children out – by hitting “Approve” when a leave request email comes through, they have provided their consent and indicated their awareness of their child's overnight/weekend plans.
- There is a record of the passing of the Duty of Care from the NSA to parents and/or host families in the case of an overnight/weekend sign-out
- The NSA will have an electronic record of all student athlete appointments and absences, should any question arise with respect to an absence being excused.
- In an emergency (i.e. fire or gas leak) NSA staff will be able to access the whereabouts of all student athletes from any device outside of the building.
- There will be a more accurate count for meals resulting in less food wastage.

- There will also be more precise planning for student athletes who have special dietary needs (i.e. Chef Zak will not need to prepare vegetarian meals if those who have a vegetarian diet are not at the Academy for a particular meal)

### **Signing-out During the Day**

Students may sign out to leave the NSA during the day as needed to attend medical appointments, tutoring, run personal errands, etc. No parental approval is required to sign-out during the day. Student athletes are also able to schedule upcoming day leaves (i.e. a physio appointment on Tuesday at 2:30pm at Peak to Shore). Please note that personal appointments should be scheduled outside of scheduled dryland, classes and study hall. Students must be back in residence by curfew. If a student athlete misrepresents his/her leave, or does not sign out, s/he is in direct violation of the NSA Code of Conduct.

### **Dinner & Social Leaves After 6pm**

For off-site sign outs after 6pm, the House Supervisor must be directly informed in addition to the REACH sign out. Students must return for evening classes if scheduled. After 6pm, all entry and exit from the NSA will be through the front door.

### **Weekend and Overnight Leave**

Students must request weekend leave no later than Thursday at noon via the REACH boarding program. Overnight leave requires the parents or guardian to approve the leave request. Students granted overnight leave must sign-out following school commitments. Special requests should be made in advance. It is the student's responsibility to have their parent and the host family contact the House Supervisor granting permission for overnight leave before a student leaves campus and signs out via the REACH boarding program. Any changes to a student's weekend plans requires a conversation with the House Supervisor, and it is the responsibility of the student to contact the House Supervisor on duty.

Parents who wish to pick up their son/daughter for the weekend are asked to do so after the Academy school and dry land schedule is completed for the day. They should arrange to return by curfew time on Sunday (10:00 pm) or Monday before school or training. All details with respect to return time to the Academy must be recorded in REACH.

### **Host Family Responsibilities**

The REACH Boarding approval process provides all parties involved with the opportunity to decline any leave, and in turn makes hosting another NSA student athlete a choice. If a family agrees to be a host, they accept the responsibility for the care of the student athlete. As such they are responsible for the safety, care and well-being of the guest. If a student signs out to another NSA family, the House Supervisor is relinquishing their guardianship to the host. We encourage all families to communicate with each other to ensure that everyone is aware of the specific plans involved with any leave request.

### **Parental Awareness/Responsibilities**

If a parent gives consent for their child to enter into the care of another NSA family, the school assumes no responsibility for him/her until s/he returns to the Academy and signs back in. Parental approval demonstrates that they understand that their child will not be in the care of the National Ski Academy during the designated period, but with the host family. We encourage all parents to communicate with host families so that you are aware of the details surrounding the leave request.

### **Daily Routines**

Breakfast Attendance - All boarders must attend breakfast Monday to Friday

### **Class Attendance**

Good attendance is vital to the learning process and is an essential component of every course and activity. Students are expected to attend all classes.

### **Long Weekends and Vacations**

The NSA is closed during vacations (December and Spring Break) and long weekends (from Thursday at 4 pm until Monday at 6 pm).

Students with no local guardian can spend the weekend with another NSA family, provided all permissions have been approved by the host family, parents, or guardian of the student and House Supervisors via REACH.

### **Absence from School or Campus**

It is critical that all boarding students make the NSA staff aware of their whereabouts at all times when leaving campus at any time for any reason.

Students are liable to suspension (and in serious cases, dismissal) if they leave campus without authorization and, in doing so, place themselves at risk and/or cause adults in the community to go to some length to locate and secure them. Boarding students must make the House Supervisor aware of their whereabouts at all times and MUST sign-out via the REACH boarding program every time they leave the building). If students are going to be late returning they MUST contact the House Supervisor. Special leave requests must be discussed with House Supervisor 24 hours in advance. Misrepresenting weekend or leave plans is in direct violation of the Code of Conduct.

### **Parent Notification**

Parents must notify the office and/or House Supervisor if they are:

- Leaving school during the school day, if they are missing academic/athletic commitments for a medical or personal appointment
- Leaving home for vacation or any other reason during the school year
- Missing classes or a school event
- Parents must provide up-to-date contact information to the office if they are leaving home for a business trip or vacation
- Changing their email or phone contact number

### **Student Illness**

Any student who is ill or not feeling well must report to the House Supervisor. Parents should not to pick up their son to take him home during the school day or evening until they have discussed the matter with the House Supervisor or the office. Students missing class or any other school commitments due to illness may only be excused by the office. Parents must notify the office if their child has contracted any communicable illness.

## **CURFEWS**

### **IN-HOUSE School Night (Sunday to Thursday)**

All student athletes are expected to be on their respective floor (boys' or girls') by 10 p.m.

Lights out at 10:30 p.m.

Be considerate of roommates who may have gone to bed earlier.

### **IN-HOUSE Weekend (Friday and Saturday)**

Curfews for those staying in-house on weekends will be as indicated below. Students must check out and in with House Supervisor

GRADE 9-10: 11PM\*

GRADE 11: MIDNIGHT (12 AM)\*

GRADE 12: 12:30AM\*

\*CURFEW may be earlier if pre-race or training event – coach will determine.

### **ON-THE-ROAD (any day)**

Coach will determine: - typically in assigned room by 9PM

## **NSA HEALTH AND SAFETY**

### **HEALTH INSURANCE COVERAGE**

All Ontario resident student athletes are required to have an Ontario Health Card. It is each parent's responsibility to ensure their child has sufficient medical coverage for areas not covered under the Ontario Health Insurance Plan (OHIP), in particular for all non-Ontario and out-of-country travel\*.

All Canadian, out-of-province residents should be covered by their provincial policies; however it is the parent's responsibility to confirm and secure any additional coverage that may be required in Ontario and for all out-of-country travel\*.

All non-Canadian residents, who do not have a valid Ontario Health Card are required to provide proof of valid private health insurance with sufficient coverage for their child's NSA academic/athletic year (August 2019 to June 2020)\*.

### **\*ADDITIONAL INSURANCE REQUIREMENTS**

**All FIS student athletes must purchase the FIS International which includes Class 2 SAIP medical insurance. This covers up to 30 days out of country per trip for the year from July 1 – June 30 PLUS additional weekly SAIP coverage as required for the length of the Saas-Fee camp.**

**All U16 student athletes must purchase SAIP Class 2 medical insurance. This coverage includes up to 30 days out of country per trip for the year from July 1 to June 30 PLUS additional weekly SAIP coverage as required for the length of the Saas-Fee camp.**

**All U14 student athletes must purchase SAIP Class 2 medical insurance. This coverage includes up to 30 days out of country per trip for the year from July 1 to June 30**

### **HAND HYGIENE**

Handwashing or using a hand sanitizer is the best way to prevent illness. It's not new, but it works because it removes or kills germs before they can find their way into our bodies. As more bacteria become resistant to antibiotics, proper hand hygiene is essential in protecting your health.

#### **Proper Handwashing**

To make sure that you are washing your hands properly, use soap and water. Wet your hands. Add soap and rub your hands vigorously together for 15 seconds. Rinse hands and dry with a clean towel, then turn off the tap with the towel. It's the soap combined with the scrubbing action that helps free and remove germs. Also remember to keep nails short and clean, wash wrists and remove watches and jewelry when you wash your hands.

### **Proper Hand Sanitizing**

Alcohol-based sanitizers and gels are also an option, but should only be used when your hands are not visibly soiled or dirty. This is because they do not remove visible dirt. You can find them in most supermarkets and drugstores. When using a gel or sanitizer, rub it on all surfaces of your hands until they are dry. The gel doesn't need water to work; the alcohol in the gel kills non-visible germs that cause colds and the flu.

### **What to do when you are sick to stop the spread of germs**

When you need to cough or sneeze, cover your mouth and nose or cough away from people around you. Viruses that infect the nose, throat and lungs can cause illnesses that can be spread from person to person when an infected person coughs or sneezes onto surfaces or people around them. Always cough or sneeze into a tissue and then throw it away. If you do not have a tissue, cough or sneeze into your elbow or cough away from people. Make sure you wash or sanitize your hands after.

When you are sick, you can spread your illness to those you come in contact with. Day students should stay home from school when they have cold or flu symptoms such as fever, runny nose, dry cough, tiredness and muscle aches. If you are a boarder, and live relatively locally, consider going home for a couple of days until your symptoms subside. Boarders who are not able to go home should ensure that they are resting and practicing good hand hygiene.

### **FLU SHOTS**

We encourage everyone to receive a flu shot while living in such close quarters. A component of the Health Information form addresses permission for receiving the flu shot for students under 18 years of age.

### **PRESCRIPTION MEDICATION**

Prescription medications are for the sole use of the person for whom they are prescribed. Any student athlete required to take prescription medication during their time at the NSA is responsible for the security of the medication at all times. For boarders, this means prescription medications must be locked securely in one's room at all times. Day students shall lock their medication that is required during NSA program hours in their locker.

All prescription medication must be kept in its original pharmacy container, complete with patient's name and pharmacy medical label.

EpiPens are the exception to locked prescribed medication rules, as the anaphylactic student athlete should carry or have one EpiPen on their person at all times.

Note: please note the Code of Conduct rules with respect to use and unauthorized use of prescription medication.

### **FIRST AID KITS**

There is a First Aid Kit located on the first floor on the shelving unit closest to the staircase to the basement. There is a second First Aid Kit in the Gym. First Aid Kits can also be found in each of the NSA vans. Please report any serious injuries immediately to the House Supervisor or Office Staff.



## **NSA ANAPHYLAXIS POLICY and PROCEDURE**

The National Ski Academy is committed to doing all it can to ensure and provide a healthy and safe environment for all community members. As legislated by the government of Ontario, the NSA complies with *Sabrina's Law* by establishing and maintaining an anaphylaxis policy.

Anaphylaxis is defined as a “serious allergic reaction that can be life threatening; it requires avoidance strategies and immediate response in the event of an emergency.”

The NSA is an “allergy–safe” as defined by Anaphylaxis Canada and makes every attempt to avoid the use of, or presence of common allergen products such as peanuts, whether at the Collingwood campus or off-site residential locations used by the NSA. It must be noted that the NSA cannot assume responsibility of providing an allergen-free school. In an effort to provide an allergy-safe environment as possible, it is the responsibility of all NSA community members, in particular all families and student athletes, to respect the safety and rights of all NSA community members in not bringing known common allergen products to the Academy (Collingwood, Saas Fee or other NSA residential locales) and adhere to the policies and procedures identified below.

### **IDENTIFICATION OF STUDENTS' AT RISK**

- It is the parent or guardian’s responsibility to inform the NSA of their child’s allergy.
- It is the parent or guardian’s responsibility to notify the NSA immediately if there is a change to their child’s allergy status.
- An individual Anaphylactic Care Plan will be established and filed in the school office by the start of each school year (August). For anaphylactic student athletes, the plan will be determined with the advice and guidance of the individual’s physician, in collaboration with the student, his/her parents, coach and the Head of School. The plan will provide consent for the administration of the EpiPen when needed, and also gives consent to share the information with NSA student athletes and employees.
- At the beginning of the school year, all NSA staff will be made aware of all members of the NSA community who are anaphylactic, and their respective allergens will be identified. A poster with individual photographs (head shots) and names of each anaphylactic person will be posted in the main office, the kitchen, dining area, classroom space, gym and on each of the residential floors.

NOTE: For NSA staff, the anaphylactic individual must provide a written care plan for filing in the school office at the start of the school year. See Anaphylaxis Emergency Plan Form

- Every NSA community member with a severe life – threatening allergy or health condition is strongly advised to wear a medical alert bracelet that clearly indicates specific medical information.

## **EPIPEN REQUIREMENTS AND AVAILABILITY**

Epinephrine is used as the treatment for an anaphylactic reaction. An EpiPen is a prefilled auto-injection device that will administer epinephrine in the event of a severe allergic reaction.

It is mandatory for, and the responsibility of, an anaphylactic student athlete to carry at least one EpiPen with them (preferably on their person) at all times while on-site at the Collingwood campus.

It is mandatory for, and the responsibility of, an anaphylactic student athlete to carry at two EpiPens with them for all off-site NSA locales and related activities.

Anaphylactic student athletes are expected to know how to, and be prepared to, self-administer an EpiPen if accidental exposure occurs or symptoms appear.

## **NSA LOCATION OF EPIPENS**

The NSA will make available an EpiPen for emergency use in each of the locations as follows:

- NSA kitchen/dining area
- Gym/Fitness area
- 2<sup>nd</sup> floor residence (near main stairwell)
- 3<sup>rd</sup> floor residence (near main stairwell)
- designated coach's first aid kit / carried with designated coach on hill

For each location, the EpiPen will be placed in a clear plastic container and clearly labeled.

## **RESPONSIBILITIES OF ALL NSA STUDENT ATHLETES AND EMPLOYEES**

- Follow NSA protocol with respect to keeping allergens out of the NSA and to wash one's hands whenever the possibility of contact with a known allergen occurs.
- Avoid sharing food, especially with individuals with a known risk of anaphylaxis.

## **GUIDELINES and EXPECTATIONS FOR NSA ANAPHYLACTIC STUDENTS**

- Take personal responsibility for avoiding allergens to the best of their ability (e.g. read food packages and labels clearly; ask chef, cook or food server to verify what is contained in food product).
- Do not share food, utensils or containers.
- Put any food stuffs on a plate or napkin, rather than have direct contact with a table or desk.
- Wash hands with soap and water before and after eating.
- Learn and recognize the symptoms of an anaphylactic reaction.
- Inform an adult as soon as accidental exposure occurs or symptoms appear.

## **SIGNS AND SYMPTOMS OF AN ANAPHYLACTIC REACTION CAN INCLUDE**

- Throat tightness or closing
- Shortness of breath, trouble swallowing, wheezing, hoarse voice
- Nausea, vomiting diarrhea
- Panic or sense of doom
- Fainting or loss of consciousness

## **ANAPHYLACTIC REACTION EMERGENCY RESPONSE PROTOCOL**

Administer Epinephrine (EpiPen) at the first sign of an anaphylactic reaction **ONLY** to those who have a known severe life-threatening allergy

- Remove the EpiPen from the carrier tube
- *Follow the next 2 simple steps:*
  - Hold firmly with orange tip pointing downward
- Remember this saying: **Blue to the sky, Orange to the thigh.**
  - Remove Blue safety cap
- Jab the orange tip firmly into the mid- outer thigh until you hear a “click”.
- Hold the EpiPen in the thigh for at least **3 seconds (max 10)**
  
- Call 911 – specify that it is an anaphylactic reaction then give them name, address and location of the NSA
- Place the person in a comfortable recovery position
- If the reaction continues or the symptoms return before EMS arrives, use another EpiPen until the symptoms stop.
- Stay with person until EMS arrives
- An adult must accompany a student in the ambulance to the hospital and remain until either parent /guardian arrives or patient is discharged.
- A designated NSA employee will contact parent/guardian immediately after EMS has arrived.

## **FIRE SAFETY**

It is a serious crime/penalty to pull the fire alarm without cause. Offenders will be dealt with by the Fire Marshall and proper authorities, and may face dismissal from the Academy.

All student athletes are required to follow and respect the NSA fire and safety standards and regulations. The health and safety of all NSA members, in particular the residence community, is at risk when these regulations are not adhered.

The use of cooking appliances or any similar devices such as an electric hotplate is prohibited unless it is made available from the chef for use in the kitchen area only.

Fire of any kind, which includes from product one smokes, is considered a hazard. Open flame usage from any source (e.g. candles, lanterns, incense burners, smoking, or lighters) is prohibited in the NSA residence. Violation of this regulation will be treated as a serious offense and will be subject to immediate suspension or expulsion from the NSA.

### **BASIC FIRE PROCEDURE IF YOU DISCOVER FIRE OR SMOKE:**

1. SHOUT – FIRE, FIRE, FIRE
2. Sound alarm – if not already activated

### **ON HEARING THE FIRE ALARM**

1. Confine fire (close doors and windows) if possible
2. Turn off lights
3. Evacuate the building and proceed to the designated big rock in the front of the NSA building
4. Report to the supervisor for attendance
5. Stay with supervisor
6. Do not re-enter the building until the “all clear” is sounded

NOTE: If a door you are exiting is closed, feel the door to see if it is hot (using back of hand).  
If it is hot to touch – DO NOT OPEN IT. SEEK AN ALTERNATE ROUTE.  
If it is not hot, open door slowly until you find out the extent of the fire.

### **REMEMBER:**

1. A closed door will help confine a fire and slow the spread of smoke and toxic gases
2. If you smell smoke, sound the alarm at once, then investigate the source, if possible
3. If the fire alarm sounds, consider it to be real and EXIT THE BUILDING
4. Do not hesitate to sound the alarm
5. Smoke “KILLS” – Do not let it spread.

**DO NOT RE-ENTER THE BUILDING UNTIL THE “ALL CLEAR” IS SOUNDED**

## **SKI and SPORT SAFETY POLICY**

We, the staff and Board of Directors, believe this policy is in the best interest of our student athletes. The coaches have discussed this sensitive issue with all of the student athletes.

- 1) **All athletes must wear a helmet, back protector and protective gear when training, free skiing, inspecting courses and racing all events; downhill, super-g, giant slalom and slalom.**
- 2) All athletes must wear a bike helmet and protective gear when they go for any biking, in-line skating, or skateboarding activity with the NSA. These activities are forbidden after dusk when in NSA residence.
- 3) All athletes must wear a helmet, shin guards and mouth guards when playing ice hockey with the Academy.
- 4) Athletes do not train alone in the gym.

**NOTE:** Student athletes are expected to follow the “Safety Policy” while enrolled in the NSA program. Student athletes not following the “Safety Policy” will not be permitted to participate in the above mentioned activities.

The NSA coaches can help with recommendations regarding what products are available and suitable for the student athletes.

### **POLICY AND PROCEDURE RELATING TO INJURED AND NON-QUALIFYING ATHLETES**

These policies define responsibilities for coaches, student athletes and parents.

#### **INJURED ATHLETES** (an athlete is unable to ski due to injury)

##### **Procedure:**

1. The coach and the Director of Athletics must meet with the injured athlete and discuss a program for the entire duration of rehabilitation.
2. In order to arrive at an appropriate program, the coach must discuss a proposed agenda with the athlete’s doctor and/or physiotherapist or the NSA injury rehabilitation specialist. Ideally, a proposed time frame for returning to skiing should be identified in the program.
3. This program should be documented and communicated in writing. One copy should be filed at the NSA, another copy to the athlete and a final copy to the athlete’s parents.
4. Coaches must follow-up by phone, fax or email on a regular basis to monitor the athlete’s progress.

5. In-house residents not participating in scheduled morning dry-land training sessions are welcome to attend non-impact training sessions as convened by the House Supervisor.

**NON-QUALIFYING ATHLETES** (an athlete that does not qualify for an out-of-province race such as National Championships yet his/her coach is attending the races)

**Procedure:**

1. The coach, in collaboration with the student athlete's health care professional must first identify the duration that the athlete will be separated from their core group and formulate a plan for that time period. This plan will clearly identify the coach or coaches that are responsible for implementing the athlete's skiing and dryland program.
2. The objective of the program/plan must be to provide a training environment that is equivalent to the athlete's core team program. The plan should also identify local races that the athlete may attend.
3. This program should be documented and communicated in writing. One copy should be filed at the NSA, another copy to the athlete and a final copy to the athlete's parents.
4. Coaches must follow-up by phone, fax or email on a regular basis to monitor the athlete's progress.