



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

August 2022



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WELCOME MESSAGE

Welcome to the National Ski Academy! Welcome back to those who are returning to the Academy, and a warm welcome to those joining us for the first time in 2022-2023. This August, we are excited to return to our home-away-from-home, Saas-Fee. And are looking forward to a year that is more consistent with the pre-pandemic experience. Having said this, there may be changes to our health and safety policies throughout the year, as dictated by government regulations. These will be communicated to families via email.

It is important that all NSA student athletes, parents and guardians read this Family Handbook in its entirety. It outlines information and sets out expectations that are important for all members of our school community. These policies are in place to help ensure all members of our school can thrive in a safe and inclusive environment. Each NSA student athletes' commitment to upholding the Code of Conduct is essential in maintaining a welcoming and respectful community.

Several revisions have been made to the previous version of the Family Handbook. A few of the topics in this document will address changes to our:

- Vehicle policy
- Dress code
- Dining hall expectations
- Boarding noise limits and consideration hours
- Residence room décor and damage
- International student supports – ISGC

The academic and athletic programming at the NSA is intertwined with teachers and athletic staff working collaboratively to provide opportunities for student athletes to work towards their goals. It is critical for all student athletes to establish learning skills and work habits that will set you up for success. Be diligent in the management of your time and do not hesitate to ask for help when you need it. Our teaching staff is prepared and committed to supporting positive outcomes for each student athlete.

We welcomed a number of new staff members to our team last spring, and are looking forward to continuing to work alongside:

- Heather Grant, Director of Guidance and Counselling
- Carrie Johnston, Athletic and House Manager
- Jeff Jones, Program Director and U16 Head Coach

I am excited for another year of supporting student athletes in working towards their athletic and academic goals. I invite you to reach out anytime with questions or concerns throughout this exciting time in your child's life.

Best,

Tobin Walsh
Head of School

Mission and Vision

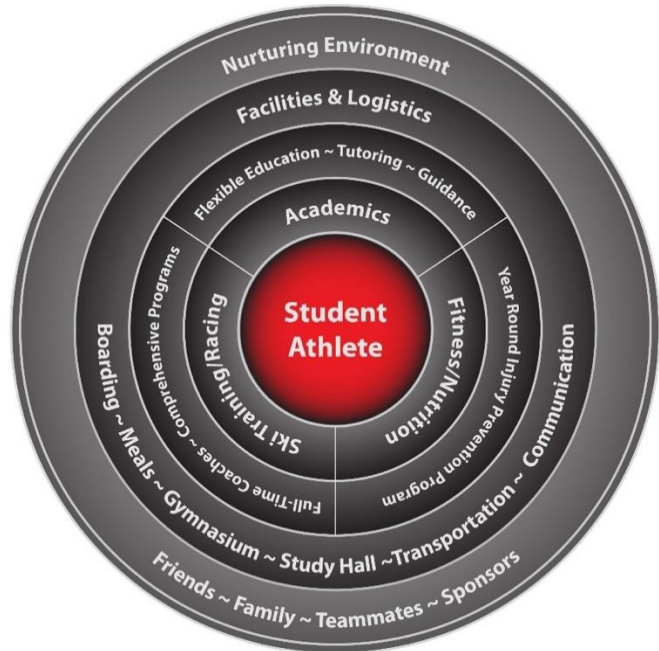
The National Ski Academy’s mission is to “provide an environment for talented student athletes to maximize their individual potential through the pursuit of alpine ski racing excellence, academic achievement and personal growth.”

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 NSA community including students, teachers, staff, parents, board and volunteers have a responsibility to 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 NSA is committed to safeguarding the safety and security of all members of the Academy's community.

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.

Student athletes, parents, teachers and staff must agree to comply with the National Ski Academy Code of Conduct.

GUIDING PRINCIPLES

Respect for Self and Others

All members of the NSA community:

- abide by the National Ski Academy code of Conduct
- are to be treated with respect and in turn are to treat fairly and respect the dignity, well-being and safety of others at all times, regardless of, for example, race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, gender, gender identity, sexual orientation, age or disability;
- 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.
- will take responsibility for all of his or her actions.

Honesty and Integrity

Honesty and integrity are 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. All members of the NSA community must demonstrate school values. 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 that every member of the NSA community must:

- respect the rights of others;
- conduct themselves in a manner that is respectful; one that is not injurious to the moral tone of the school, recognizing the impact of their conduct or action(s) on the Academy's culture and reputation in the local community and beyond;
- respect and show proper care and regard for our shared property and the property of others;
- commit to following all rules governing the use of any NSA-related facilities, property or locale.

Safety and Security

All members of the community should promote safety of and for the school community. The NSA is committed to providing a healthy environment; one that is respectful, and promotes kindness and caring. 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.

All members of the NSA community must not:

- Engage in bullying behaviours;
- Engage in any form of behavior motivated by hate or bias, including hate propaganda;
- Commit robbery;
- Be in possession of, or traffic in, weapons;
- Use any object to intimidate, threaten or cause injury to another person;
- Cause and/or encourage others to cause bodily harm to another person;
- Commit physical or sexual harassment and/or assault;
- Commit theft of, or act of vandalism, or intentional damage to school property or another's property.

Alcohol, Drugs, Vaping and Tobacco Products

The NSA is committed to creating and maintaining a smoke-free and drug free school community. Tobacco, or vaping products, alcohol, Cannabis*, 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 and subject to disciplinary measures.

***Medicinal Use of Cannabis**

The *Ontario Cannabis Act, 2017* and the *Smoke-Free Ontario Act, 2017* are applicable to any student who is a lawful Medical Cannabis User. The Academy will review the circumstances under which a student has been prescribed medical cannabis and decide as to what accommodation may be reasonable to permit medicinal use for the student at the NSA, in accordance with applicable laws.

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:

- Comply with the NSA Code of Conduct;
- 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;
- Prepare students for the full responsibility of citizenship;
- 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 and GUARDIANS

Parents and guardians play an essential role in the education and development of their children. Parents and guardians 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 and guardians fulfill this responsibility when they:

- Commit to knowing, complying with and reinforcing NSA expectations, standards and Code of Conduct;
- Support their children's full participation and engagement in school and community life, including academics, athletics and NSA community responsibilities;
- Communicate regularly and respectfully with the NSA;
- Ensure their child attends regularly and on time for all NSA athletic and academic commitments or requirements;
- 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)

Note: We ask that all parents provide a working email address to the school and check it regularly to facilitate communications from teachers coaches and other NSA staff

INTERNATIONAL STUDENTS – INTERNATIONAL STUDENT GUARDIANSHIP CANADA

This year, ISGC will assume the responsibilities for guardianship for our international student athletes and will be able to provide an additional layer of support for them during the academic year.

Over the past decade, ISGC has supported international students and their families from over 50 countries, through their guardianship services. As you already know, Citizenship and Immigration Canada requires applicants under the age of majority who apply for Canadian Study Permits to provide a Notarized Custodianship Declaration. This original document must be completed and notarized by the Guardian as well as natural parents and identifies where your child can obtain support during their study in Canada. Working in partnership with NSA, ISGC will provide your child with guardianship support during the academic school year.

In addition to the notarized custodianship declaration, the ISGC guardianship program includes things like: 24-hour emergency line, permission forms and leave approvals, academic support and tutoring coordination, disciplinary monitoring and support, school visits and check-ins, and select language supports for parents. For additional fees, ISGC offers: short term accommodations as available (during holidays, school breaks), dorm essentials, chaperone services, immigration support for study permits and renewals, and transportation/shuttle arrangements.

We feel this partnership is important in ensuring our international students are well supported while they are away from home.

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 will

demonstrate respect for self, for others, and for the responsibilities of citizenship through acceptable behavior. Respect and responsibility are demonstrated when a student athlete:

- Complies with the NSA Code of Conduct;
 - Takes responsibilities for his or her own actions;
 - Refrains from bringing anything to the Academy or related Academy experiences/facilities that may compromise the well-being and safety of others;
 - Pursues and maintains academic excellence (attendance, preparedness, effort) to the best of their abilities;
 - Comes prepared and appropriately follows the training and competition program as outlined by the NSA.
 - Exemplifies the attitude, work ethic, and dry-land fitness requirements expected by the NSA coaches;
 - Complies with all the requirements as outlined by the NSA and its coaches, with respect to attendance and participation in any activity.
2. Student athletes shall conduct themselves in a manner that contributes positively to the academic, athletic and social aspects of the NSA program.
 3. Student athletes shall behave in a manner that demonstrates respect for the Academy and its goals.
 4. All athletes will be required to uphold the standard, procedures and guidelines as set out in the WADA (World Anti Doping Code – 2003)¹ and as may be amended from time-to-time or standards that may be applied by the National Ski Academy.
 5. All student athletes are expected to be courteous to all ski community participants, recreational skiers, and volunteers.
 6. 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.
 7. 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.
 8. 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.
 9. 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.

¹ See www.wada-ama.org and www.cces.ca

10. 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.
11. 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. Each case will be dealt with individually, as each has its own set of extenuating circumstances. 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.

Progressive 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

Continued and/or persistent occurrence of incidents that may be deemed minor infractions, will result in imposing some restrictions and/or duties as a consequence of the action(s). In addition, placing the student athlete on Conduct Advisory status for a period of time will be a likely consequence.

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.

- uttering a threat to inflict serious bodily harm on another person
- possessing alcohol or illegal drugs
- possessing cannabis (unless the individual has been authorized to use for medical purposes);
- possessing restricted drugs
- being under the influence of alcohol
- being under the influence of cannabis (unless the individual has been authorized to use for medical purposes)
- being under the influence of illegal and/or restricted drugs
- swearing at a teacher or at another person in a position of authority
- committing an act of vandalism that causes extensive damage to school property to property located on the premises of the student's school
- bullying or cyberbullying
- an act considered to be injurious to the moral tone of the school
- an act considered to be injurious to the physical or mental well-being of members of the school community

- an activity that is motivated by bias, prejudice or hate based on race, national or ethnic origin, language, colour, religion, sex, age, mental or physical disability, sexual orientation, gender identity, gender expression, or any other similar factor opposition to authority
- habitual neglect of duty
- fighting
- swearing and/or the use of profane language; and,
- smoking and/or vaping on Academy property

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 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 of 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 or 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 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.

The accepting Schools Act (Bill13), promotes the belief that all students should feel safe at school and deserve a positive school climate. As such, it requires all schools to prevent and address inappropriate and disrespectful behavior among students in schools. These behaviours include bullying, discrimination and harassment. The law promotes respect and understanding for all students regardless of race, gender, gender identity, sexual orientation, disability or any other factor.

Bill 13 defines bullying as the aggressive and typically repeated behavior by a pupil where:

- (a) the behaviour is intended by the pupil to have the effect of, or the pupil ought to know that the behaviour would be likely to have the effect of,
 - (i) causing harm, fear or distress to another individual, including physical, psychological, social or academic harm, harm to the individual's reputation or harm to the individual's property, or
 - (ii) creating a negative environment at a school for another individual, and
- (b) the behaviour occurs in a context where there is a real or perceived power imbalance between the pupil and the individual based on factors such as size, strength, age, intelligence, peer group power,

economic status, social status, religion, ethnic origin, sexual orientation, family circumstances, gender, gender identity, gender expression, race, disability or the receipt of special education; ("intimidation")

For the purposes of the definition of bullying of this policy and Bill13, behavior includes the use of any verbal, electronic, written, physical or other means.

For the purposes of this policy and Bill13 the definition of bullying behavior includes bullying or harassment by electronic means (commonly known as **cyber-bullying or cyber-harassment**) including, but is not limited to:

- (a) creating a web page or a blog in which the creator assumes the identity of another person;
- (b) 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;
- (c) communicating material electronically to more than one individual or posting material on a website that may be accessed by one or more individuals and
- (d) Inappropriate use of the NSA or other networks as per the NSA's *Acceptable Use of Technology Policy*.

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 (including being intimidated or threatened, or bullied) is encouraged to seek immediate assistance from a teacher, coach, or administrator. Bystanders, (those who witness another individual(s) being bullied, threatened, intimidated or harassed in any manner) who choose not to act responsibly are deemed to be complicit in the hurtful behavior. The NSA relies on all members of the community to bring to the attention of the Academy any incidents of bullying/harassment affecting a member(s) of the community. The NSA will respond to provide support for the victim(s) while also taking action to address the behavior of the bully.

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.

Confidentiality will be maintained throughout the process to the fullest extent practicable and appropriate under the circumstances. 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 necessary for the purposes of investigating, or taking corrective or disciplinary action, or other remedial process requires such disclosure or as otherwise required by law.

ACCEPTABLE 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.

NSA Email Addresses

All NSA student athletes are provided with @nsa.on.ca email addresses, which enable student athletes to access the Microsoft 365 suite of tools via www.microsoft.com

- Student athletes need to ensure that they are checking their NSA email addresses regularly for school updates.
- Once students leave the school, their Outlook Email and Edsby accounts are deleted in September following their graduation.

Students should have a separate outside email account for use in registering for personal online services.

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.

There are numerous well-documented studies that highlight the effect that blue light, or screen time, can have on sleep. To best support NSA student athletes as they balance the athletic and academic

demands of their daily schedule, we recognize the importance of getting a good night's sleep to their health and well-being. As such, the NSA network will be shut down every night from 10pm – 7am.

During study, laptops are to be used for academic purposes only. Students are reminded that they should not be playing games on their computers, watching movies, chatting, logging on to social networks, etc. The Head of School may intervene at their discretion if they feel a student is spending too much time gaming and not enough time on school commitments. In extreme cases, the student may lose access to certain aspects of his laptop or other electronic devices for a specified period.

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. If a student is experiencing challenges with navigating academic and athletic commitments, or a device/system is impacting room mates or the school community, the Head of School will remove the device/system.

Ethical and Acceptable Use:

All student athletes are assigned an NSA username and password which belongs to the assigned individual alone. Said individual is responsible and accountable for all actions taken/posts made with the username/account

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, offensive or illegal messages;
- Publishing text documents, digital images, video or audio recordings of, or belonging to, other people by any means, including email, social media 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;
- Knowingly introduce a virus or other malware into the network;

- 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

The use of recording equipment (audio, video, digital or photography) must be authorized by a staff member before any recordings are made. Such equipment includes, but is not limited to, cell phones, smartphones, iPods, iPads, computers, personal digital assistants (PDAs), MP3 players, tape recorders, video-recorders, or digital audio recorders. This is to respect the privacy and ensure the safety of all students and staff. If recordings are taken without permission, it may result in confiscation of the equipment and appropriate discipline. Confiscated equipment may be returned to the parent or guardian, or in the event of suspected illegal or inappropriate activity, it may be forwarded to the appropriate law enforcement agency. 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 for personal reasons 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.

To best support NSA student athletes as they balance the athletic and academic demands of their daily schedule, we recognize the importance of getting a good night’s sleep to their health and well-being. There are numerous well-documented studies that highlight the effect that blue light, or screen time, can have on sleep. The NSA highly recommends that mobile phones, and other electronic (personal) devices should not be used after 10:30pm.

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).

ACADEMIC PROGRAMMING

NSA offers a comprehensive academic program structured not only to prepare and ready student athletes for postsecondary study, it is also designed to encourage the development of a growth mindset, and to acquire critical thinking and problem-solving skills so as to make ethical and reasoned decisions. Of equal importance is to instill an appreciation for essential learning skills and work habits of responsibility, organization, collaboration, initiative, self-regulation and independence in learning.

These are all 21st century learning skills that will serve the student athletes throughout their time at the Academy and beyond: wherever their interests, passions and talents take them.

Given the nature and timing of the academic environment at the NSA, and that feedback is essential for student learning, student athletes must submit all course work in a timely fashion. Ability to meet deadlines is a strong indicator of one's learning skills and work habits, as well as individual strengths and areas for growth. Student athletes', who experience difficulty in meeting their academic commitments, may have their ability to participate in dry land training, training camps or race programs suspended so they can focus on the completion of the required work. The NSA Study Hall exists to support student athlete learning.

EVENING STUDY HALL

Study Hall runs on different days each Quad, typically for a one to two-hour block. Some Study Hall sessions are subject-specific (i.e. mathematics). Student athletes who board at the NSA are expected to be in Study Hall when it is scheduled.

Requests for an absence can be made to the Study Hall Supervisor who ensures that student work is completed. Senior students (grade 12) may be given the option to study in a location other than the supervised Study Hall. Teachers and/or Study Hall Supervisors will report any concern of significance to the Head of School who may decide to contact parents.

Noise in Residence

Boarding at the NSA is a place where you and your teammates can socialize, but please be respectful of others and understand that excessive noise can disrupt your peers and other staff who are living and working at the Academy. At various times throughout the year, student athletes are working on post-secondary applications, scholarship applications, mid-terms, independent study units, and other commitments that require a quiet space to work.

During exams, we have quiet hours on designated days/times. Outside of the exam quiet hours, all other times are designated consideration hours. This is whereby *an individual's right to reasonable quiet supersedes another's desire to make noise*. Speakers, video games, musical instruments, and conversations should never be audible beyond your room, even when quiet hours are not in effect. This policy is consistent with university residence buildings and dorm rooms.

ATTENDANCE/LATES

Arriving to class on time, prepared and ready to learn is a demonstration of respect for the school and the classroom teacher. Any student who is late to class should supply an explanation to the teacher and be admitted to class. The teacher will mark the student late for attendance purposes. Students who miss more than half of the period are marked as absent. If a student has an unexplained late the subject teacher will:

- Counsel the student
- Communicate with parents
- Develop a plan to keep academic work up to date
- Engage in a dialogue with the Head of School
- Administer consequences
- After interventions above, the teacher may refer on-going lateness issues to the Head of School.

- Head of School will involve parents in further addressing the situation
- Subsequent consequences may include one or more of: restricted attendance tracking, behavior agreements, parent/guardian/student meeting, suspension

Ontario Ministry of Education Act: As of December 20, 2006, all students under 18 years of age, are required to be in attendance at school unless they have already graduated or are otherwise excused from attendance at school.

ATHLETIC PROGRAMMING

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, psychological training, fitness, and a home base that includes a gym and boarding, the Academy experience is designed to develop the whole person to maximize and realize each individual's 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.

NSA Fitness Testing for all student athletes will be scheduled typically 3-4x per year. Specific dates and timing of these mandatory testing sessions will be communicated to the student athletes and parents by the NSA Athletic Director and/or the FIS or U16 coaches.

DAILY ATHLETIC SCHEDULE:

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

For all NSA Boarders, the daily athletic schedule calls for a warmup activation every morning before breakfast. Day student athletes are also strongly encouraged to engage in personal daily morning warmup activation. Day student athletes are welcome to join the Boarding warmup program if they so choose.

Pre/Post Competition Seasons

All student athletes have at least one conditioning and activity block scheduled Monday to Friday unless otherwise posted in advance.

Competition Season

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

For all on-hill ski training and racing sessions, student athletes are responsible for ensuring that all of their equipment is well-tuned and in good condition, daily, prior to leaving for the hill.

Conditioning (dryland) and on-hill sessions are components of the NSA Health and Physical Education program. Student athletes are expected to arrive on time and be prepared (appropriate equipment, attire etc.) for all sessions.

MISSED PROGRAM PARTICIPATION/ATTENDANCE:

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.

Student athletes, Parents and/or Guardians should make every effort possible to avoid scheduling personal appointments that conflict with scheduled NSA academic and athletic programming.

Student athletes may not excuse their own absences.

If a student athlete will miss an NSA activity for any reason, it is the parent's responsibility to report this well in advance of the activity to:

1. The Head Coach and conditioning coach on schedule (if athletic activity);
2. The NSA office and Head of School about missed class;
3. 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.

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.

NOTE: Any extended absence requested during an academic block must be pre-approved by the Head of School.

Parents/Guardian must complete an Extended Absence Form if the student athlete will be missing more than 3 consecutive days of class.

In the case of:

NSA Boarders: Parents or legal guardian, Athletic Director or Head of School may excuse a student athlete - the absence must be reported to the NSA office each day it occurs.

Day Student Athletes: only the parents or legal guardian may report the absence on the day it occurs.

GENERAL ACADEMY INFORMATION

NSA Closures: Long Weekends and Vacations

The NSA closes Thursday before dinner until Monday at 3 pm for the following:

- **Long weekends:** Canadian Thanksgiving, Easter, Victoria Day
- **Christmas Break**
- **Spring Break**

Boarding student athletes with no local guardian can spend the weekend with another NSA family, or make arrangements with a host family from ISGC, provided all permissions have been approved by the host family, parents, or guardian of the boarder and House Supervisors via REACH.

Note – the NSA is closed, and office staff are not available at the Academy on weekends and holidays when student athletes are not in residence.

International Student Athletes – Travel Arrangements

There is a need for timely communication related to travel arrangements (i.e., for arrival/departure to Canada, home for holidays) for international student athletes. Entry requirements for each country differ, our staff needs to have sufficient time to plan for getting PCR testing (if required) and making airport transfer/travel arrangements.

Prior to booking flights for your child, particularly short notice flights, we ask that international families communicate with the school in advance so that we can discuss the feasibility of planning for arrivals.

Parents/Guardian : Notification

Parents/Guardian must notify the office and/or House Supervisor for any of the following:

- their child is leaving school during the school day, and missing academic/athletic commitments for a medical or personal appointment
- their child is leaving for vacation or any other reason during the school year
- their child is missing classes, training 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

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, including Google Classroom. All students will have access to Microsoft Office 365 software that includes, at a minimum, Word, Excel, PowerPoint, OneNote, and Microsoft Teams.

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 from 7am to 10:00pm that provides connectivity to classroom areas and most bedrooms.

VEHICLE PRIVILEGES and POLICY

Bringing a vehicle to the NSA and being a passenger in another student's vehicle are privileges granted to a student by the Academy in concert with the student's family. The Academy includes automobiles, trucks, and motorcycles under the definition of a vehicle. For boarding students, a Boarding Vehicle Form must be completed and submitted to the main office before vehicle privileges are granted to a student. This form must be submitted annually. In completing this form, both student and parents must accept the parameters as laid out in the expectations below. These expectations are not waived at any time and are always in effect. Students and parents should read this section carefully before completing the Boarding Vehicle Form. Failure to abide by these expectations will mean a loss of vehicle privileges for a period to be determined by the NSA Discipline Committee. Should a student lose his or her vehicle privileges, the Academy requires that the student refrain from having a vehicle at the NSA from that point forward.

Vehicle Expectations

1. Vehicles are to be used MAINLY to transport the student athlete to the NSA upon returning from leave and from the NSA when proceeding on leave or heading home. The Academy discourages the use of vehicles during the week and encourages more active means of transportation when leaving the school.
2. Boarders must follow the stated SISO (sign-in/sign-out protocols) in REACH when using their vehicles. The Academy accepts no responsibility for tracking day students coming and going on and off campus. Both boarding and day students must not leave campus in their car when they have another scheduled activity to attend. This includes academic classes, dryland conditioning sessions, grade/team meetings, postsecondary meetings, or other special whole-school events.
3. The Academy takes no responsibility for the people students allow with them in their vehicles. It is assumed all students who travel in cars of other students have informed their parents and have been granted permission to do so by them.
4. All boarding students' vehicles must be parked along the property line between the carriage house and the sidewalk. Signage has been posted designating four boarding student parking spaces. Day student athletes must park on the road/boulevard in front of 200 Oak Street.
5. All vehicles must be kept locked when parked. They are not to be used as "common rooms" while parked on Academy property.
6. Alcoholic beverages, opened or unopened, are not to be brought on campus in any vehicle.
7. Vehicles must be driven with care and courtesy when pulling into or exiting our parking area. Any breach of common sense with regards to the use of the vehicle will be regarded as a breach of these expectations.
8. The Academy will assume no responsibility for damage to the vehicle or its contents.

9. It is understood by the completion of the vehicle form, 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, including alumni, 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 CODE

Clothing choices should be designed to promote an environment that is comfortable, safe and conducive to learning. When making choices about what to wear to classes and at the Academy, we respect your individuality. To ensure that our learning environments are safe and respectful spaces, your clothing cannot pose a safety concern. There are lots of ways to dress for school.... But there are a few things that aren't okay:

- Clothing that bears content (image or text) that is offensive or discriminatory toward an individual or group based on ancestry, culture, ethnicity, gender, gender identity, language, race, religion, etc.
- Clothing should not promote alcohol and/or substance use/abuse
- Clothing should not have language that is violent, profane or sexually suggestive

NSA staff can determine the appropriateness of hats in classrooms and common spaces. Note that exceptions are granted to students who wear head coverings or other garments/objects for the purposes of religious observance, medical or sensory needs, or other reasons protected by the Ontario Human Rights Code. Students' religious dress and grooming practices are both affirmed and celebrated.

Dress during mealtimes in the dining hall must be appropriate and respectful of all members of our school community.

Components of the athletic uniform should be a source of pride and should be kept clean and well maintained.

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.

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, training and fitness equipment, projectors, 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

The following should be stored downstairs in the designated storage areas:

- Skis & poles
- ski boots
- hockey sticks and skates
- skateboards
- golf clubs

This area should be kept tidy. All walkways in the equipment storage areas should be free from personal belongings (i.e. boot bags, ski bags) as these walkways need to be kept clear in case of an emergency. Day student athletes will have an assigned locker in the basement for their equipment storage. Changerooms are not to be used for the purposes of storing personal belongings.

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.

Helmets are mandatory when participating in NSA organized rides. 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 33

ENVIRONMENTAL STEWARDSHIP

To continue to enjoy winter sports well into the future, it's important that each member of our school community take responsibility to 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. To work toward reducing the school's eco-footprint, student-athletes are expected to respect the environment and demonstrate their commitment to environmental stewardship with the following behaviours and actions:

- recycling responsibly and correctly uses recycling and garbage bins
- reducing food waste
- conserving energy by turning off lights/electronics when leaving the classrooms and bedrooms
- turning off leaky taps and not run water for long periods of time
- printing only when necessary to save paper
- respecting the environment and not litter anywhere on NSA property or in the community
- trying to use only refillable water bottles

There are Simcoe County Sorting Guide for Recycling posters throughout the school.

BOARDING INFORMATION & POLICIES

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 and towels (the NSA will provide these items for international student athletes)
- Toiletries
- Approximately a dozen coat hangers, and only clothes and belongings that are absolutely necessary as space is limited.
- A bathrobe or dressing gown for trips to and from the bathroom.
- 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!)
- Fan – it tends to get warm in the building in August and the spring
- Closet organizer, shoe rack, under-bed storage box – helpful but not necessary

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

- electric appliances, including bar fridges, kettles, coffee makers, OR any type of cooking device, are prohibited in residence
- LED strip lighting is not to be used at all at the NSA – the adhesive damages painted/papered walls
- candles, lighters, incense burners or similar devices are prohibited in residence

- weapons or other restricted items of any kind
- extension cords (other than the power bar provided) are not permitted in the NSA due to fire regulations
- desk lamp – provided by the NSA
- TVs
- We strongly discourage video game systems (PS3, X-box, Wii, etc.) intended for use in individual rooms

PERSONAL BELONGINGS

Student athletes should label all possessions clearly and keep money and valuables in secure circumstances. All students are encouraged 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.

Where possible, we ask that ski-related equipment is returned home after the ski season to allow for the cleaning of the tuning shed, trailers and equipment rooms. Other personal items that are not needed for the year should be returned home to avoid a build up during the year.

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.

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.

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.

CARE AND MAINTENANCE OF BEDROOMS:

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

- Students must keep their rooms tidy to promote a positive study environment, take pride in one's space, and be considerate of one's roommate(s).
- No writing on walls, ceilings, or furnishings
- No pins, screws, nails, duct tape, or other items that will damage the lathe and plaster/drywall; 3M products (Command Hooks) are appropriate; please speak with the Maintenance and Facilities Manager or Athletic and House Manager for assistance with affixing things on the residence walls

- 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 to promote personal responsibility and good study habits, and respect room mates
- Each morning, boarding students are responsible for emptying their bedroom wastebasket. Tie the bag and place it into the large garbage pail located in the hall (one on each residence floor)
- Note that recycling bins will also be available in the common areas outside of residence rooms on the second and third floors
- 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
- Food is not to be consumed in student athlete bedrooms for reasons relating to pests (i.e., insects and rodents).
- Should you have food (i.e., power bars, snack items) that you would like to keep in your room that will be consumed on the main floor or outside of the Academy, we ask that it is kept in a sealed plastic bin (i.e., Tupperware or Rubbermaid container).

Furniture in residence rooms is not to be moved out of the room to which it was assigned (i.e. bed frames). In addition, furniture from other locations within the Academy (i.e. classrooms, common areas) is not to be moved into residence rooms. Please speak with the Maintenance and Facilities Manager, or Athletic and House Manager, if you wish to discuss a change to the assigned furniture in your bedroom.

POSTERS AND DECORATIONS

Décor in your residence room must respect the Academy's community standards. While we encourage personal expression, the rights and values of others who live in and serve the school community must be respected at all times. For example, posters or other decorations that portray gender and race in a manner that offends the standards of the community are unacceptable.

DAMAGE TO RESIDENCE OR OTHER ACCOMMODATIONS

Students are reminded that Tornaveen (our Academy home) as well as any other residences (i.e. hotels, apartments, condos and other rentals we stay in for camps and competitions) must be treated with the same respect that would be expected at their family home. Damage must be reported immediately to the Maintenance and Facilities Manager or Athletic and House Manager. Any damage to bedrooms will be reflected in the loss of a damage deposit and/or costs charged to the family's account.

ROOM CHECKS

All rooms can be inspected at any point throughout the week by staff to ensure that standards (beds made, trash emptied, open food removed from the room, closet straightened, and floor cleared) are being met.

The NSA has a responsibility to ensure that health, safety, and fire code standards are maintained in student athlete bedrooms, as in all areas of the school, and that school regulations and rules are met. Members of the Health and Safety Committee carry out regular inspections of the NSA, including public areas, bedrooms, and sports lockers, to ensure that health and safety standards are met.

NSA maintenance staff inspects all rooms three times each year (winter vacation, spring break, end-of-year). Any damages over and above normal wear and tear will be charged equally to the room occupants.

There are Boarding Checklist Forms (move-in and move-out) that will be completed.. These forms will be signed by the student and an NSA staff member and returned to the office.

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
- sanitary products must be disposed of appropriately in the waste receptacles provided
- if the waste receptacle is full, students must notify the Maintenance and Facilities Manager, or office staff immediately so that a new waste receptacle bag can be provided and the full bag removed. PLEASE DO NOT contribute to an overflow of the waste receptacle.
- Replace empty supplies (i.e. toilet paper, paper towels). Supplies are in the second-floor storage closet
- Toilet tissue, in reasonable amounts, is the only thing that should be disposed of in the bowl of the toilet.
- Multiple flushes are a perfectly reasonable solution for large quantities of waste.
- No paper towel should be flushed – it is not designed for use in toilets.
- If there is a maintenance issue in the washroom (shower not draining, toilet clogged), an NSA staff member must be informed immediately

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, neat 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 found in the Maintenance Binder on the first floor.

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, COMPUTERS, TABLETS

The NSA highly recommends that mobile phones, and other electronic personal devices should not be used after 10:30pm. There are numerous well-documented studies that highlight the effect that blue light, or screen time, can have on sleep. To best support NSA student athletes as they balance the athletic and academic demands of their daily schedule, we recognize the importance of getting a good night's sleep to their health and well-being.

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 the Athletic and House Manager or Chef.

- Anyone using the dining room/boardroom for eating purposes, must wash their hands thoroughly at the dining room sink prior to consumption or obtaining cutlery and dishes.
- Cutlery and dishes that are removed from the Dining Room to any other first floor or outside location should be promptly returned; leaving dishes in common areas may result in an expectation that dishes are no longer able to be removed from the Dining Room
- Food is NOT permitted on the second and third floors; glasses and mugs that are removed from the Dining Room should be promptly returned
- Anytime an individual uses the dining room, that individual is responsible for ensuring that the table(s) is cleaned, chairs pushed in, all food stuffs are returned to kitchen/fridge as appropriate, all dishes and cutlery (including those not used) are scraped and placed in the bin on the dish trolley.

- Communicate with the Chef ahead of time, if they are going to be absent for meal(s). In the case of missing dinner, Chef must be notified by the student athlete at least 4 hours ahead of time
- Follow the mandatory kitchen duty schedule or arrange for a replacement
- Cell phone usage while in the Dining Room should be limited – sharing a meal with peers and staff is a wonderful way to build community; we are looking at scheduling some cell-phone free lunches in order to promote healthy communication among student athletes and staff

DINING ROOM HOURS

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

Breakfast	7:30am - 8:00am
Lunch	11:30am – 12:30pm
Dinner	6:00pm

Breakfast Attendance: - All boarders must attend breakfast Monday through Friday

FOOD DELIVERY SERVICES

There has been a significant increase in the availability of meal/food delivery services (i.e., Uber Eats, Door Dash) in the Town of Collingwood. Student athletes who are making use of these services are asked to plan their ordering around other commitments so that deliveries do not interfere with academic classes, dryland, and other student athlete responsibilities.

All food is to be consumed on the main floor of the Academy, not in student bedrooms. Outside of mealtimes, student athletes are welcome to eat non-NSA prepared food in the dining hall. During mealtimes, only food prepared by Chef Zak is to be consumed in the dining hall. Outside food is to be consumed in other areas of the main floor (i.e., blue couch room, piano room). Any food waste needs to be appropriately disposed of.

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 Preference and Dietary Restrictions Form

WEEKLY ROSTER OF STUDENT DUTIES

There is a kitchen cleaning schedule for all student athletes residing at the NSA.

If a student athlete will miss a duty, he/she must find a replacement, indicate the replacement's name on the weekly roster and inform the Chef and House Supervisor prior to missing the duty.

STUDENT KITCHEN DUTIES (MONDAY TO THURSDAY)

Each night - JOB 1, 2, 3, & 4 immediately after dinner

1. DISHES

2. DINING ROOM TABLES, CHAIRS, and FLOORS

3. FOOD, COUNTERS, APPLIANCES, DINING ROOM GARBAGE/RECYCLING

4. PANS and SINKS

Descriptions for each role will be explained and posted at the beginning of the year.

MAINTENANCE AND FACILITIES

All maintenance or facilities issues (i.e. clogged toilet, burnt out lightbulb, window that won't close, the bar in your closet falls down, washer/dryer not working), must be reported to the Maintenance and Facilities Manager. Please do the following:

- Send Robert an email (rpierce@nsa.on.ca); include an explanation of the issue and/or what needs to be repaired

OR

- There is a binder marked "Maintenance & Facilities" on the shelving unit with the First Aid kit behind the kitchen door on the main floor.

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. If the issue is an emergency that requires immediate attention, please speak directly to a staff member to have the situation resolved.

REACH BOARDING APP SYSTEM

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**.

Our sign-in/sign-out and leave policies are flexible and designed to promote responsible use of leisure time. Collingwood is a vibrant and active community and our student athletes are encouraged to participate in local culture, events and community service opportunities. Please note that decisions to permit leaves are at the discretion of the Residence Supervisors and there may be restrictions in leave based on poor citizenship, disciplinary action, or suitability of the proposed leave.

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.

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. All weekend plans, overnight leaves etc. will be coordinated through REACH.

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

Why we use REACH?

- 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.
- Allows for a more accurate count for meals resulting in less food wastage.
- Allows for 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)

REACH Boarding App: Sign-Out/In Procedures

Absence from school or campus

It is important that the NSA staff, particularly the House Supervisor, know whereabouts of all boarders, at all times.

The boarding student is responsible for using the app to **sign out/in of the Academy**, every time, and for any reason, whether leaving or returning to the NSA.

If boarders are going to be late returning they **MUST** contact the House Supervisor

Special leave requests should be made in advance and must be discussed with the House Supervisor 24 hours in advance.

Misrepresenting a leave or weekend plans, is in direct violation of the NSA Code of Conduct. This is considered a significant Code of Conduct infraction, and disciplinary consequences will be applied. The boarder may be liable to suspension and possible dismissal as leaving without accurate information and thus authorization places themselves at risk and/or cause adults in the community responsible for their care and safety to go to some length to locate and secure the individual.

Signing-out During the Day

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.

Students may sign out to leave the NSA during the day as needed to attend medical appointments, tutoring, run personal errands, etc.

Please note that personal appointments should be scheduled outside of scheduled dryland, classes and study hall.

Dinner & Social Leaves/Sign outs After 6pm

The Boarding student athlete will submit a leave request in the REACH boarding app and this will automatically be seen by NSA staff.

In addition to completing the REACH sign out/in, the boarder must also connect directly (face-to-face) with the House Supervisor.

Boarders must return for evening classes if scheduled.

After 6pm, all entry and exit from the NSA will only be through the front door.

NOTE: Boarders requesting a leave for dinner must ensure that the Chef has been notified at least 4 hours ahead of time.

Weekend and Overnight Leave: parent/guardian permission required

Boarding Students must request weekend leave **no later than Thursday at noon** via the REACH. It is the boarder's responsibility to have their parent/guardian and the host family (where applicable) approve the overnight or weekend leave via REACH, *before* their child signs out on REACH and leaves the NSA.

- The Boarding student athlete will submit a leave request by **Thursday at noon at the latest** in the REACH boarding app and this will automatically be seen by NSA staff.
- Parents/Guardian click "Approve" when a leave request email comes through, to provide their consent and indicate their awareness of their child's overnight/weekend plans.
- Where applicable, the host family will also be required to click "Approve" when a leave request email comes through, to provide their consent to host the boarding student athlete and indicate their awareness of the overnight/weekend plans

Boarder's granted overnight leave must sign-out following school commitments. Any special requests should be made in advance.

Any changes to a student's weekend plans require a conversation with the House Supervisor, and it is the responsibility of the boarder 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. Arrangements should be made 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 boarding student athlete a choice.

If a family agrees to be a host, they accept the responsibility for the care of the boarding student. As such they are responsible for the safety, care and well-being of the guest. If a boarding 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.

Boarding Student Illness

Any boarder who is ill or not feeling well must report to the House Supervisor or the office (during the school day).

Parents should not to pick up their child to take home during the school day or evening until they have discussed the matter with the House Supervisor or the office.

Boarders missing class or any other school commitments due to illness may only be excused by the office or Head of School or Athletic Director (non-academic commitments).

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 & 12: MIDNIGHT (12 AM) *

*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

Students must be back in residence by curfew. If a boarding student athlete misrepresents his/her leave, or does not sign out, s/he is in direct violation of the NSA Code of Conduct.

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 2022 to June 2023)*.

***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.

HAND HYGIENE

Rigorous hand washing with plain soap and water and good hygiene practices are the most effective ways to reduce the spread of illness. Handwashing or the use of alcohol-based hand sanitizers, help prevent infections by reducing the number of viable pathogens that contaminate the hands. As more bacteria become resistant to antibiotics, proper hand hygiene is essential in protecting your health. If hands are visibly soiled, alcohol-based hand rub may not be effective in eliminating respiratory viruses. Soap and water are preferred when hands are visibly dirty.

In addition to sinks in washroom areas, a sink with touchless faucet and hand soap dispenser has been installed in the NSA dining room. Hand sanitizer is available at the main entrance to our building, as well as the basement entrance, in each office and classroom, the dining room and other common areas.

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 20 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 (minimum 60% ethanol or minimum 70% isopropyl alcohol) 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. Cough or sneeze into a tissue or the bend of the arm, not the hand and 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.

Immediate disposal of any tissues that have been used in a lined wastebasket or garbage and immediately performing healthy hand hygiene reduces the risk of transmitting droplets that may contain the virus directly onto other surfaces where they may be picked up by others.

Avoid touching eyes, nose, or mouth with unwashed hands.

When you are sick, you can spread your illness to those you come in contact with.

Day student athletes 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 NSA Health Information Form addresses permission for receiving the Flu shot for students under 18 years of age.

HEAD LICE

We have not had an issue in the past with head lice, however, here is some information for your reference. Head lice are tiny insects that live on the scalp, where they lay their eggs. Please notify the Academy if you identify that your child has head lice. For more information about identification, treatment, and prevention, contact your family doctor, local pharmacist or Your Health Connection (Simcoe Muskoka District Health Unit) at 705-721-7520 or 1-877-721- 7520 or www.simcoemuskokahealth.org

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. Boarding students are encouraged to keep any prescription medication secure and in a discreet location (e.g., dresser drawer). If a day student uses prescription medication during school hours, this should be kept discreetly in their backpack and always carried with them.

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

EpiPens, for the anaphylactic student athlete, should be carried 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."

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 Anaphylaxis Emergency 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 employees 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 employees, 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 EPIPEN

The NSA will make available an EpiPen for emergency use in the NSA kitchen/dining area. 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.

NSA ASTHMA protocols

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 *Ryan’s Law* by establishing and maintaining a policy to support students with asthma.

The NSA will make every effort to reduce the risk of exposure to asthma triggers in classrooms and common school areas, whether at the Collingwood campus or off-site residential locations used by the NSA. Given the athletic training requirements of all student athletes, it is integral that the student

athlete and coach communicate clearly as to potential activities that may trigger an asthmatic response. It must be noted that the NSA cannot assume responsibility of providing an asthma-trigger free school.

Asthma overview

Asthma is a common chronic (long-term) lung disease that can make it hard to breathe. People with asthma have extra sensitive airways, that when triggered can tighten up, become swollen, produce extra mucus and make it hard to breathe.

Different people have different asthma symptoms, which can change over time and vary depending on the situation. Common asthma signs and symptoms include:

- shortness of breath
- wheezing (whistling sound from inside the chest)
- difficulty breathing
- chest tightness
- coughing

IDENTIFICATION OF STUDENTS' AT RISK

- It is the parent or guardian's responsibility to inform the NSA if their child suffers from asthma.
- It is the parent or guardian's responsibility to notify the NSA immediately if there is a change to their child's asthma status.
- An individual Asthma Plan will be established and filed in the school office by the start of each school year (August) The plan will include support strategies or ways to accommodate the students so that they can participate to their full potential in school activities. For student athletes with asthma, 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 asthma medication, typically a reliever inhaler, when needed and note where the relief inhaler will be stored/carried by the student.
- At the beginning of the school year, all NSA employees will be made aware of all members of the NSA community who have asthma. A poster with individual photographs (head shots) and names of each asthmatic 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 employees, the asthmatic individual must provide a written care plan for filing in the school office at the start of the school year.

Asthma Reliever Inhaler REQUIREMENTS

Inhaled corticosteroid, delivered in the form of a relief inhaler, are the most commonly used and effective preventive therapy.

It is mandatory for, and the responsibility of, an asthmatic student athlete to carry at least one inhaler with them (preferably on their person) at all times while on-site or off-site NSA locales and related activities.

Asthmatic student athletes are expected to know how to, and be prepared to, self-administer a Relief Inhaler (usually a blue inhaler) if symptoms appear.

ASTHMATIC REACTION EMERGENCY RESPONSE PROTOCOL

In the case of an emergency related to asthma, school staff should refer to the child's individualized Plan of Care. This plan has information about the child's emergency asthma medication, where it is kept, and when it should be used.

In an emergency, the child should be taken to the hospital as soon as possible.

In all emergency situations:

1. Stay calm.
2. Immediately use reliever inhaler (usually a blue inhaler).
3. Dial 9-1-1.
4. If the symptoms continue, use the reliever inhaler every 5 - 15 minutes until medical help arrives.
5. Inform the emergency contact, as identified in the student's Plan of Care.

NOTE:

If a child has asthma and is also at risk for anaphylaxis and it is unclear which emergency the child is experiencing:

1. first give epinephrine (e.g., EpiPen®) and dial 9-1-1 for an ambulance,
2. then give the reliever inhaler (usually a blue inhaler) as indicated above.

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 to.

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 aforementioned 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 Program Director 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 or email on a regular basis to monitor the athlete's progress.
5. Injured athletes will be expected to attend scheduled dryland training sessions with their peers; rehabilitation exercises can be completed during this time.

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.