



HOME OF SKI RACING AND ACADEMIC EXCELLENCE

Dedicated young people enter the doors of 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

June 2023



Table of Contents

Welcome Message	3
NSA Code of Conduct	5
Bullying Prevention and Intervention Policy	13
Progressive Discipline	20
Appropriate Use of Technology Policy	21
NSA Program Participation.....	23
General Academy Information	27
Boarding Information & Policies	32
REACH Boarding App Sign Out/In Procedures	38
Health and Safety	42

We acknowledge and share our gratitude to the First Nations, Metis and Inuit peoples of Canada; caregivers of the land and keepers of its stories for thousands of years. And that our school and many of our activities take place on the traditional territory of the Indigenous peoples of Turtle Island. In particular we acknowledge the traditional territory of the Iroquois, Ojibway/Chippewa and Anishnabek.

Let us listen, discover, and care for this land by learning from our mutual history. As benefactors of thousands of years of Indigenous stewardship, we are privileged to share the beauty of this area and are responsible for ensuring its sustainability for generations to come.

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 2023-2024. This upcoming year, we are excited to embark on new adventures – such as heading to Chile for the first time as an Academy in September. Our coaching staff are looking forward to training at a new ski-in/ski-out facility in winter-like conditions and spending more time on-snow during this valuable pre-season training camp.

There have been several policies that we have reviewed and revised in order to reflect the most current Ministry of Education policy memoranda. 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.

We firmly believe that a healthy, safe, and inclusive learning environment where all student athletes feel accepted is a necessary condition for success. The Academy is dedicated to the education and high-performance training of student athletes in a safe and caring community that fosters the development of character, courage, grit, creativity, collaboration, and personal growth.

In particular, the following policies have been revised to provide a clearer framework to support and maintain a positive school climate:

- Code of Conduct
- Bullying Prevention and Intervention Policy
- Progressive Discipline Policy

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.

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.

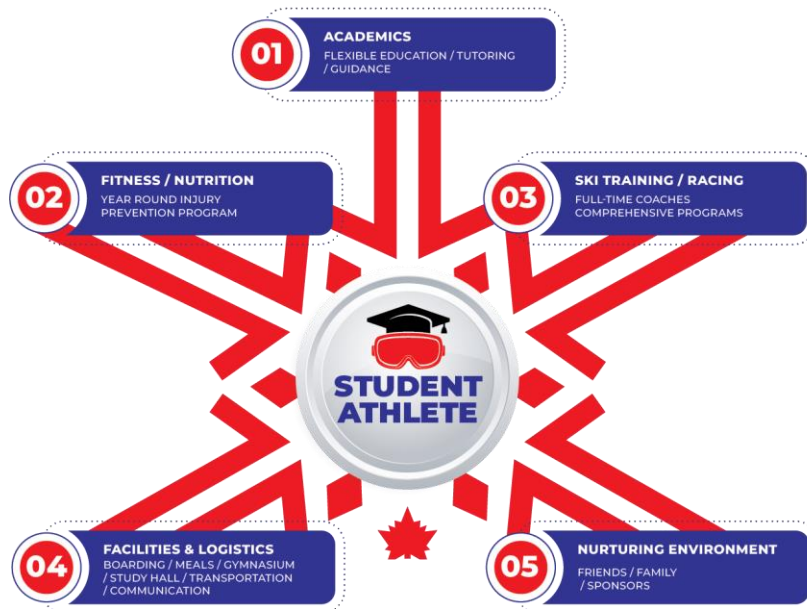
Best,

Tobin Walsh
Head of School

Mission and Vision

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 provides the full breadth of facilities and professional coaches, teachers and trainers needed for our young student athletes to prosper. National Ski Academy is the only secondary school credit granting ski academy in Canada that provides this holistic program for student athletes. It is our intention that our learning environment and curriculum will foster a positive self-image and help our student athletes to become productive, responsible, and caring citizens.



NATIONAL SKI ACADEMY CODE OF CONDUCT

National Ski Academy (the “School”)’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. National Ski Academy’s community including students, teachers, coaches, staff, parents, board and volunteers must work harmoniously together to contribute to a positive school environment and commit to the highest level of cooperation in order to successfully fulfill this vision. The School is dedicated to the education of students in a safe and caring community that fosters the development of character, courage, creativity and a passion for learning.

The School promotes responsibility, respect, civility and academic excellence in a safe learning and teaching environment. A positive school climate exists when all members of the School community feel safe, included and accepted, and actively promote positive behaviours and interactions.

All student athletes, parents, teachers, and staff members have the right to be safe, and feel safe, in the school community. With this right comes the responsibility to contribute to a positive school climate. The promotion of strategies and initiatives, along with the employment of prevention and intervention strategies to address inappropriate behaviour, fosters a positive school climate that supports academic achievement for all student athletes.

Responsible citizenship involves appropriate participation in the civic life of the School community. Active and engaged citizens are aware of their rights, but more importantly, they accept responsibility for protecting their rights and the rights of others.

These standards of behaviour apply not only to student athletes, but also to all individuals involved in the School community – parents, volunteers, teachers, and other staff members – whether they are on school property, on school vehicles, at school-related events, or ski/training, or activities or in other circumstances that could have an impact on the school climate.

For all purposes of this Code of Conduct, reference to parents includes, where applicable, custodial and non-custodial parents and/or guardians; reference to the School community includes student athletes, teachers, coaches, parents and guardians, administration, and volunteers.

Purpose of the Code

- (i) To ensure that all members of the school community are treated with respect and dignity.
- (ii) To promote responsible citizenship by encouraging appropriate participation in the civic life of the school community.
- (iii) To maintain an environment where conflict and difference can be addressed in a manner characterized by respect and civility.
- (iv) To encourage the use of non-violent means to resolve conflict.
- (v) To promote the safety of people in the School.
- (vi) To discourage the use of alcohol, illegal drugs and, except by a medical cannabis user*, 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 NSA, in accordance with applicable laws.

- (vii) To prevent bullying in the School.

Standards of Behaviour

By enrolling in the School, student athletes automatically assume the obligation to comply with the provisions of the Code of Conduct. Central to the Code of Conduct is the understanding that each student athlete will follow certain standards of behaviour. Self-discipline and a willingness to accept responsibility for one's actions and conduct are fundamental to the Code of Conduct.

Under the Ontario *Human Rights Code*, every person has a right to equal treatment with respect to services, goods and facilities, without discrimination because of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender expression, gender identity, age, marital status, family status, or disability. The School recognizes that inappropriate and unacceptable behaviour towards another member of the community requires a serious response.

Respect, Civility, and Responsible Citizenship

All members of the school community must:

- respect and comply with all applicable federal, provincial, and municipal laws;
- comply with the Code of Conduct;
- demonstrate honesty and integrity;
- respect differences in people, their ideas, and their opinions;
- treat one another with dignity and respect at all times, and especially when there is disagreement;
- respect and treat others fairly, regardless of, for example, race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, marital status, family status, or disability;
- respect the rights of others;
- show proper care and regard for school property and the property of others and property at locations where we race and train;
- take appropriate measures to help those in need;
- seek assistance from a member of the school staff, if necessary, to resolve conflict peacefully;
- respect all members of the school community;

- respect the need of others to work in an environment that is conducive to learning and teaching, and;
- not swear at staff or any other member of the school or greater community.

Safety

All members of the school community must not:

- engage in bullying behaviours, including cyberbullying;
- commit sexual assault;
- traffic in weapons or illegal drugs;
- give alcohol or cannabis to a minor;
- commit robbery;
- be in possession of any weapon, including firearms and replica firearms;
- use any object to threaten or intimidate another person;
- cause injury to any person with an object;
- be in possession of, or be under the influence of alcohol, cannabis, and illegal drugs;
- provide others with alcohol, illegal drugs, cannabis, or other prescription drugs;
- inflict or encourage others to inflict bodily harm on another person;
- engage in hate propaganda and other forms of behaviour motivated by hate or bias;
- commit an act of vandalism that causes extensive damage to school property or to property located on the premises of the School, and locations where we race and train.

Inappropriate Behaviour

Examples of inappropriate behaviour include, but are not limited to:

- academic dishonesty;
- uttering a threat to inflict serious bodily harm on another person;
- swearing at staff or any other member of the school or greater community;
- committing an act of vandalism causing damage to school property or property located on school premises, and locations where we race and train;
- bullying, intimidating or threatening another person;
- fighting;

- using a weapon to cause or threaten bodily harm to another person;
- committing physical assault on another person;
- committing sexual assault;
- trafficking in weapons, cannabis, or illegal drugs;
- harassment of any kind;
- distributing hate material;
- inappropriate use of electronic communications/media; including accessing inappropriate materials on the internet; posting or texting offensive, derogatory and/or degrading comments or images on personal or commercial websites (e.g. Facebook, Instagram, Twitter, Snapchat, TikTok, www.ratemyteachers.com and similar sites);
- unexcused absence from school activities; and
- conduct injurious to the moral tone of the school or to the physical or mental well-being of others.

Responsibility of a Bystander

The School is committed to provide a healthy school environment that is nurturing, caring and respectful of everyone.

If a student athlete has been bullied, intimidated or threatened or has witnessed such behaviour, they need to confide in an adult at the School. If the School is not aware of an incident, it cannot act. Student athletes are not tattling by contacting an adult; they are, in fact, upholding the School's core values and demonstrating courage by appropriately standing up for themselves. No one has the right to bully, intimidate or threaten another person. It takes courage to stop such behaviour in a mature and responsible way.

If a student athlete witnesses an act of peer bullying, intimidation or threats, they are a bystander and is expected to take steps to help. It is part of their responsibility as a School student athlete.

Roles and Responsibilities

The Code of Conduct recognizes that all members of the school community, including the Head of School, teachers, coaches, other staff members, student athletes and parents have an obligation to comply with the standards of behaviour outlined in this policy. Each member of the school community has the following roles and responsibilities:

The School

The School will provide direction to promote student achievement and well-being and to ensure accountability in the School. It is the responsibility of the School to:

- develop policies that set out how the School will implement and enforce its Code of Conduct and other rules that promote and support respect, civility, responsible citizenship and safety;
- review policies regularly with students, staff, parents, volunteers and the community;
- seek input from the Board of Directors, parents, students, staff members and the school community;
- establish a process that clearly communicates the Code of Conduct to all parents, students, staff members, and members of the school community in order to obtain their commitment and support;
- develop effective intervention strategies and respond to all infractions related to the standards for respect, civility, responsible citizenship, and safety; and
- provide opportunities for all of the staff to acquire the knowledge, skills, and attitudes necessary to develop and maintain academic excellence in a safe learning and teaching environment.

Head of School

Under the direction of the School, the Head of School takes a leadership role in the daily operation of the School. The Head of School will provide this leadership by:

- demonstrating care for the school community and a commitment to academic excellence in a safe, inclusive, and accepting teaching and learning environment;
- holding everyone under their authority accountable for their own behaviour and actions;
- empowering student athletes to be positive leaders in their school and community;
- communicating regularly and meaningfully with all members of the school community; and
- providing an example of respect and civility for all members of the school community.

Teachers, Coaches, and Other School Staff Members

Under the leadership of the Head of School, teachers, coaches, and other school staff members maintain a positive learning environment and are expected to hold everyone to the highest standard of respectful and responsible behaviour. As role models, teachers, coaches, and school staff uphold these high standards when they:

- help student athletes work to their full potential and develop their sense of self-worth;
- empower student athletes to be positive leaders in their classroom, on the ski hill, in school, and community;
- communicate regularly and meaningfully with parents;
- maintain consistent standards of behaviour for all student athletes;

- demonstrate honesty and respect for all student athletes, staff, parents, volunteers, and the members of the school community; and
- prepare student athletes for the full responsibility of citizenship.

Teachers and coaches shall also assist the Head of School in maintaining close co-operation with the School community and in establishing and maintaining consistent disciplinary practices in the School. In addition, teachers and coaches must assist the Head of School by reporting incidents and assisting the Head of School in conducting an investigation.

Student Athletes

Student athletes are to be treated with respect and dignity. In return, they must demonstrate respect for themselves, for others, and for the responsibilities of citizenship through acceptable behaviour. Honesty and integrity are at the heart of true sportsmanship and fair play and, as such, are also fundamental to all relationships in our community, including academic endeavors.

Respect, responsibility, honesty and integrity are demonstrated when student athletes:

- attend school, training, races and physical conditioning sessions prepared, on time, and ready to learn/participate fully;
- adhere to school athletic uniform and dress code rules; uniforms will be worn at all competitions and only the official uniform of NSA is to be worn at all podium and medal ceremonies;
- show respect for themselves, for others, and for those in authority;
- 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 School's culture and reputation in the local community and beyond;
- respect and show care and regard for our shared property and the property of others;
- refrain from bringing anything to school that may compromise the safety of others;
- commit to following the established rules governing the use of all School-related facilities, property and locale; and
- take responsibility for their own actions; deceit and untruthfulness are not acceptable.
- Uphold the standard, procedures and guidelines as set out in the WADA (World Anti-Doping Code www.wada-ama.org and www.cces.ca)

*All student athletes enrolled as members of National Ski Academy are expected to adhere to National Ski Academy's Code of Conduct regardless of age, at all times.

Parents and Guardians

Parents and guardians play an important role in the education of their children and have a responsibility to support the efforts of school staff in maintaining a safe and respectful learning environment for all student athletes. Parents and guardians fulfill their role when they:

- are engaged in their child's schoolwork, training and progress;
- help their child be prepared for school;
- promptly report to the school their child's absence or late arrival;
- encourage and assist their child in following the rules of behaviour;
- assist school staff in dealing with disciplinary issues involving their child;
- 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 NSA; provide a working email address to the school and check it regularly to facilitate communications from teachers, coaches, and other NSA staff;
- ensure their child attends regularly and on time for all NSA athletic and academic commitments or requirements;
- model the core principles/standards of NSA and support both their children and the school in the application of consequences for disciplinary issues and/or breach of standards;
- contact 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).

Sanctions

All School community members are responsible for observing both the letter and the spirit of the School's policies and procedures. As a general principle, the School reserves its right to apply a full range of sanctions, including expulsion, to any offence committed by a student athlete.

Although the specific provisions set out in this Code of Conduct outline steps that the School normally will take in the event that a student contravenes, or attempts to contravene, the provisions of a Code of Conduct, they do not take away from the ultimate discretion of the School to apply any sanction that is appropriate in the particular circumstances of an offence, including the expulsion of a student athlete.

When exercising its discretion to determine the appropriate sanction to apply to an offence, the School will take into account:

- the particular student athlete and the circumstances;

- the nature and severity of the behaviour; and
- the impact on the school climate, including the impact on student athletes or other individuals in the school community.

The range of sanctions that the School will apply to offences include:

- meeting with appropriate person(s) (such as peers, faculty, coaches, administrators);
- removal from a school activity, special program (I.e., gating) to complete work or a special assignment designated by the teacher;
- detention;
- probation;
- in-school suspension;
- behaviour or performance contract with the involvement of the student, teachers and parents;
- financial restitution, reparation or service in a case where damage is caused or maintenance work made necessary;
- formal suspension from school, with conditions to return to school to be discussed with parents and students in accordance with the school policy; and/or
- expulsion from school.

The School reserves the right to expel a student athlete when the continued attendance of that student athlete would not be in the best interests of that student athlete or the School. The School also reserves the right to expel a student athlete when their behaviour is in breach of the Code of Conduct, seriously jeopardizes the School's ability to guarantee the dignity and safety of its student athletes and/or interferes with learning, or involves conduct which is injurious to the School's moral tone or to the physical or mental well-being of others.

BULLYING PREVENTION AND INTERVENTION POLICY

OBJECTIVE

To promote the mission of National Ski Academy (the “School”) and to provide a framework to support and maintain a positive school climate.

The School believes that all student athletes should feel safe at school and deserve a positive school climate that is inclusive and accepting, regardless of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, marital status, family status or disability.

The School also believes that a healthy, safe and inclusive learning environment where all student athletes feel accepted is a necessary condition for student success.

The School understands that student athletes cannot be expected to reach their full potential in an environment where they feel insecure or intimidated.

The School recognizes that a whole-school approach is required, and that everyone – educators, coaches, school staff, parents, student athletes and the wider community – has a role to play in creating a positive school climate and preventing inappropriate behaviour such as bullying, sexual assault, gender-based violence and incidents.

The School acknowledges that an open and ongoing dialogue among the Head of School, school staff, parents and student athletes is an important component of creating a positive school climate in which everyone feels safe and respected.

Bullying and hazing are not acceptable and will not be tolerated at the School. This Policy applies to all members of the School community, including student athletes, staff, coaches, and anyone who performs duties, either on a paid or volunteer basis, or on a full-time or part-time basis for the School.

DEFINITIONS OF BULLYING AND HAZING

Bullying can happen in many different ways. A person who bullies harms someone else repeatedly and unfairly and has some advantage over the person who is being bullied. For example, the person who bullies may be older, bigger, smarter, or stronger. Sometimes a group of children or youth will bully another person.

Hazing is a type of bullying that involves humiliating and sometimes dangerous initiation rituals. Hazing is most often done by a group as a rite of admission into a group, club, or team; however, it can also be done by individuals. Hazing can be extreme, but it can also be more subtle. All kind of hazing are unacceptable at the School.

In the *Education Act*, *bullying* means aggressive and typically repeated behaviour by a student athlete where,
(a) the behaviour is intended by the student athlete to have the effect of, or the student athlete 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 student athlete 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.

This behaviour includes the use of any physical, verbal, electronic, written or other means. It includes cyberbullying, defined below.

Cyberbullying means bullying by electronic means, including,

- (a) creating a web page or a blog in which the creator assumes the identity of another person;
- (b) impersonating another person as the author of content or messages posted on the internet; and
- (c) communicating material electronically to more than one individual or posting material on a website that may be accessed by one or more individuals.

As examples, and without limiting the generality of the above definitions, bullying and hazing can involve any of the following forms:

- **Physical bullying:**
 - when someone hits, shoves, kicks, spits at, or beats up on others;
- **Verbal bullying:**
 - name-calling, mocking, hurtful teasing;
 - humiliating or threatening someone;
 - making people do things they don't want to;
- **Social bullying:**
 - excluding others from the group;
 - gossiping or spreading rumours about others;
 - setting others up to look foolish;
 - making sure others don't associate with a person;

- **Electronic bullying:**
 - using a computer or phone text messages, or pictures to:
 - threaten or hurt someone's feelings,
 - single out, embarrass, or make someone look bad,
 - spread rumours or reveal secrets about someone;
- Other examples of electronic or cyberbullying may include, but are not limited to:
 - sending mean texts or instant messages to someone;
 - hacking into someone's social networking or gaming profile;
 - being rude or mean to someone, harassing or threatening someone, sending mean messages, or spreading secrets, gossip, or rumours about people online (including through instant messages, texts, emails, and social media);
 - pretending to be someone else to spread hurtful messages online;
 - creating fake social media accounts, or creating blogs or websites, that ridicule someone;
 - taking someone's password and impersonating them online, or breaking into an email account and sending hurtful materials to others under an assumed identity;
 - posting private or embarrassing photos online or sending them to others;
 - engaging someone in instant messaging and tricking them into revealing personal information or images, and then forwarding it to others;
- **Racial or Religious bullying:**
 - treating people badly because of their racial, ethnic or religious background;
 - saying negative things about a cultural or religious background;
 - calling someone racist names;
 - telling racist or inappropriate religious jokes;
- **Sexual bullying:**
 - unwanted and unwelcome behaviour about sex or gender that interferes with someone's life and makes them feel uncomfortable;
 - touching, pinching or grabbing someone in a sexual way;

- making crude comments about someone’s sexual behaviour;
- spreading a sexual rumour about someone;
- calling someone “gay”, a “fag”, or something similar;
- **Disability bullying:**
 - leaving someone out or treating them badly because of a disability (e.g., learning, physical, speech);
 - making someone feel uncomfortable because of a disability;
 - making comments or jokes to hurt someone with a disability.

Examples of hazing may include, but are not limited to:

- **Subtle hazing:**
 - excluding or ignoring someone;
 - calling someone demeaning names;
 - requiring someone to carry certain things around with them at all times, memorize certain things, or do things exclusively for one’s entertainment;
 - withholding certain information from someone, or deception as to that information;
 - engaging in contests (athletic or otherwise) between groups of students (e.g. new students or team members vs. existing students or team members), which are purposefully unfair and do not promote friendly competition;
- **Harassment hazing:**
 - preventing someone from attending class, or engaging them with lengthy work sessions that do not allow adequate time for academic work and studies;
 - requiring someone to perform ridiculous work assignments or personal service acts such as carrying books, running errands, performing maid duties, late night food runs, etc.;
 - subjecting someone to deliberately uncomfortable conditions (such as a hot or small room; extremely loud or repeated music; wearing unusual, embarrassing, or uncomfortable clothing or costumes; requiring roundabout entrance to buildings; imposing silence periods; preventing or impeding personal hygiene practices);
 - conducting any type of activity to falsely create respect and trust through trickery;
 - verbal abuse (yelling, taunting, getting “in their face,” etc.);

- nudity at any time, causing indecent exposure or embarrassment;
- Violent hazing:
 - forced consumption or ingestion of any substance (including alcohol, food, or other substances), or preventing eating, drinking water, or sleeping;
 - sexual violation or unwarranted touching of the body;
 - physical assault, including pushing, shoving, tackling, paddling, beating, striking, hitting, burning, branding, tattooing, and marking;
 - throwing anything at or onto someone;
 - physical or mental shocks, regardless of degree or nature, and any form of forced physical activities and exercise, whether extreme or not;
 - forcing someone to participate in any activity or become involved in any situation that is in violation of law; contrary to the person's genuine moral or religious beliefs; or contrary to School rules.

Bullying prevention refers to a whole-school approach that heightens expectations for a safe, caring and inclusive school climate. It includes a shared understanding about the nature and underlying causes of bullying and its effects on the lives of individual students and the school community.

Bullying intervention is a comprehensive and effective response to the bullying incident that takes into consideration all parties involved in the bullying incident. It should provide specific supports for the student athlete who has been bullied, intervention for the student who was bullying, and strategies for responding to student athletes who were directly observing the bullying incident.

Harm includes harm that can be experienced in a number of ways, including physical, mental, emotional, and psychological.

A *positive school climate* is a crucial component of prevention; it may be defined as the sum total of all of the personal relationships within a school. When these relationships are founded in mutual acceptance and inclusion, and modelled by all, a culture of respect becomes the norm. A positive school climate exists when all members of the school community feel safe, comfortable, and accepted and actively promote positive behaviours and interactions.

POLICY COMPONENTS

The School recognizes that bullying:

- adversely affects student athletes' ability to learn;
- adversely affects the school climate, including healthy relationships;
- adversely affects a school's ability to educate its student athletes;

- will not be accepted on school property, at school-related activities such as ski camps and races, on school transportation, or in any other circumstances (e.g. online) where engaging in bullying will have a negative impact on the school climate.

Aggressive behaviour may be intentional or unintentional, direct or indirect. It can take many forms, including physical, verbal, and social. If aggressive behaviour is physical, it may include hitting, pushing, slapping, and tripping. If it is verbal, it may include name calling, mocking, insults, threats, and sexist, racist, homophobic, or transphobic comments. If it is social, or relational, aggression, it is more subtle and may involve such behaviours as gossiping, spreading rumours, excluding others from a group, humiliating others with public gestures or graffiti, and shunning or ignoring. Social aggression may also occur through the use of technology (e.g., spreading rumours, images, or hurtful comments through the use of e-mail, cell phones, text messaging, websites, social networking, or other technology).

Children who suffer prolonged victimization through bullying, as well as children who use power and aggression as bullies, may experience a range of psycho-social problems that may extend into adolescence and adulthood.

Student athletes may attain or maintain power over others in the School through real or perceived differences. Some areas of difference include, but are not limited to, size, strength, age, intelligence, economic status, social status, solidarity of peer group, religion, ethnicity, disability, need for special education, sexual orientation, family circumstances, gender and race.

PREVENTION, INTERVENTION AND SUPPORT STRATEGIES

Prevention and Awareness Raising

All employees of the School must take seriously all allegations of bullying behaviour and act in a timely, sensitive, and supportive manner when responding to student athletes who disclose or report bullying incidents.

School employees who work directly with student athletes – including administrators, teachers, coaches, house supervisors, and non-teaching staff must respond to any student behaviour that is likely to have a negative impact on the school climate. Such behaviour includes all inappropriate and disrespectful behaviour, including bullying, at any time, at the School and at any school-related event if, in the employee’s opinion, it is safe to respond to the behaviour.

Bullying in any form will not be tolerated at the School. Reports of circumstances or actions that represent bullying or may constitute bullying will be addressed in any age-appropriate manner in accordance with the circumstances of each individual case. **All student athletes and other members of the School community are encouraged to report any incidences of bullying, physical aggression, intimidation, or threats, including suspected incidents and related conduct, to a staff member immediately.** The staff member will be responsible to ensure that the School’s procedures are followed.

The School will put in place procedures:

- to allow students to report bullying incidents in a safe and welcoming environment, and in a way that will minimize the possibility of reprisal;

- that encourage parents and other persons, including teachers, coaches, house supervisors, and other staff, to report incidents of bullying, and will facilitate such reporting;
- to address when and how to report to police, and how to work with police on an ongoing basis to promote the safety and security of students while not prejudicing ongoing criminal proceedings.

The School will suggest resources and supports (including professional assistance) for student athletes who have been bullied, student athletes who have witnessed incidents of bullying, and student athletes who have engaged in bullying.

The School's bullying prevention and intervention strategy will include ongoing effective, interactive education for all student athletes, on at least an annual basis, respecting bullying, hazing and analogous conduct, and on strategies to prevent or address such conduct. It will also include special, but not exclusive attention, to sports activities, including specific strategies to reduce the likelihood of bullying, hazing and other undesirable initiation rites within a sports-related environment.

Teaching and Training Strategies

The School will develop teaching strategies that support school-wide bullying prevention policies. These strategies will focus on developing healthy relationships by including bullying prevention and highlighting equity and inclusive education principles in daily classroom teaching and school activities.

The School will put in place training strategies on bullying prevention and intervention for all administrators, teachers and non-teaching staff, including training on cultural sensitivity, respect for diversity and special education needs.

Communication Strategies

The School will communicate its policies and procedures on bullying prevention and intervention, as well as the definition of bullying, to student athletes, parents, teachers, coaches, house supervisors.

The School will ensure that assistance is available to parents whose children have been bullied, witnessed bullying, have engaged in bullying, and to parents who are concerned about bullying.

Progressive Discipline

The School will put in place a comprehensive intervention strategy to address incidents of bullying, including appropriate and timely responses. Intervention and support should be consistent with a progressive discipline approach. The strategies could range from early interventions to more intensive interventions in cases of persistent bullying, with possible referral to community or social service agencies. Ongoing intervention and support may be necessary to sustain and promote positive student behaviour. For a student athlete with special education needs, interventions, supports, and consequences will be consistent with the student athlete's strengths, needs, goals, and expectations.

PROGRESSIVE DISCIPLINE

The School has established a framework to build, support and maintain a positive school climate that focuses on progressive discipline and promotes positive student athlete behaviour.

Progressive discipline is a whole-school approach that utilizes a continuum of interventions, supports and consequences to address inappropriate student athlete behaviour and to build upon strategies that promote positive behaviours. When inappropriate behaviour occurs, disciplinary measures should be applied within a framework that shifts the focus from one that is solely punitive to a focus that is both corrective and supportive.

Progressive discipline is a process designed to create the expectation that the degree of discipline will be in proportion to the severity of the behaviour leading to the discipline and that the previous disciplinary history of the student and all other relevant factors will be considered.

Progressive discipline must consider the needs of individual student athletes by showing sensitivity to diversity, to cultural needs and to special education needs.

PROCEDURE FOR ADDRESSING BEHAVIOUR INFRACTIONS

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 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 NSA's 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 NSA's Enrollment Agreement) in the event of a dismissal, injury or withdrawal from the school.

ACCEPTABLE USE OF TECHNOLOGY POLICY

The Academy's Code of Conduct embodies the guiding principles for all conduct at NSA including electronic devices (e.g., laptops, smartphones, tablets) and electronic communication technology (e.g., email, Snapchat, Instagram, 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 NSA's 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 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: NSA network is defined as NSA computers, devices and network connection, including connections to the network through private computers, electronic devices or remote connection.

NSA network exists primarily to support academic learning. Access to NSA's 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, NSA's 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 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 NSA's community or the guiding principles and Code of Conduct of 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 NSA's 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. 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 NSA's network and acceptable use policy. Conditions for reinstatement will be determined and reviewed by NSA's 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.

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). This includes on Fridays when a student athlete has afternoon classes and dryland.

ACADEMIC PROGRAMMING

NSA offers a comprehensive academic program structured not only to prepare and ready student athletes for postsecondary study, but it is also designed to encourage the development of a growth mindset, and to acquire critical thinking and problem-solving skills 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 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 have trouble 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. 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 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 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

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 everyone's potential and to sustain performance in a highly competitive and challenging environment.

Academic course delivery is integrated with 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 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 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 NSA's 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 always required 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 always support the school 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.

If, for any reason, a student athlete needs to leave in the middle of, or at the end of a trip away from NSA, arrangements and consent will be made with the coach in charge or Head of School prior to departure from NSA. The exception being: injury, family emergency, or other extenuating circumstances requiring coach's acknowledgement and consent.

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. 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 NSA's 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

NSA closes Thursday before dinner until Monday at 4 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 –NSA is closed, and office staff are not available at the Academy on weekends and holidays when student athletes are not in residence.

INTERNATIONAL STUDENTS – INTERNATIONAL STUDENT GUARDIANSHIP CANADA (ISGC)

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. 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 such as a 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.

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.

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 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 NSA's Discipline Committee. Should a student lose his or her vehicle privileges, the Academy requires that the student refrain from having a vehicle at NSA from that point forward.

Vehicle Expectations

1. Vehicles are to be used MAINLY to transport the student athlete to NSA upon returning from leave and from 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 NSA if they abide by NSA's rules and Code of Conduct and come at times that do not interfere with the athletic or academic life at NSA. Anyone visiting 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. 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 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 NSA's bike shed. The shed is always locked 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 always locked.

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 49

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/pillowcases, blankets/comforter, and towels (NSA will provide these items for international student athletes)
- Toiletries
- Approximately a dozen coat hangers, and only clothes and belongings that are 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 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 NSA due to fire regulations.
- desk lamp – provided by 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 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 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 always kept tidy. 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.
- 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 always respected. 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

Student athletes 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.

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 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. Failure to complete the cleaning items on the checklist will result in a cleaning charge.

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, and clean any tables of other surfaces with cleaner from the dining room.

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.

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. Please ensure remote controls, cables, and projectors are not removed from common rooms and classrooms.

PHONES, COMPUTERS, TABLETS

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	12pm – 12:45pm
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 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

DISHES

- Rinse and load all dishes, cutlery, platters, serving trays, and utensils through dishwasher
- Move dishwasher tray to serving area to dry overnight
- Wipe down & dry kitchen counters
- Wipe down dish trolley
- Put all used dish towels and cloths in laundry bin (kitchen basket)

FOOD, COUNTERS, APPLIANCES, DINING ROOM GARBAGE

- Wrap any leftover food with plastic wrap
- Large quantities of leftovers (walk-in fridge); smaller quantities (student fridge)
- Wipe (soapy wet cloth) and rinse ALL pantry counters
- Empty toaster of breadcrumbs
- Clean (wet cloth) kettle, toaster
- Clean inside of microwave
- Clean handwashing sink
- Take out dining room garbage bag to dumpster; replace new garbage bag in bin

DINING ROOM TABLES, CHAIRS

- Clear and put away all condiments into dining room fridge

- Clear any leftover used cutlery, dishes etc. to kitchen
- Pick up/dispose of any garbage (napkins, wrappers etc.)
- Wipe (soapy wet cloth) and rinse *ALL* dining room tables
- Wipe off chairs and tuck into dining room tables

FLOORS

- Sweep kitchen, pantry/stove area and dining room floors
- Mop only the dining room floors (use mop bucket); Chef will have already mopped the kitchen
- Empty and rinse mop bucket – rinse mop and leave in bucket

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, 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

National Ski Academy uses the **REACH School Boarding System** to support the safety of our boarding students.

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 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 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 NSA's 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 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 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 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 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 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 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. Student athletes 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

Student athletes 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 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), 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 camps longer than 30 days.

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 camps longer than 30 days.

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 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 meet.

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.

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 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 always carried on their person.

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 NSA van. Please report any serious injuries immediately to the House Supervisor or Office Staff.

NSA ANAPHYLAXIS POLICY and PROCEDURE

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, 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 NSA cannot assume responsibility of providing an allergen-free school. 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, or other NSA camp locations) and adhere to the policies and procedures identified below.

IDENTIFICATION OF STUDENTS' AT RISK

- It is the parent or guardian's responsibility to inform NSA of their child's allergy.
- It is the parent or guardian's responsibility to notify NSA immediately if there is a change to their child's allergy status.
- If deemed necessary by the child's family physician, 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 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.
- 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 always carry at least one EpiPen with them (preferably on their person) 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

NSA will make available an EpiPen for emergency use in NSA's 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 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 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

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, NSA complies with *Ryan's Law* by establishing and maintaining a policy to support students with asthma.

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 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 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 NSA if their child suffers from asthma.
- It is the parent or guardian's responsibility to notify 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, NSA employees will be made aware of all members of 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 used and effective preventive therapy.

It is mandatory for, and the responsibility of, an asthmatic student athlete to always carry at least one inhaler with them (preferably on their person) 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 NSA's fire and safety standards and regulations. The health and safety of all NSA members, in particular the residence community, is at risk when these regulations are not adhered.

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

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

The following expectations have been developed with the best interest of our student athletes in mind.

- 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 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 any NSA program. Student athletes not following the “Safety Policy” will not be permitted to participate in the activities. 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. To arrive at an appropriate program, the coach must discuss a proposed agenda with the athlete’s doctor and/or physiotherapist or NSA’s 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 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. 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 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.