



Ontario Hockey Academy Student Handbook

(Rev. 29-Oct-21)



1541 Vincent Massey Drive
Cornwall, ON K6H 5R6
Canada



admissions@ontariohockeyacademy.com

www.ontariohockeyacademy.com

CONTENTS

Contents	2
MISSION.....	5
VISION.....	5
Values	5
Introduction.....	5
Ontario Hockey Academy Core Values	6
Nature Of Rules And Procedures.....	7
Residence Life	7
Room Assignments/Conflicts.....	7
Room Guidelines And Expectations.....	7
Appliances In Rooms.....	7
Rooftop & Window Safety	8
Food & Snacks.....	8
Room Use During School Day	8
Dormitory Rooms—Clean Room Checks	8
Room Keys	9
Maintenance Request Board	9
Personal	9
Dress & Grooming Code	9
Personal Items	9
Social Events	10
Maintaining Boundaries	10
Requests For OHA Student Sleepover	10
Overnight Non-OHA Guest Sign-In	10
Curfews.....	10
School Week Curfew.....	10
Weekend Curfew	11
Hockey Curfew.....	11
Quiet Hours In Dorms	11
Leave.....	11
Sign Out Book	11
Student Leave	12
Weekends	12

Medical Issues	12
Illness	12
Doctor Appointments	13
Medications	13
Hospital Visits	13
Non-Emergency Medical Care	13
Electronics	13
Media.....	13
Cell Phones	13
Personal Computers	14
Kitchen Duty	14
Fire Procedures.....	14
Transportation.....	15
Automobile Use & Student Travel	15
Travel Around Cornwall	15
Travel To Non-Oha Events	15
Arrivals And Departures	15
Airport Shuttles.....	15
MAJOR SCHOOL RULES (Msrs).....	17
1. Substance Abuse	17
2. Hazing, Violence, Physical & Verbal Harassment	17
3. Incidents At Hockey Events	18
4. Willful Destruction Of Property Or Theft, Possession Of Weapons	18
5. Curfew	18
6. Academic And Social Dishonesty	18
7. Sexual Relations/Opposite-Sex Visitation.....	18
8. POLICE INVOLVEMENT	18
DISCIPLINARY PROCESS	19
OHA Player Policies.....	20
Expectations Of Players	20
Sickness Policy	20
Concussion Protocol	21
Player Conduct.....	21
Oha Equipment.....	21

Ontario Hockey Academy Academic Policy	22
Overall Goals And School Philosophy	22
School Year Calendar	22
Community Involvement Requirements And Procedures	22
Procedures For Community Involvement.....	23
Academic Information	24
Ontario Secondary School Literacy Test (OSSLT)	24
Definition Of A Credit	24
The Provincial Code Of Conduct & School Board Codes Of Conduct.....	25
Academic Performance.....	25
Attendance	25
Lateness	26
Computer/Technology Use.....	26
OHA Post-Graduate Policy	27
Consequences Of Academic Dishonesty.....	28
Academic Dishonesty And Plagiarism.....	28
Behaviour During Tests.....	28
The Independent Learning Centre/ Distance Education	29
The OHA Course Calendar	29
Required School Supplies:	30
All Students:.....	30
ESL (English Second Language) Students:.....	30



MISSION

Ontario Hockey Academy is dedicated to providing programs that meet the individual academic and athletic needs of committed students as they prepare for national and international hockey competition, college, and life.

VISION

We believe students learn best when actively engaged in guided discovery. Our classrooms are small and our programs are designed to promote student independence and responsibility. This environment helps us to better identify and meet the diverse travel, training, and academic needs of our student body.

Our program develops the intellectual and social skills that will best prepare our students for success.

VALUES

Athletic:

- It is the athletic department's goal to offer each student-athlete the environment to reach his or her individual athletic potential. The athletic department will create this positive environment through its coaching staff, programs, facilities, and athletic management.
- The student-athlete is an integral part of the equation. To reach his/her personal goals, the athlete must be dedicated and hard-working, and maintain a lifestyle that includes: fitness; a healthy diet; adequate rest; and sustaining a positive attitude.
- Through cooperation between the Athletic Department and the student-athlete, each individual has the opportunity to realize his or her goals.

Residence:

- The Academy commits to being a safe, structured, and positive environment that supports the academic and athletic goals of the school while providing students with the opportunity to practice and achieve personal respect, responsibility, and leadership.

INTRODUCTION

The Student Handbook is provided to all students to clarify the philosophy, guidelines, expectations, procedures, and the major school rules (MSRs) of the Ontario Hockey Academy at Cornwall, Ontario, Canada.

Students and parents/legal guardians are responsible for complying with the requirements defined in the Student Handbook. It is expected that all Ontario Hockey Academy students will be familiar with the contents of the Student Handbook upon entering the school.

Students should review this document carefully and ensure they understand and are familiar with the contents herein.

ONTARIO HOCKEY ACADEMY CORE VALUES

We believe attending our school is a privilege. To support its high performance, we expect that all members of the OHA community will strive to embody our core values:

CONSIDERATION

Students will consider and be tolerant of others and the surrounding environment.

ORGANIZATION

Students will maintain organization in all areas of school life.

RESPONSIBILITY

Students will take responsibility for their own actions, obligations to others, and their role within the extended community.

ENERGY

Students will approach all aspects of school life with vitality and commitment.

OHA Maverick Way

I come here to work hard

I am proud of my program

I keep my gym organized and clean

I take safety seriously

I am grateful to have the privilege of being an OHA Athlete

I respect my coaches, my teachers and teammates

I respect the privilege of using this facility

This is OHA Pride



NATURE OF RULES AND PROCEDURES

The rules and procedures set forth in this handbook are of general applicability and are intended to outline our requirements and expectations under normal circumstances. The rules and procedures set forth in this handbook also indicate the general procedures that will be followed in the event of any deviations from these requirements and expectations.

It is understood that, on occasion, situations that require immediate, non-standard responses may occur and the Academy reserves the right to enforce rules and take actions in a manner it deems to be in the best interests of the academy, its faculty and its students.

RESIDENCE LIFE

ROOM ASSIGNMENTS/CONFLICTS

Room assignments are determined by the Admissions Director. Students may request a roommate at the beginning of the year; however, these assignments are only subject to change through request with Dean of Residence Life or Admissions Director. These changes will only happen if there is availability for change or if all students are in agreement with the change.

ROOM GUIDELINES AND EXPECTATIONS

- No alcohol, drug-related, pornographic, or sexually explicit posters may be displayed in dormitory rooms.
- Sexually explicit or suggestive materials are not permitted at OHA.
- Empty beer or liquor bottles, smokeless tobacco tins or cigarette packages may not be used as room decorations.

Note: If these products are found in dormitory rooms it may be considered a violation of the [Substance Use Policy](#) as outlined in the student's enrolment package

- Students may not keep pets of any type in the dormitory, even on a temporary basis.
- For fire safety reasons, tapestries, cloth hangings or any other items may not be hung from the ceiling, such as to divide the room.
- Only materials that are easily removed, such as thumbtacks or scotch tape may be used to secure posters, etc. on the walls. Duct tape, staples, or glue are not permitted.
- No stickers are allowed on the doors, windows, mirrors, or any other school property (bureaus, cabinets, etc.).

We remind students that there is limited space in student rooms for clothing, athletic equipment, and general gear. Please pack and bring only necessary items.

To prevent any possibility of damage to furniture, floors, or walls, students may not move anything in the room without staff assistance and pre-approval. There is a 50-dollar charge if re-arrangement is made without permission. In the event of damage, students will be charged.

APPLIANCES IN ROOMS

No small kitchen appliances are allowed. In the rooms other than a small bar fridge. This includes but is not limited to hot plates, coffee and/or tea makers, and lava lamps. Microwaves are situated in common areas of the dorm for student use

The possession and/or use of an open flame, including candles and incense, is not permitted.

ROOFTOP & WINDOW SAFETY

Students are not permitted on the rooftops of the dormitory for any reason. If an item needs to be retrieved from the roof students will contact the dorm parent.

Leaning out of windows and/or climbing on vehicles or other structures on campus is also forbidden.

Any such occurrences will be considered a major school rule violation.

FOOD & SNACKS

Three meals a day are provided for enrolled students during the day.

The students are responsible for any extra food that they may want after games or in their free time.

When travelling with the team, students are provided with a cooler of snacks like sandwiches, granola bars, fruit, and water. Any extra food is the responsibility of the student/family

If a bus returns after curfew students will not be permitted to leave campus to get food or order any food. We suggest students plan ahead to ensure they have what they want on-hand.

Food delivery is not permitted after 9:00 pm

ROOM USE DURING SCHOOL DAY

Students are expected to be up and out of dorms by 7:25 a.m. Monday through Friday

Rooms will be periodically checked throughout the day to ensure all students are out of dorms and engaged in the athletic and academic duties of the day

Students with the required GPA may be granted the privilege of dorm study during evening study hall.

DORMITORY ROOMS—CLEAN ROOM CHECKS

In order to foster respect for their own property, and the property of others, and for health reasons, students are expected to keep their rooms in good order.

Dorm parents will check the rooms on a regular basis. Students will be notified in advance of the room check and will be reminded of OHA expectations which include:

Clean Room Check Requirements:

1. Clothes picked up
2. Beds made
3. Items stored in an organized fashion.
4. Floors vacuumed and/or swept, cleaned with damp mop
5. Bathroom sink and toilets wiped-down.

ROOM KEYS

Students are each assigned a room key at registration. They are encouraged to be responsible for this key and their belongings. Doors must always be closed to protect personal items.

If a door is left open it will be closed by staff to protect the student's belongings, therefore students MUST keep their keys with them at all times.

If a student needs his/her (non-functioning) key re-programmed it will be done free of charge; however, if a student loses their key or locks themselves out a small fee will be charged.

MAINTENANCE REQUEST BOARD

The board is provided for students to notify staff of maintenance problem that may need attention in their rooms or common areas. Problems will be fixed on a priority basis.

PERSONAL

DRESS & GROOMING CODE

Everyone at OHA is expected to respect the Academy's Dress and Grooming code. During the academic day attire should be neat, clean, appropriate, and in good repair.

The following guidelines must be followed:

1. Clothing that represents or advertises any of the following is not permitted:
 - a. Alcohol
 - b. Tobacco
 - c. Sexual behavior
 - d. Offensive language
 - e. Inflammatory or racist imagery or wording
2. Pajamas and slippers are not to be worn during the academic day.
3. Exposed cleavage, midriffs, buttocks, or underclothes will not be permitted.
4. Shirts are mandatory.
5. Bathing suits may not be worn in or around the Academy.
6. Shorts should be no shorter than the fingertips of the extended hand while the student is standing normally.

If a student's attire is questionable, an immediate change of clothes will be requested. Attire must be appropriate before students may attend class or eat in the cafeteria.

Coaches or gym teachers may allow a more relaxed dress code during exercise periods, but students must change into appropriate attire when entering the main school building.

Repeated infractions of the dress code will require discussion with parents and possibly disciplinary action.

PERSONAL ITEMS

- OHA is not responsible for loss of or damage to students' possessions. We encourage students to bring a lockable box and an adequate lock to secure valuables.

- Students are held responsible for dormitory room keys.
- Weapons or sharp objects such as hunting knives and pocket knives, BB guns, airsoft guns, replica guns or any other weapons are not permitted at OHA.
- Use of any standard item as a weapon (E.g. hockey stick, screwdriver, etc.) is also forbidden.
- Students are asked to clear any cutting utensils other than scissors with a dorm parent.

SOCIAL EVENTS

Full participation is encouraged at OHA social events. These may include:

- Movie Nights
- Halloween Dress Up
- Scavenger Hunts
- Christmas Carnival
- Swimming
- Olympic Week
- Spirit Days
- Pi Day (Mathematics event)
- End of Year Awards Banquet
- Graduation Dinner and Dance
- Cancer Fundraising Events

MAINTAINING BOUNDARIES

Students are reminded that Canada has very strict laws on such sharing of intimate images, even when sharing is done by a minor.

Sharing of intimate images in any way is forbidden at OHA.

REQUESTS FOR OHA STUDENT SLEEPOVER

All student requesting to sleep in another student's room must talk to the dorm parent on duty for permission. This needs to happen before curfew. These sleepovers will not be permitted during the school week Sunday – Thursday and will not be permitted the night before a hockey game.

If a dorm parent deems a student did not follow dorm rules on a previous sleepover the student may be denied permission to have any more sleepovers.

OVERNIGHT NON-OHA GUEST SIGN-IN

Any student requesting a family or friend visit during the day or overnight must submit the verbal request to head of admissions 48 hours in advance for approval. Students are asked to introduce their guest(s) to the dorm parent on duty upon arrival

All guests are expected to follow the rules and guidelines of the school, and it is the responsibility of the host to advise his/her guest(s) of rules and appropriate behavior.

CURFEWS

SCHOOL WEEK CURFEW

We believe students require a lot of sleep in order to perform at their best and we work to support appropriate student athlete rest here at OHA.

Sunday to Thursday students must be in the dorm by 9:45 pm, and in their rooms for the night at 10:15 pm. This gives students 30 minutes to settle down and get into their own rooms for the night. Dorm parents will complete room checks at 10:15 p.m. (Students are expected to remain in their rooms after they have been checked in.)

Multiple missing curfew or out of room after 10:15 p.m. infractions will result in a meeting with Disciplinary Board and may be considered a major school rule broken.

Coaches will also be notified of students that are not meeting curfew, and loss of ice time may result.

- **THE DORM LOCKS AND ALARMS ARE SET BETWEEN 9:45 AND 10 P.M.**
- **LATE ACCEPTANCE INTO THE DORM IS NOT PERMITTED.**

WEEKEND CURFEW

Friday to Saturday students who are not travelling or playing a game the next day, will be expected to be in the dorms by 9:45 p.m.

On the weekends, if students have games close to home, or are leaving for a tournament, a curfew is usually set by the coaches. This set curfew will then override the curfew rules set above.

HOCKEY CURFEW

Curfews for hockey are set by coaches. Dorm parents and students will be informed of curfews. Students may not have room sleepovers on the night before a game. Students returning from games after curfew they are asked to enter their dorms quietly and go directly to their rooms, so as not to disturb other students who may already be sleeping.

QUIET HOURS IN DORMS

We realize the importance of quiet hours for our students. As many student's study in their rooms or go to bed early, OHA Quiet Hours commence at 10:00 p.m.

Quiet Hours are defined by: no loud music; no running or slamming doors in the halls; and keeping disruptive behavior to a minimum.

Weekend quiet hours may be subject to change depending on game schedules.

LEAVE

SIGN OUT BOOK

Students must always use the sign-out book to document their departures and returns from OHA property. Students will document time leaving the property, destination, and upon return the student will sign back in.

If the sign-out book is not available, students will confirm with a staff member before leaving the property.

STUDENT LEAVE

All families must fill out the OHA Student Leave Form if they are not returning for curfew or requesting that their son/daughter be transported by a motorized vehicle other than their own or OHA staff. Public transportation like buses and taxis are permitted

No student can be signed out in the City of Cornwall without a family member present.

Parents or legal guardians requesting that their son/daughter accompany them during a hockey event must notify the coach on the road as well as submitting a *Leave Form*.

All leave forms must be submitted to the Academy at least 8 hours prior to the leave

These forms are found on our website or at the school and need to be signed by parent/legal guardian before a student will be permitted to leave the property. Students, including students over the age of majority, are not permitted to fill out their own leave form. The link is: <http://www.ontariohockeyacademy.com/visit>

Departure from OHA without completing forms correctly may result in disciplinary action, and/or possible expulsion.

Permission for a leave without the required notice may be granted under extenuating circumstances. These requests will be reviewed on a case-by-case basis.

Questions regarding leave forms and procedures should be directed to the admissions director.

WEEKENDS

Students are free to spend weekends away from school if:

1. The student is in good academic standing.
2. The student has no athletic commitments.

Students who leave school on weekends must return to the building by 9:45 p.m. curfew on Sunday. Immediately upon return, the student must check in with the person on duty in the front office. Students should clearly communicate with parents/legal guardians about leave procedure.

Exception: Graduation weekend is a closed weekend. Meaning all students must remain on campus and leave forms will not be accepted

MEDICAL ISSUES

ILLNESS

Students who are sick during the academic day should follow the attendance policy and procedures outlines in the Academic Information section of this handbook. Students who are sick outside of class or game times should find a dorm parent on duty for evaluation and assistance.

DOCTOR APPOINTMENTS

Students should arrange for doctor's appointments (other than emergencies) through the school nurse. Whenever possible, appointments will be scheduled outside of class time.

MEDICATIONS

All medications (prescriptions) must be registered with the school nurse/OHA administrator. Narcotics or pain control medications will stay with the school nurse

HOSPITAL VISITS

In the event of a life-threatening situation, parents will be contacted immediately, and a staff member shall remain with the student at the hospital.

NON-EMERGENCY MEDICAL CARE

The school nurse will determine if a student should be evaluated by a doctor. If a doctor's visit is deemed necessary students will be escorted by staff.

For non-emergency healthcare visits, students are asked to call the school when they are finished with treatment and, if possible, a staff member will collect the student.

The school nurse will follow-up with each student after a visit to a health professional.

All medical attention provided by hospitals, clinics or doctor offices for international students is an out-of-pocket expense for the families. The student/parent/legal guardian will then be responsible for submitting claims to their insurance providers for reimbursement.

All Canadian student's provincial health cards will be accepted if up to date. You must notify the province in which you reside that your son/daughter will be studying out of province

Proof of medical insurance for both the Canadian and American sides of the border must be submitted to the admissions director

ELECTRONICS

MEDIA

Televisions and personal music devices are permitted. If such devices are disruptive to the dorm setting or other students, they will be removed from room and stored until the end of the year.

CELL PHONES

Students will register their cell phone numbers with the dorm parent, and will notify them of any subsequent number changes during the academic year.

Cell phones are not allowed in class or study hall. If a student uses a cell phone during an academic period, the phone will be confiscated and returned at the end of the period. Repeated infractions may result in the cell phone being confiscated by the school administrator/principal for longer period of time

The OHA does not assume any responsibility/liability for damages or lost cell phones. Students concerned about loss/theft/damage of a cell phone or other device should secure the device in their dorm room prior to class.

Students can only use land-line telephones at the school for emergencies.

PERSONAL COMPUTERS

Students can bring personal computers to school with them to assist in completing academic work, provided they abide by the following guidelines:

1. Computers are expected to be used for academic work and internet access.
 2. Students may play computer games during free time only.
 3. Students are encouraged to turn off personal computers by 11:00 p.m. when teams have games. If the students have a free weekend, they are encouraged to turn off personal computers by 1:00 a.m.
 4. The school's acceptable use computer rule applies to both personal and school computers. Please refer to page 3 of your enrolment package with the school
 5. Students and their families are responsible for all activity on personal computers.
 6. Computers/tablets and cell phones are taken by the school nurse when students are sick and until they are back to regular school days.
-

KITCHEN DUTY

Students will be assigned to a kitchen clean-up team that will be responsible for cleaning the kitchen and dining room after meals as well as other chores around the Academy.

Kitchen duty is not optional. Students who miss their shift should expect an additional chore assignment. If a student cannot attend kitchen duty due to travel, they will find a replacement for duty (E.g. switch shifts with a peer.) and inform kitchen staff accordingly.

FIRE PROCEDURES

In Case of Fire

Students should proceed in an orderly fashion to the nearest fire exit and meet on the sidewalk in front of the gym and remain there until the dorm parent on duty instructs otherwise.

Fire exits are marked. There are exits on the dorm floor and two (2) exits from the classroom level. In addition, there are exit doors located at the rear and front entrances of the OHA dormitory.

If You See a Fire:

Pull the nearest fire alarm and leave the building in an orderly manner as quickly as possible. If you hear the fire alarm, check the door leading to the nearest exit to see if it is hot. If it is hot, DO NOT OPEN IT. Instead, move to a window to call for help.

If the door is cool, proceed to the nearest exit and exit the building as per the fire procedures.

Fire Equipment:

Fire equipment, including fire extinguishers, smoke detectors, the fire alarm and security systems are to be used only in an emergency. Their unauthorized use, or intentional or inadvertent discharge or damage will not be tolerated. Tampering with and/or removing batteries from the smoke detectors is also prohibited by OHA policy and by law.

False Alarms:

Pulling an alarm with no indication of smoke or fire is a serious offence and a violation of a major school rule. Additionally, there is a \$25.00 fee to reset a dorm room alarm, and a \$50.00 fee to reset a hallway alarm. (To be charged to student who pulled the false alarm.)

Police may become involved, as tampering with fire safety equipment is a criminal offence.

TRANSPORTATION

AUTOMOBILE USE & STUDENT TRAVEL

It is a tremendous liability for the Academy to have students driving/riding in automobiles. OHA has made the decision to limit automobile use where possible. As a result, students are not a vehicle

TRAVEL AROUND CORNWALL

There is a taxiing fee of \$10.00 for non-emergency travel around the city provided by OHA staff. This includes physiotherapy, doctors, bus, train stations and local store visits.

There will be scheduled bus trips to local stores.

Students are permitted to use public transportation while attending OHA, with parental consent and at their own expense.

TRAVEL TO NON-OHA EVENTS

If a student is invited to any hockey camps or any event outside of scheduled OHA events (i.e. junior tryouts or university visits) throughout the year, it is the responsibility of the parent/legal guardian to organize the travel.

It is also the responsibility of the parent/legal guardian to pay for any expenses incurred during these visitations or invites.

ARRIVALS AND DEPARTURES

OHA is not equipped to board students during winter, spring and summer vacations therefore students cannot be accommodated at the OHA ahead of the scheduled arrival date, and are expected to vacate their rooms promptly at the beginning of each vacation.

It is important that students arrive and depart on the dates specified on the school calendar.

AIRPORT SHUTTLES

OHA offers scheduled trips to the Montreal and/or Ottawa airports before and after school vacations, and at the end of the school year. A \$40 CDN* charge per one-way trip is applied.

Travel to all other destinations is the responsibility of the student and his or her family.

Transport to the airport outside of scheduled trips may be possible. Booking requests must be made to and approved by the admissions director. The fee for an approved trip will be \$80 CDN per student.

Trips to Massena Airport will be in the amount of \$30 CDN* on scheduled days and on non-scheduled days. For travel-related issues contact the Admissions Director.

MAJOR SCHOOL RULES (MSRS)

Along with behaving in a manner consistent with the Ontario Hockey Academy Core Values, OHA students are expected to adhere to the Major School Rules (MSR). These Rules exist to ensure the health and welfare of all students at Ontario Hockey Academy and may be subject to change only as directed by OHA.

They apply to students while enrolled at the Ontario Hockey Academy and while under the care of the school, whether on campus or in another facility.

Violation of any of these rules will lead to disciplinary action.

1. SUBSTANCE ABUSE

Any student found to be using or consuming illegal drugs, alcohol, tobacco or abusing over-the-counter related substances while enrolled at OHA will face automatic expulsion from the Academy.

All students on prescribed medication are to register their medication information with the school nurse.

Use of any tobacco products, including e-cigarettes (JUUL, Vape, etc.) is prohibited while enrolled at Ontario Hockey Academy.

A student requiring nicotine-replacement therapy must register this information with the school nurse.

Note: The parameters of this MSR stand alone and supersede the general disciplinary process.

A student caught with tobacco products (Chew, cigarettes, e-cigarettes, etc.) will face the following progressive discipline:

- 1) **First Offence** - Hockey suspension, house arrest, chores and 7:30 p.m. curfew.
Duration of punishment to be determined by administrator.
- 2) **Second Offence** - Same as above, with longer duration.
- 3) **Third Offence** – Expulsion

2. HAZING, VIOLENCE, PHYSICAL & VERBAL HARASSMENT

We strongly believe that violence is unacceptable behavior under any circumstances. Any activities that threaten, embarrass or otherwise harm others, any type of physical or verbal harassment against another person will not be tolerated.

In addition, OHA defines hazing as any activity that deliberately, directly or indirectly embarrasses, threatens, causes harm or injury to or invites ridicule to another member of our community.

Hazing activities, even if performed in a joking manner, are considered forms of violence and are unacceptable.

3. INCIDENTS AT HOCKEY EVENTS

Any discipline set forth by the league or tournament organizers involving an OHA student during a game or practice is treated as an OHA MSR infraction. Follow-up and further discipline will be imposed by the school, at the discretion of the administrator.

4. WILLFUL DESTRUCTION OF PROPERTY OR THEFT, POSSESSION OF WEAPONS

Students must not willfully destroy property or take property belonging to someone else, whether another student, the school, or public property in Cornwall.

In addition to being held financially responsible for the abuse or destruction of another's property, students will also face disciplinary proceedings and possible criminal charges.

5. CURFEW

- Students are not permitted to leave OHA after curfew.
- Students are not permitted to let anyone in the building after curfew. (Doing so jeopardizes the safety, security and welfare of the entire OHA community.)
- Returning to the building after curfew compromises building security and causes disturbance for all involved, including parents, dorm parents, and police. (Who will be notified if a student in AWOL.)
- Curfew also applies when travelling (E.g. for tournaments).
- To authorize a missed curfew a parent leave form must have been submitted by the student's parent/legal guardian by 7 p.m. on the night in question.

6. ACADEMIC AND SOCIAL DISHONESTY

Plagiarism, cheating, lying and stealing will not be tolerated at Ontario Hockey Academy.

Personal integrity is crucial to the goals and success of Ontario Hockey Academy. See [Consequences of Academic Dishonesty](#) for more details on plagiarism and testing rules.

7. SEXUAL RELATIONS/OPPOSITE-SEX VISITATION

Sexual relations are not permitted any time the student's care is entrusted to OHA or any agent of OHA. This applies for opposite-sex and same sex relationships

8. POLICE INVOLVEMENT

All OHA students must respect and abide by the law.

Any incidents that involve the community police or other authority figures within the city will also be considered an MSR violation, and the student will face disciplinary proceedings with the Academy.



DISCIPLINARY PROCESS

The process below is a guideline of discipline for all rules with the exception of [Major School Rule 1 – Substance Abuse](#), which is zero tolerance and risks automatic expulsion.

1st Offence:

- Notification of parent/legal guardian
- loss of school privileges
- loss of hockey privileges
- chores set for a time period to be determined by the Disciplinary Committee

2nd Offence:

- Notification of parent/legal guardian
- Ten to fifteen (10 to 15) day suspension.

3rd Offence:

- Notification of parent/legal guardian
- Expulsion.

If a student receives an MSR in the last semester and is returning to OHA the following year that MSR will carry over for the upcoming season.

For students who are not returning, the MSR will stay on their record until September 1st of the given year and information can be held until that date.

PLEASE NOTE:

OHA reserves the right to inspect a room or personal belongings if prohibited activity is suspected during the school year.

The Disciplinary Committee reserves the right to go to 3rd offence action and expel students for any of the above offences.

OHA PLAYER POLICIES

EXPECTATIONS OF PLAYERS

Players are required to get up before 7a.m., attend breakfast, and be prepared to attend classes and/or team functions at 7:25 a.m.

Players will be required to attend, ready to perform, and properly equipped for all classes, coursework, lessons, school assignments, homework, tests, school meetings, off-ice workouts, on-ice training, study halls, curfews, floor duties, detentions, team functions, tournaments, and any other team and school event.

Missing hockey-related events without the written permission of both the coaching and teaching staff will result in suspension of students from future athletic events and may lead to dismissal.

Players accept the importance of school, practice and game attendance and will notify the head coach and principal in advance if they cannot attend school, practice or game.

Players should be aware that missing practices or off-ice training may result in loss of game time.

Players who are late with academic assignments, miss or are late for classes, tests, study hall, or if grades fall below 50%, will not be permitted to attend athletic functions until performance improvements have been made.

Players are responsible for informing their parents/legal guardians of all school activities such as coursework deadlines, and of any concerns or problems that might affect their academic progress or behavior.

SICKNESS POLICY

Typically, the amount of days missed in the classroom and/or training will result in an equal amount of days missed on the ice and in game play.

A student missing classes and/or training is not permitted back on the ice for games until they demonstrate an ability to attend the amount of days missed in the class and off-ice and are assessed by the school nurse.

A doctor's recommendation and diagnosis will guide the nurse in the decision, but the above policy takes priority.

To support the health, safety, and recovery of the student athlete, electronic devices - which include cell phones, computers, and iPads - will not be available to the student until the student has recovered and is able to attend a full day of classes.

Legal guardians have access to inquire and updated about the teenager with the Ontario Hockey Academy phone numbers and emails provided at the beginning of each year. Contact information is located on our website under the [Parent Zone](#) link.

CONCUSSION PROTOCOL

If a student is diagnosed with a concussion or we suspect a concussion as the result of a hit in a game, then the school follows hockey Canada's recommendations along with our own policy, which is:

- a) Rest until asymptomatic (physical and mental). OHA Rule: Minimum one week.
- b) Light aerobic exercise (bike) and begin classes after the week of bed rest.
- c) Sport-specific exercise may commence 24-hours after b) if symptom-free.
 - Light off-ice training
 - Light resistance
 - OHA's policy is one full week of this without headache before d).
- d) Non-contact training
 - OHA's policy is to allow ice drills 2 weeks after initial hit or complaint of headache).
- e) Full contact training and possibly games after d) being met and minimum of two weeks from first symptom(s).
- f) Student will drop back to the previous asymptomatic activity level if any symptoms reoccur.

PLAYER CONDUCT

- Decisions about playing time are made at the discretion of the coaching staff based on our philosophy of fair ice time. We expect our players to respect these decisions and understand that, at times, coaches may not give all players equal amounts of playing time. Players will always be placed on the teams and allocated the ice time that is best for their development.
- Players must conduct themselves in and from the rink according to the highest standards of honesty, morality, fair play and sportsmanship, and refrain from conduct detrimental to the best interest of OHA.
- Players are to respect all players, coaches, teachers, staff, dorm parents, school property, equipment, teammates, and other teams.
- Players will not disrupt school activities or otherwise defy the authority of OHA staff engaged in the performance of their duties.

OHA EQUIPMENT

All jerseys are owned by OHA and must be returned if the student departs from the club, or at the end of the season.

Items not returned will be invoiced to the family.

ONTARIO HOCKEY ACADEMY ACADEMIC POLICY

The OHA produces an annual course calendar, which expands on the information provided about our academic program. This document is available through Jupiter, or by hard copy upon request. In case of a discrepancy between the two documents, the course calendar will be considered correct.

OVERALL GOALS AND SCHOOL PHILOSOPHY

The Ontario Hockey Academy is dedicated to providing academic and athletic programs that meet the individual needs of committed student/athletes as they prepare themselves for national and international hockey competition, college, and life.

It is our mission to create a safe, structured, and positive environment that supports the academic and athletic goals of the school while providing students with the opportunity to practice and achieve personal respect, responsibility, and leadership.

SCHOOL YEAR CALENDAR

All OHA students, regardless of their team, will follow the same school year calendar. All students are expected to be in attendance according to the dates and times on this calendar.

Students must inform their teachers and the OHA principal if they expect to be absent during scheduled academic time, and to obtain instructions for making up any missed instructional hours.

The calendar may be found here: <https://www.ontariohockeyacademy.com/calendar>

COMMUNITY INVOLVEMENT REQUIREMENTS AND PROCEDURES

Every student attending secondary school in Ontario is required to complete 40 hours of community involvement in order to receive a diploma (10 hours per year of school in Ontario) Details on Ontario policy may be found [here](#):

The purpose of this requirement is to encourage students to develop an understanding of the various roles they can play in their community and to help them develop a greater sense of belonging within the community.

Community involvement activities may take place in a variety of settings, including businesses, not-for-profit organizations, public sector institutions (including hospitals), and informal settings.

As an example, students can seek opportunities to help:

- In the community by offering assistance to charities, service clubs, coaching, environmental projects
- In the school by helping in areas such as tutoring, library assistant, student council, fundraising, etc.
- Agencies by providing assistance to: seniors learning computers, youth-at-risk, special needs students, yard clean-up, etc.

It should be noted that the intent of this initiative is volunteerism. Students will not be paid for performing any community involvement activity.

PROCEDURES FOR COMMUNITY INVOLVEMENT

The required 40 hours of community involvement activities may be completed at any time during the student's secondary school program. Activities must be completed during secondary school enrollment. Hours completed prior to the start of Grade 9 may not be included.

A very wide variety of unpaid activities may qualify as "community involvement".

Students under the age of 18 will plan and select their community involvement in consultation with their parents/legal guardians. The safety of the student is paramount therefore the activities should take into account:

- The age, maturity, and ability of the student.
- The location, accessibility, and environment of the proposed activity.
- Any special training, equipment, preparation requirements.

OHA supports successful completion of the community involvement requirement by:

- Following consultation with parent/legal guardian (if the student is under 18 years of age) and teacher mentor, OHA provides a list of approved community involvement options.

The student may also research their own positions.

- Student submits a completed Ontario Secondary School Community Involvement Form to the OHA principal. (A parent/legal guardian is required to sign the form if the student is not 18 years of age or older.)

If the proposed activity is not on the list of approved options, the principal will determine if the activity is acceptable and, if so, sign the form. A copy of the form is filed in the student's Ontario School Record folder, and the form is returned to the student.

- When the intended community activity is completed, the student will obtain verification via signature from the supervisor of the activity and their parent/guardian (if required), and return the form to the OHA principal.
- The principal will confirm that the student has met the community involvement requirement and will note the completion on the Ontario Student Transcript.

IMPORTANT: Students should ensure their activity is acceptable BEFORE they begin volunteering as unapproved activities may not be accepted.

ONTARIO SECONDARY SCHOOL LITERACY TEST (OSSLT)

All OHA students must pass the Ontario Secondary School Literacy Test (OSSLT) in order to receive their Ontario Secondary School Diploma. The purpose of the test is to ensure students have the reading and writing skills they require to succeed at school, at work, and in daily life. Details about the OSSLT can be found [here](#).

A student who has successfully completed the OSSLT in either English or French while enrolled at a school prior to attending OHA is considered to have met the literacy graduation requirement and will not have to retake the test after transferring to OHA.

OHA students will take the OSSLT in English, which is the language of instruction at OHA. There is one date available per year.

The next Ontario Secondary School Literacy Test date will be March 31, 2020. Students must ensure they are available to take the test, as it is only available once per year.

If a student fails, the OSSLT they may re-take it the following year. If the student is not successful with the re-test, they may take the Ontario Secondary School Literacy Course (OLC 40) in grade 12 to meet the literacy requirement.

OHA will provide remedial assistance for students who do not complete the test successfully. The Ontario Ministry of Education has prepared information on preparing for the OSSLT and OHA instructors will support students improve their skills so that they are better prepared to re-take the literacy test.

Parent/legal guardians are also encouraged to review this [information](#).

DEFINITION OF A CREDIT

Credits are granted by the OHA on behalf of the Ministry of Education upon successful (50% or higher) completion of a course.

A course is defined as a minimum of 110 hours of scheduled instruction time approved by the Ministry. Scheduled time includes:

- Students participating in planned learning activities designed to lead to the achievement of the curriculum expectations.
- Examination days.
- Planned learning activities include interaction between the teacher and the student.
- Assigned individual or group work (other than homework).
- Planned learning activities delivered through classroom instruction/activities.
- Community placements related to work experience
- Cooperative education.

A final grade for each of the courses a student takes will be calculated as a percentage and credit will be granted for a course where the grade is 50% or higher.

THE PROVINCIAL CODE OF CONDUCT & SCHOOL BOARD CODES OF CONDUCT

The OHA supports the Provincial Code of Conduct and School Board Codes of Conduct. More information is available [here](#).

ACADEMIC PERFORMANCE

OHA strives to ensure our students maintain above-average academic performance as well as excel athletically. Students who have one or more course grades that fall below a 50%, or demonstrate a declining or insufficient effort in any given academic course, will be placed on academic probation.

A letter will also be sent to the parent/legal guardian informing them of the students' status and will request their assistance in supporting the student in striving for improvement.

Academic probation consists of:

- Student participation in supervised study hall
- Suspension of athletic participation. (Students will attend tutoring sessions during athletic periods.)
- Students may not be absent for any reason outside of illness.

Once the students' marks rise above 50% and/or effort improves significantly, student-athletes will be cleared for a return athletic participation. This will be determined on a case-by-case basis.

The duration of academic probation depends upon the individual student's situation. Students who have been placed on academic probation for concerns about effort and/or attitude will be reviewed weekly at an administration meeting.

Following a three-week term on academic probation the student will meet with an academic probation team (OHA principal, director, and coaches) to determine a plan of action and the steps to be taken to avoid the issues that led to the academic probation.

Students who are unwilling/unable to improve their academic performance with OHA and parental/legal guardian support may be invited to a year-end review to review their potential to succeed at OHA.

ATTENDANCE

Regular student attendance is critical for achievement of course expectations. Excessive absences will jeopardize the granting of credits, since credits are based on 110 hours of instruction. Attendance is recorded and reported through Jupiter and report cards.

Students are expected to attend all classes unless they have been excused. Excused absences may include:

- Athletic travel approved by coaches and/or the director of hockey
- Sickness confirmed by a physician or the school nurse
- College visits
- Personal reasons approved by the principal

Whenever possible, absences must be approved at least one week in advance to provide time for the teachers to adjust the students' assignments accordingly.

If a student misses an academic class without permission from the school the parent/legal guardian will be contacted and a conference with the principal will be scheduled.

OHA makes every effort to accommodate students who must miss class for legitimate reasons. Teachers will provide academic support during and after the academic day, however, faculty cannot provide support during absences not sanctioned by the school.

This policy seeks to emphasize the importance of class time and student-teacher interaction.

LATENESS

Punctuality is priority at OHA. A student who is repeatedly late to class will have their cellphone confiscated until two days of timely attendance are documented in Jupiter. Students and parent/legal guardians can monitor attendance anytime through Jupiter.

If cell phone confiscation does not improve the student's punctuality more serious consequences, such as loss of ice time, may follow.

All students are encouraged to have a stand-alone alarm clock to help ensure on-time arrival.

COMPUTER/TECHNOLOGY USE

The OHA computer network promotes educational excellence and learning opportunities by providing access to a wide variety of technology resources including internet, educational software, and email accounts.

These resources support academics, research, and communications, and enhance education by making information more easily accessible. OHA computer network resources are available to all members of the OHA community and are to be used in a responsible, ethical, and legal manner.

The use of the OHA computer network is a privilege and with this privilege comes responsibility. The following standards of acceptable use of equipment must be followed. A violation of these standards will result in the loss of computer privileges and disciplinary action.

Privacy:

- Respect personal privacy and the privacy of others.
- Users must not modify system files, email, or passwords.
- Email accounts are confidential unless a student has violated any standards in this policy.
- Protect your password and report any problems with your account to the IT coordinator.

Network Integrity:

- School and personal computers are not to be used for the unauthorized entry into other computer systems (i.e. hacking).
- Do not corrupt the network with computer viruses or in any way destroy computer files.

Students are reminded that it is illegal to make unauthorized entry into computer systems, regardless of whether they are internal or external to OHA.

Good Practices:

- Do not change any settings or add software files to the OHA network.
- All users should know and understand security guidelines while using the Internet.

Courtesy:

- Users are expected to display exemplary behavior when using school computers.
- Classroom computers may only be used for academic purposes.
- Lounge computers may be used for personal use during non-academic times.

Appropriate:

- Internet access is intended for legitimate academic and personal use.
- Accessing or downloading of offensive or sexually explicit material is strictly prohibited.
- Email users will avoid the use of language that is offensive, abusive, profane, or racist

Copyright Guidelines:

- Unauthorized copying or downloading of licensed software or files is illegal. Practice accepted rules of documentation by citing all information, files, and articles and attributing authorship.
- Always remember that you are a representative of OHA while using the Internet and sending e-mail.
- All rules regarding appropriate student conduct outlined in the student handbook apply to use of any computers at OHA.

OHA POST-GRADUATE POLICY

The Ontario Hockey Academy is pleased to offer a program for post-graduate students.

This program is designed for the student-athlete wishing to improve his/her academic and athletic standing. Like the regular high-school program the post-graduate program consists of academics, athletics and college preparation /placement.

All applicable students must adhere to the OHA Post-Graduate (PG) Policy:

Fall Semester:

- PG students attending OHA must take a minimum of three courses during the fall semester.
- PGs are not required to take the physical education course (PAF4O) for credit or attend the health portion of this course. They are, however, required to attend the gym workouts associated with PAF4O which are part of the off-ice training program for their team.
- PGs may take any high school courses offered at OHA, online high school courses or online college level courses as part of their three-course minimum. (Please discuss this with the principal in advance so the courses chosen are consistent with future academic plans). PG students are responsible for registration and any fees associated with the delivery of independent study (online) high-school or college-level courses.
- OHA teachers are available as support for PGs taking independent study courses, however OHA teachers will not tutor PGs taking independent courses. PGs are expected to complete these courses independently and to utilize the support offered by the independent study course supplier.
- Like all students, PGs are expected to make timely progress and to perform satisfactorily in all courses, whether they are offered by OHA or are independent study.

- Similarly, poor progress or academic performance could lead to a loss of ice time.
- All coursework must be completed by the end of the first semester.
- OHA academic staff reserve the right to confirm a student's performance in online/independent courses.

Spring Semester:

PGs are not required to take classes during the Spring semester but they are expected to leave OHA at the end of the OHA hockey season. Extensions can be granted if PGs take a full class load and maintain good academic standing. PGs will be required to go home in the spring if five or more classes are missed.

Please note: PGs are subject to all rules and requirements set forth in the OHA Student Handbook. If any PG is violating school rules or being disruptive to other students, they will be referred to the OHA discipline committee and may be asked to leave early.

CONSEQUENCES OF ACADEMIC DISHONESTY

A student breaking behaviour rules during a test or plagiarizing an assignment will meet with the teacher and the principal, and the parent/guardian will be notified. The student will receive 0% credit for the test or assignment, and a note will be made in the student's folder.

For assignments only, a make-up assignment worth up to 50% of the original assignment may be offered/ (On the first offence only.) No re-writes or make-up assignments are offered for behaviour violations on tests or exams.

Use of any unauthorized electronic device such as a smart watch, phone, tablet, etc., during the test or exam, or possession of a cheat sheet or other unauthorized study aids, will result in a 0%. This applies if the items are present, regardless of whether the student is caught attempting to use them to cheat.

These electronic or other items must not be deemed visible/accessible during the test or exam.

Repeat offences may result in further disciplinary action, up to expulsion.

ACADEMIC DISHONESTY AND PLAGIARISM

Plagiarism is the representation of the language and thoughts of another author as one's own original work.

Plagiarism has occurred if a student uses any or all of another person's work - Including books, essays, magazine articles, pictures, maps, charts, diagrams, websites - without proper acknowledgment.

It is also unacceptable for students to buy material (E.g. from other students or off the Internet) and present it as their own.

OHA teachers are happy to help explain how to document sources properly.

BEHAVIOUR DURING TESTS

- Students must follow all rules given by teachers during test, examination, or quizzes times.

- Teachers will clearly explain in advance the materials that may or may not be brought into the testing area, as well as expected conduct (E.g., not to speak with other students or to behave in any way that is disruptive or distracting to other students).
- Cell phones and smart watches are not permitted during tests or exams.
- No rewrites or make-up assignments are offered for tests or quizzes in which the student cheated.

THE INDEPENDENT LEARNING CENTRE/ DISTANCE EDUCATION

Note: OHA reserves the right to monitor progress in independent studies taken in place of our own academic classes. The Ontario Ministry of Education provides funds for the Independent Learning Centre which offers a subset of the Ontario Secondary School curriculum secondary school courses (including transfer courses) through correspondence (<http://www.ilc.org/index-main.php>). OHA students may opt to enroll in courses through the ILC either as independent or private study. When a student has successfully completed an ILC course, the principal will record his or her standing on the Ontario Student Transcript (OST).

THE OHA COURSE CALENDAR

Further information about OHA's regulations, courses offered and calendar of dates can be found in our current Academic Course Calendar, available for download on Jupiter or by request in hard copy.

REQUIRED SCHOOL SUPPLIES:

ALL STUDENTS:

- Flash drive (USB memory stick)
- 4 binders
- Loose-leaf paper, 2 packs
- Pens, pencils and eraser
- Scientific calculator (Texas Instruments or SHARP recommended)
- SAT writers should choose a model approved for writing the SAT:
<https://collegereadiness.collegeboard.org/sat/taking-the-test/calculator-policy>
- Canadian Dictionary (hard copy, Oxford recommended)
- Highlighters
- Ruler
- Scissors
- Glue Stick

Strongly Recommended:

- Laptop or tablet for typing reports/essays, research
- Alarm clock (in case of phone failure, loss, or confiscation.)

ESL (ENGLISH SECOND LANGUAGE) STUDENTS:

- A hard copy (book form) translating dictionary for your language. (No phones/laptops or electronic translators are permitted for OHA tests or exams.)