

Shad2021 Online Program Handbook

Preamble

The Shad experience is unique. It is an opportunity to challenge oneself, stretch the imagination and work as a valued member of a results-oriented team.

Participants must put forth their very best efforts in order to produce the greatest gains from this environment of exploration, personal development, and innovation.

COMMITMENT

Shad Canada commits to providing an engaging and exciting enrichment experience. It will stimulate creativity and nurture initiative, talent and civic and social values. A Shad participant commits to full participation in the program (11:00 a.m. – 5:00 p.m. Eastern time, Monday through Friday), positively contributing to team dynamics and being respectful of others at all times.

Shad Canada has the responsibility to ensure the safety and well-being of all members in the Shad program and therefore balances the rights of the individuals against the welfare of the larger group.

Participant's behaviour, actions and communications (both verbal and written) are to be consistent with Shad values at all times.

MISSION AND VALUES

Shad Canada's mission and values provide the program's framework. Actions and decisions are guided by these values; therefore, it is critical that every participant understand and commit to them.

Shad Values

CREATIVITY: We cherish the freedom to explore, create and innovate.

EXCELLENCE: We aspire to excellence in all we do.

COMMUNITY: We are committed to the respect, cooperation, and shared fun that builds a powerful, supportive community, while remaining mindful of the safety and well-being of that community.

DIVERSITY: We value diversity and open discussion.

RESPONSIBILITY: Our behaviour is always governed by respect for others and the highest standards of ethical conduct.

1.0 Participant Code of Conduct

The Shad program is an experience which values and rewards achievement, excellence, effort, innovation and creativity. Shad Canada institutes a Code of Conduct, policies and boundaries to ensure that participants and team members are safe, and the program objectives are met. As a result, the rules that we have in place are all extremely important.

1.1 Respect for Self and Others

Every participant shall:

- Respect the rights and dignity of all members of the Shad community.
- Demonstrate responsibility, recognizing that words and behaviours exemplify this value to other participants.
- Demonstrate consideration, integrity, due diligence, respect and good judgement in all interpersonal relationships.
- Be mindful of the emotional safety of others at all times.
- Support members of the community in achieving their goals and applauding their efforts.
- Maintain open and honest communications.
- Be friendly, courteous and kind, encouraging the participation of others while being sensitive to the different capacities of community members.

1.2 Safety and Security

It is important that participants behave responsibly and do not compromise their own personal safety or endanger the safety of others. The Shad team reserves the right to determine what constitutes unsafe online practices.

1.3 Exclusive Relationships

Close friendships are not discouraged, but exclusive relationships are. Exclusive relationships detract from the community, keep others at a distance, and interfere with small group projects and large group activities. As a result, an online program team member will intervene when such behavior comes to their attention.

1.4 Dress Code

Dress that may be reasonably considered as offensive, sexually evocative, or excessively revealing is prohibited.

1.5 Sexual Harassment/Abuse

All members of the Shad community have a right to a safe and supportive environment that respects the dignity and self-esteem of all.

Sexual harassment can be regarded as an unwarranted intrusion upon the sexual dignity of a person, and it can include jokes, innuendos, insults, sexist remarks, derogatory or pornographic pictures, leering, touching or kissing. It is any conduct, comment, gesture or contact of a sexual nature, whether on a one-time basis or in a series of incidents, that could cause offense, embarrassment or humiliation, or that could be perceived by the individual as placing a condition of a sexual nature on their acceptance, involvement or inclusion. Sexual harassment may be directed at members of the same, or the opposite sex.

Behaviour which constitutes sexual harassment or abuse is neither condoned nor tolerated.

Any participant who has or thinks that they have been subjected to sexual harassment or abuse are encouraged to report the incident to an online program team member immediately. Shad Canada commits to responding supportively and taking every report seriously.

If, for whatever reason, a participant is not comfortable reporting an incident to an online program team member, they may contact:

Eileen Polson, VP, National Programs Shad Canada

Email to: eileen@shad.ca

Confidential Voice Mail: 519-884-8844 x 225

Address: 419-A Phillip Street, Waterloo, ON N2L 3X2

1.6 Harassment, Bullying and Violence

The following behaviour will not be tolerated within the Shad online program:

- Any threats of assault, intimidation or bullying.
- Any jokes, slurs, remarks, comments or any other behaviour of a derogatory or oppressive nature relating to another person's religion, creed, race, gender, sexual orientation, colour, ancestry, ethnicity or disability.
- Any abuse of any nature including emotional or psychological abuse, verbal violence and/or social exclusion.
- Hate-motivated comments or behaviour.
- Verbal or written statements that could be construed as threats of violence.

1.7 Social Media

Participants must be mindful of others when posting on social media. Questionable content, a violation of privacy and/or misuse of Shad Canada's brand will result in disciplinary action.

1.8 Responsible Use Guidelines for Online Learning

Participation in the Shad2021 Online program imposes certain responsibilities and obligations on each participant. Access to the program is a privilege, not a right, and requires all participants to behave responsibly.

Be a responsible member of our Shad2021 Online Community

Participants will:

- attend and be prepared for all scheduled programming;
- be active and engaged in the program;
- follow communicated guidelines surrounding video conferencing and discussion room forums;

- consider whether any posting reflects poorly on themselves, other participants or the Shad2021 Online program;
- not post, publish or display any defamatory, abusive, obscene, threatening, intimidating, racially offensive, homophobic, sexist or otherwise discriminatory material.

Interact with other Participants and Online Program Team Members appropriately

Participants will:

- not record or take a picture of anyone on video conferencing without consent of that person or persons;
- alert an Online Program Team Member if they see other participants being threatened, intimidated or bullied online;
- be transparent and authentic. They will not create a false identity or impersonate any person or organization;
- avoid impulsive, inappropriate or heated comments;
- respect the privacy and confidentiality of personal information regarding other participants of the program;
- adhere to all terms, conditions and Code of Conduct outlined in Shad Canada's program handbook

Use of Video Conferencing

As part of the Shad2021 Online program, video conferencing may be used for internal and educational uses only.

Online Program Team Members will record virtual lessons and maintain an online library. The purpose of the recordings is to permit access to programming elements which participants may have missed due to extenuating circumstances.

2.0 Privacy and Confidentiality

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Shad Canada respects a participant's right to privacy and confidentiality but reserves the right to notify and/or consult with parents/legal guardians on issues related to a serious breach of the Code of Conduct or where there is a legal duty to report.

3.0 Disciplinary Action

3.1 Disciplinary Action

When a participant is in breach of the Code of Conduct or fails to comply with a rule, policy, procedure or direction from an Online Program Team Member, action will be taken. Action will include a range of consequences up to and including immediate expulsion from the online program.

Shad Canada reserves the right to determine appropriate disciplinary action(s).

4.0 Program Administration

4.1 Dates of the Online Program

Monday, July 5 – Friday, July 30, 2021

4.2 Online Program Fee

\$3,200 CDN (\$7,000 CDN international fee)

4.3 Shad Program Team

A Program Director and team Facilitators will manage the delivery of the online program as well as mentor and monitor interactions within.

4.4 Participation

As a participant, you have committed to full-time participation in the program, 11:00 a.m. – 5:00 p.m. Eastern Time, Monday through Friday. Be cognizant of your role within your team(s) and the requirement to positively contribute to its success.

5.0 Contact Information

5.1 Shad Canada

Leanne O'Donnell, Manager, National Program Operations

leanne@shad.ca cell: 519-616-1963

Surnames A through M

Mikaela Martin, Manager, Shad Campus Program, Western Region

mikaela@shad.ca cell: 613-898-5891

Surnames N through Z