



Program Handbook 2024

Table of Contents

1. Preamble.....	4
1.1. Commitment	4
1.2. Mission and Values	4
2. Participant Code of Conduct.....	5
2.1. Respect for Self and Others	5
2.2. Safety and Security	5
2.3. Drugs and Alcohol	5
2.4. Weapons	5
2.5. Lost, Stolen or Damaged Property.....	5
2.6. Exclusive Relationships	5
2.7. Sexual Impropriety.....	6
2.8. Sexual Harassment/Abuse	6
2.9. Harassment, Bullying and Violence.....	6
2.10. Dress Code	7
2.11. Social Media	7
3. Privacy and Confidentiality	7
3.1. Right to Privacy	7
3.2. Privacy and Confidentiality	7
4. Disciplinary Action	7
4.1. Disciplinary Action	7
4.2. Expulsion from the Program	7
5. Program Administration.....	8
5.1. Dates of Programs.....	8
5.2. Program Fees	8
5.3. Refund and Cancellation Policy.....	8
5.4. Cancellation of Program	9
5.5. Accommodation Requests	9
5.6. Full-Time Attendance.....	9
5.7. ShadAnywhere: Cameras On	9
5.8. Use of Mobile Devices.....	9
5.9. Transportation	9
5.10. Pre- and Post-Program.....	9

5.11.	Arrival at Campus.....	10
5.12.	Leaving Campus	10
5.13.	Visiting the Program.....	10
5.14.	Medical Insurance	10
5.15.	Medical Emergency Liability	10
5.16.	Medications or Allergies	10
6.	Contact Information	11
6.1.	Shad Canada.....	11

1. Preamble

The Shad experience is unique. The setting, the activities, the transformational opportunities, and the participants are all special. While the program is demanding, it takes place in a supportive community meant to foster personal growth and learning. Participants must put forth their very best efforts in order to produce the greatest gains from this environment of exploration, collaboration, and innovation.

In 2024, Shad Canada will offer both our **ShadOnCampus** (in-person) and **ShadAnywhere** (online) experiences. The programs will operate independent of one another, but be governed by the same policies, procedures, and participant code of conduct. Although not all policies may be fully applicable to both in-person and online programming, the spirit remains consistent.

1.1. 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, 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 seeks to balance 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.

1.2. 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 Mission

To ignite youth potential to create lasting impact.

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.

2. 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 campus team members are safe, and the program objectives are met. As a result, the rules that we have in place are all extremely important, and all participants must follow them.

2.1. 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 are an example to other participants.
- Demonstrate consideration, integrity, due diligence, and good judgement in all interpersonal relationships and interactions.
- Consider the physical and emotional safety of others and support members of the community in their goals and 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.

2.2. 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 practices, and participants are required to follow the instructions of the Shad team.

2.3. Drugs and Alcohol

Shad has a zero tolerance on the consumption and/or possession of recreational or illegal drugs and/or alcohol which are both unlawful and strictly forbidden.

2.4. Weapons

Shad has a zero tolerance on participants carrying, or having in their possession or belongings, any weapon as defined in the Criminal Code of Canada. This includes, but is not limited to any firearm, weapon, imitation of a weapon, ammunition, hunting knife, prohibited device or dangerous chemicals including explosives and fireworks.

2.5. Lost, Stolen or Damaged Property

The Shad program is not liable, directly or indirectly, for any loss or theft of personal property, or for damage or destruction of such property.

2.6. Exclusive Relationships

Close friendships are not discouraged, but exclusive relationships are. Exclusive relationships or overly close or intimate pairings detract from the community, keep others at a distance, and interfere with small group projects and large group activities.

As a result, a Shad team member may intervene when such behavior comes to their attention.

2.7. Sexual Impropriety

Many students develop exceptionally strong and often life-long friendships at the program. At the same time, appropriate boundaries are critical to both the well-being of individuals and the overall climate and supportiveness of the whole community.

Sexual behaviour between participants is prohibited. Actions, discussions, or remarks of an overtly sexual nature are prohibited. Sexually suggestive remarks or behaviour are prohibited.

2.8. 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 any person, including participants and campus team members.

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 a campus 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 a Shad team member, they may contact:

Jaime Jacomen, VP, National Programs
Shad Canada
Email to: jaime@shad.ca
Confidential Voice Mail: 519-884-8844 x 225
Address: 419-A Phillip Street, Waterloo, ON N2L 3X2

2.9. Harassment, Bullying and Violence

The following behaviour will not be tolerated within the Shad program, on host university/program property or at any program-sponsored or related activities:

- Any physical assault, 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.
- Vandalism or destruction of property belonging to the host university, Shad, or any other person or entity.
- Hate-motivated comments or behaviour.
- Verbal or written statements that could be construed as threats of violence.

2.10. Dress Code

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

2.11. 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.

3. Privacy and Confidentiality

3.1. Right to Privacy

Shad works hard to respect and protect each participant's right to privacy. The program only shares information as outlined in the signed [Terms of Use](#).

3.2. Privacy and Confidentiality

Shad Canada respects a participant's right to privacy and confidentiality but reserves the right to notify and/or consult with parents/legal guardians/alternate contacts on issues related to a serious breach of the Code of Conduct, the Terms of Use or in cases when personal well-being is at risk.

4. Disciplinary Action

4.1. Disciplinary Action

When a participant is in breach of the Code of Conduct, the Terms or Use or fails to comply with a rule, policy, procedure or direction from a Shad team member, action will be taken. Action will include a range of consequences up to and including immediate expulsion from the program.

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

4.2. Expulsion from the Program

ShadOnCampus: The parent, guardian or designated contact person will be responsible for coordinating travel arrangements for the participant to return home

safely. The participant must vacate the program no later than 24 hours after given notice of such expulsion and assume all financial costs with such travel.

ShadAnywhere: Participants who have been given notice of expulsion will immediately lose all online privileges and access.

Expulsion from the program will result in the forfeiture of program fees paid and/or bursary/scholarship awarded.

5. Program Administration

5.1. Dates of Programs

ShadOnCampus: Sunday, June 30 through to Friday, July 26, 2024
Student participation is 24 hours per day, seven days per week for 27 consecutive days. Arrival and departure details vary between programs and locations. This information will be shared when campus assignments are made.

ShadAnywhere: Monday, July 1 through to Friday, July 26, 2024
Student participation is Monday – Friday, 11am-5pm Eastern Time (no evening or weekend commitment).

5.2. Program Fees

ShadOnCampus: \$6,850 CDN
The program fee covers all on-site accommodation, meals, instruction, activities and field trips. The fee does not cover travel to and from the assigned campus location, residence key deposits, money for incidentals such as laundry or Shad swag purchases, or any other expenses not specified as included in the fee.

ShadAnywhere: \$3,615 CDN
The program fee covers all online instruction, activities, and virtual field trips. It is the responsibility of participant to provide their own computer equipment and internet access.

International Fees:

International Fees will be applied to any participant, living domestically or abroad, whose parent/guardian do not pay Canadian Income Tax.

ShadOnCampus International Fee:	\$11,000 CDN
ShadAnywhere International Fee:	\$ 6,000 CDN

5.3. Refund and Cancellation Policy

Deposit and Program Fees are **NON-REFUNDABLE**.

To cancel participation in the program, contact Cheryl Thompson at cheryl@shad.ca

5.4. Cancellation of Program

In the event that Shad Canada must cancel a program prior to it commencing, a full refund will be issued. If a program must be cancelled after its commencement, participants may be eligible to receive a partial refund if the majority of program remains outstanding.

5.5. Accommodation Requests

Participation in all educational and recreational activities is mandatory. If, for whatever reason a participant cannot fully engage in program activities or will require personal accommodation in order to do so, Shad Canada must be formally advised in advance of the program commencing. Once in receipt of this information, Shad Canada will make all reasonable effort to accommodate the needs of the participant.

Requests for accommodation are to be directed to Cheryl Thompson at cheryl@shad.ca

5.6. Full-Time Attendance

Full-time attendance/participation in the program is mandatory whether online or in-person. This full-time commitment includes no planned absences, and no planned distractions (i.e., online summer courses). There are **no exceptions** to the full-time attendance.

5.7. ShadAnywhere: Cameras On

To promote greater communication, personal engagement, and a sense of belonging, ShadAnywhere students are required to participate in all program activities with cameras on. Camera breaks will be accommodated during presentation portions of the schedule and/or under the direction of program team members.

5.8. Use of Mobile Devices

To promote greater focus on Shad activities and involvement, use of cell phones will be limited at the discretion of each program. As a result, communication delays may be expected periodically. The program team will provide contact information for reaching participants in case of emergency.

5.9. Transportation

Parents and participants are responsible for making travel arrangements to and from their assigned program, assume all costs associated with travel and to purchase cancellation insurance. When flying, direct flights are strongly recommended to avoid missed connections.

5.10. Pre- and Post-Program

Shad Canada assumes no responsibility for the safety, care, or well-being of participants who arrive early, or depart late outside of official program dates/times.

If travel arrangements require early arrival or late departure, it is the parent/legal guardian's responsibility to make alternative arrangements for accommodation and/or provide supervision.

5.11. Arrival at Campus

Participants will be reminded to contact their parent/legal guardian to advise when they have arrived safely on campus. Participants and/or parents are asked to contact the team representative identified in the Campus Information Guide if their travels are delayed from what has previously been communicated.

5.12. Leaving Campus

Once the program commences, no participant is permitted to leave campus or a scheduled program activity without explicit permission from an authorized campus team member.

5.13. Visiting the Program

Family and friends are NOT permitted to visit participants on-site or participate in digital program sessions and activities.

Open Day is a celebration which takes place towards the end of the program. Details will be shared closer to the program.

5.14. Medical Insurance

It is essential that participants have full health coverage while attending Shad. Out-of-province medical insurance is important because provincial plans may not cover all situations. It is therefore strongly recommended that participants obtain extra medical insurance if travelling outside of their home province.

5.15. Medical Emergency Liability

It is the responsibility of the parent/legal guardian to pay for all medical appointments, devices/equipment, and/or emergency transportation required as a result of injury incurred at the program.

5.16. Medications or Allergies

Participants are expected to bring and administer their own medications as per the instruction of their doctor/physician. Participants should also ensure that they bring enough medication for the full duration of the program. If medication requires refrigeration, participants should advise their campus Program Director in advance of the program commencing.

Shad program team members will not administer medication.

Shad program team members will not provide a participant with any over-the-counter medication without prior written authorization from their parent / legal guardian.

If a participant is bringing an EPIPEN to the program, they must carry it with them at all times and have access to a refill prescription if required.

6. Contact Information

6.1. Shad Canada

Cheryl Thompson, Student Coordinator

Email to: cheryl@shad.ca

Phone: 519-884-8844 x 222

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