



Tollgate
Technological Skills Centre
2020-2021

Student Handbook

112 Tollgate Rd, Brantford, ON - 519-759-3691



Welcome!

Regardless of whether you are new or returning to Tollgate, this **Student Handbook** will provide you with important information which will be of use to you throughout the entire year. Please read and be sure you are aware of the instructions concerning attendance, various school procedures, etc. You need to become familiar with our Student Code of Conduct. Tollgate Tech provides many opportunities for you to be successful. Our staff will do their part to help you have a successful year. Your contribution of hard work and cooperation is crucial to your success.



TTSC ADMINISTRATION

Ms. Jessie Hooper, Principal - 273001

Mr. Jim Young, Vice-principal - 273002

CLASS SCHEDULE

Period 1	8:55am – 10:10am
Period 2	10:20am – 11:35am
Lunch	11:35am – 12:20pm
Period 3	12:20pm – 1:35pm
Period 4	1:45pm – 3:00pm

All students are expected to arrive to class on time

EXPECTATIONS OF ALL STUDENTS

1. Students are expected to attend all classes **regularly and punctually.**
2. Students are expected to use appropriate language and avoid altercations of any kind

3. Students are expected to complete assessments to the best of their ability and hand in all assigned work on time.
Students are expected to know and follow the expectations as outlined in the Student Code of Conduct.

CODE OF CONDUCT

The objective of the 'Code of Conduct' is to encourage a positive learning atmosphere which assists students in the development of feelings of self-worth, self-discipline and respect for others. All students, parents, teachers, and staff have the right to be safe and feel safe in their school community. To support this objective, clearly defined student expectations are written down for the benefit of students, staff and parents.

Student Code of Conduct

Students 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.

Respect and responsibility are demonstrated when a student:

Comes to school prepared, on time and ready to learn

Shows respect for himself/herself, for others and for those in authority

Refrains from bringing anything to school that may put the safety of others at risk

Follows the established rules and takes responsibility for his/her own actions.

PROGRESSIVE DISCIPLINE

Disciplinary actions *may involve, but are not limited to*: a warning, a referral, a call home, completion of a discipline package, detention(s), removal from class (short term or permanently), removal from a school activity, and/or an out-of-school suspension. *Decisions regarding disciplinary action are at the discretion of administration.*

RESPECT FOR PEERS & OTHER PEOPLE

All students are entitled to an environment that is safe, welcoming and free of violence. This means such things as intimidation, weapons and hate literature are not to be part of school life.

Students are expected to be courteous and considerate in dealings with others. Physical, verbal, sexual or psychological abuse, bullying, cyberbullying or discrimination on the basis of race, culture, religion, gender, language, disability, sexual orientation or any other attribute is unacceptable and will not be tolerated.

Involvement in a fight or provoking/encouraging a fight may result in a suspension. Continued involvement in fights will result in increased length of suspensions.

Respect For Property

Students are expected to treat the school grounds, the building, and everything in the school with respect. The community, school staff, and the vast majority of the student body take much pride in this school. Our custodial staff are nothing less than excellent in their constant attention to repair. Therefore, all students are expected to help keep it tidy, in good repair, and thereby share in this TTSC pride.

Students who destroy or deface school property, or property belonging to others, will be required to pay the cost of repair or replacement. Destruction of school property may result in suspension or expulsion and possible police action.

Students who lose or damage texts or school equipment must cover the cost of replacement or repair.

GUIDANCE

The guidance counsellor offers a variety of services to students and parents:

Individual counselling about courses, careers and personal matters;

Group presentations about careers and future education;

Printed information, videos and computer programs about jobs, apprenticeships, co-op, colleges, universities, enrichment, exchanges, and other opportunities;

An award winning website at www.mypathway.ca about careers and future opportunities;

Records of accumulated credits;

Information about scholarships and financial aid for further education;

Help in adjusting to Tollgate Tech;

Personal crisis counselling;

Referrals to community agencies for help with particular problems;

Referrals to the board Social Worker or Child and Youth Worker for counselling with students and/or parents;

Confidential referrals to an appropriate counsellor for information and counselling about physical, emotional and sexual abuse.

Although guidance counsellors try to see every student every year with regard to future plans, a student may request an interview at any time rather than wait to be contacted.

ATTENDANCE & LATE POLICY

BULLYING

If you are being bullied OR you see someone getting bullied **YOU** are empowered to choose how the situation gets handled.

Where do you start?

Report it to the Talking Locker on our website. THIS IS ANONYMOUS!

Tell a teacher nearest to the situation or tell a teacher you get along well with.

Inform the Vice-Principal or the Principal. With everyone involved, we can make TTSC a safe space for all.

Talk to your guidance counsellor. (Social Worker)

They can provide strategies and options for assistance, including ways to remain anonymous.

Regular attendance and punctuality is critical to your success at school. You have a **legal responsibility** to attend school punctually and regularly.

If you are planning to be absent or if you are legitimately absent i.e.) illness, etc...., please contact the school and report the absence at 519-759-3691.

If you have been absent from school, **bring a note from your parent or guardian stating the date(s) and reason(s)** to the attendance office.

Parents/guardians may be called when the cause of absence is unknown or needs substantiation. If a student is 18 years or older, contact may only be with the student.

Upon reaching the age of 18, attendance is the responsibility of that student. A valid reason is still required for absence from school. Being 18 does not mean that you can leave school at any time.

Students leaving early for an appointment must **give a note to the attendance secretary when they arrive at school** or before the end of period 1. They will get an excusal slip and are not required to bring a further note. **The student is expected to sign out at the office before leaving for the appointment.** Avoid making appointments during school hours.

A student who becomes ill is to report to the office. His/her parent or guardian will be called to give permission to leave school and to sign out.

Students are expected to be in their classes by the time the last bell goes. A warning bell is issued, followed by music. The music means that students should be on their way to their assigned class. **Lates** will be handled by the teacher. However, if lates are persistent the student will be referred to the school administration.

**** Note:** Administration encourages teachers to assign detentions when lateness is clearly becoming a chronic issue for the student.

Legitimate Absences include:

Illness, medical/specialist appointments that are unavoidable, emergencies, religious days, bereavement, court.

The Vice-Principal will track student attendance.

Skipping/truancy (absence without a legitimate reason) violates the Education Act and will lead to an appropriate consequence. Students are expected to be in every class, every day, unless there is a **legitimate** reason to be absent.

Students leaving during the school day are expected to report to the office to sign out before leaving.

SMOKING

Smoking or vaping on Board of Education property is an illegal act with severe consequences. Smoking or vaping in the school or on the grounds is not permitted because of health, legal and fire regulations. The fine for smoking in a non-designated area begins at \$305.00. The smoking area on Tollgate Road is clearly defined. If you have questions speak to the Principal or Vice-principal.

ATTITUDE AND BEHAVIOUR

Students are expected to demonstrate respect for themselves, staff members and other students. Inappropriate behavior may result in disciplinary action from the school administration.

ELECTRONIC DEVICES/CELL PHONES

Students are to use cell phones outside of instructional time during the school day unless under the supervision of a person of authority in the school. Failing to comply with cell phone/device policy may result in discipline for opposition to authority. No electronic devices are to be used in the main or attendance offices, the bathrooms or change rooms. The school is not responsible for lost, damaged, or stolen electronic devices.

Required activities of a course where you earn a credit

Playing on school sports team

Regular family responsibilities (i.e. chores)

Court ordered community service programs, alternative measure programs or any diversionary program that uses community service

Activities involving the operation of a vehicle, power tools or scaffolding

Activities where you might administer medication or medical procedure

Any student under 15 involved in a factory environment

Any student under 14 involved in any working environment (except health and residential care environments)

Involves handling of substances classed as “designated substances” under the OHSA

Requires the knowledge of a tradesperson whose trade is regulated by the provincial government.

Activities involving banking, securities or other valuables

Activities that take place during time allotted for instructional program on a school day

INELIGIBLE Activities as noted by the Grand Erie District School Board

In addition to those that the Ministry has listed INELIGIBLE, the following are also included:

Any activity that provides direct financial revenue or gain to the student or to the student’s immediate family

Any association with an organization or an organizational activity that does not comply with the policies, procedures and regulations of both the Ministry of Education, Human Rights Legislation, and the Grand Erie District School Board

An activity that takes place during the time allotted for the instructional program on a school day. However, an activity that takes place during the student’s lunch break or ‘spare’ period is permissible.

40 HOURS of COMMUNITY INVOLVEMENT

All secondary students in the province of Ontario are required to complete a minimum of 40 hours of community service in order to graduate. The following is a list of eligible and ineligible activities.

ELIGIBLE Community Involvement Activities

An event/activity/program:

- Designed to be of benefit to the community
- To support not-for-profit agencies, institutions or foundations
- Structured to promote tutoring, mentoring, visiting, coaching whose purpose is to assist others
- That supports work of a global nature
- That promotes environmental awareness
- That promotes and contributes to the health and wellbeing of any group, including school-based activities
- Affiliated with a club, religious organization, arts or cultural association, or political organization that seeks to make a positive contribution in the community

INELIGIBLE Community Involvement Activities

The Ministry of Education and Training's list of INELIGIBLE activities include:

- Activities that displace paid workers
- Activities where you are normally paid (i.e. babysitting)
- 'Take Our Kids to Work Day'
- Experiential learning (i.e. job shadow, work experience, cooperative education)

TTSC SCHOOL TEST and/or PRESENTATION POLICY

If you know, in advance, that you will be absent on a test or presentation day, please make alternate arrangements with the teacher to complete the work. If you are absent on the test or presentation day, be prepared to do the work on the day that you return to class, at a time deemed appropriate by the teacher. Bring a parental note specifying the reason for your absence or have your parent/guardian call the school.

If you do not have an acceptable/legitimate reason for the absence, you may still be expected to complete the assessment (or alternate form of assessment) and disciplinary consequences may be assigned. In some cases, a mark of "zero" may need to be issued.

EXAMINATIONS

Final Examinations are compulsory. Parents are encouraged to avoid booking family vacations or appointments during exam periods. Students and parents who require exams to be re-scheduled because of emergencies or other critical situations may request consideration in writing to the Vice-Principal. Teachers are not authorized to re-schedule examinations.

Parents must notify the school promptly if students will be ***absent from an examination*** because of illness or serious emergency. A doctor's note may be required for an illness. Alternate arrangements may be determined to be appropriate. Decisions will be based on each individual case.

If students are ***late for an exam***, they should report to the office. Extra time may or may not be permitted. Decisions are based on each individual case.

If the ***school examinations cannot be written for any reason (i.e. weather, etc...)***, the entire schedule will be postponed by one day.

Cheating in any form will result in a mark of "0" on the paper and may involve further consequences from administration.

RESPECT FOR YOURSELF: Drugs and Alcohol

Under the **Safe Schools Act** (2000) any student who is in possession of alcohol or drugs, under the influence or suspected of being under the influence of alcohol or drugs while that student is at school or engaged in a school related activity may face a suspension. Drugs, drug paraphernalia, and alcohol will be confiscated, and it may become a police matter. Lockers can be searched as well as the contents within the lockers. If you are in possession of drugs for the purpose of distribution, you may face expulsion from school. School administrators operate under the Safe School Act of Ontario.

RESPECT FOR AUTHORITY

All students deserve to be treated with dignity and respect. With this as a foundation, teachers are responsible for keeping order in their classrooms, in the school and on school sponsored events. Therefore, students are expected to comply with the rules of the school and to accept the authority of all school personnel.

For obvious safety reasons, students must provide full name to staff members upon request and must stop for staff members if and when requested.

If a student is directed to go to the office to speak with an administrator, the student must go straight to the office to deal with the situation. Failure to do is unsafe for the school community. The student may be disciplined for failure to comply.

If any aspect of the dress code is in question, the **final decision is at the discretion of the school administration**. You may be asked to change, cover up, or go home.

INFORMATION FOR THE FAMILY

HOW CAN PARENTS HELP? Encourage and support your child and contact the classroom teacher to discuss any questions or concerns.

CALL THE SCHOOL IF YOUR SON OR DAUGHTER IS GOING TO BE ABSENT OR SEND A NOTE EXPLAINING THE ABSENCE ON THE DAY HE/SHE RETURNS TO SCHOOL.

Permit absence only when necessary and only for a “legitimate” reason as described on page 2. Question your child about assignment due dates and tests to be written before permitting an absence.

Discourage your child from working long hours at a part-time job. Except in emergencies, students should not request to miss school in order to work.

Make sure that the school has your **correct phone number (including cell)** and a **number at work** where you can be reached.

Please schedule appointments (dental, medical, personal business) outside of school hours, or on the 165 days of the year when school is not in session if at all possible.

Make vacation plans in accordance with the school calendar. Students on vacation during school time miss a great amount of work.

Requests to miss school to work must have board approval. A SAL application must be completed, including a Work Education Agreement, signed by all parties, and approved by the board before any student is permitted to miss school to work. All SAL applications must be completed through the vice-principal. Students will not be permitted to work until the SAL has been approved by the board. This could take a few weeks, so planning ahead is highly recommended.

SCHOOL DRESS CODE

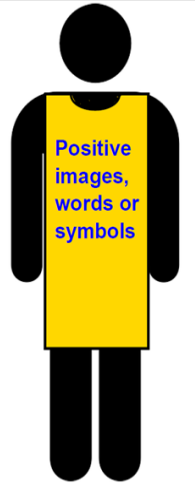
At TTSC we are expected to show respect and common decency and be reasonable and responsible in our expression, action and language. These 'reasonable and responsible' standards for staff and students include apparel in a learning and working environment, while in school or part of an off-campus school-sanctioned event (field trip or extra-curricular activity). The guideline for reasonable and responsible attire is below:

Students are expected to dress in a neat, clean, appropriate and business-like manner. Shoes are required at all times for health and safety reasons. Clothing must not bear rude, inappropriate, or profane messages/pictures because they compromise the moral tone of the school. Images or wording that might suggest a "double" meaning may also be considered as compromising the moral tone of the school.

Tops for all students are expected to be over the shoulders. Clothing deemed to be 'see through' is not permitted and undergarments must not be visible.

Clothing considered as beachwear including, but not limited to, boys' muscle shirts and tank tops, girls' halter tops and short tops (bare midriff), is not permitted. The bottom of the shirt and the top of the bottoms must meet and not reveal skin. Any items of clothing worn by students deemed inappropriate contravenes the moral tone of the school. The wearing of hats within the classroom is at the discretion of each teacher.

The dress code applies every day and for any school activity including the exam period.



COMPUTER ACCEPTABLE USE POLICY

TTSC is proud to provide to students access to computers. We also provide free wireless access that can be used by school or personal computers. *In order to use the school computers, students must sign a computer use agreement.* If the student is under the age of 18, the agreement must also be signed by a parent.

Inappropriate computer use may result in disciplinary action from the teacher, the school administration, or from the Board.

THEFT

Theft within the school is regarded as it is in society. Students found guilty of theft will be turned over to the police and their parents will be notified. Restitution will be sought. School consequences will apply.

FEES FOR DAMAGED or LOST MATERIAL

The principal may charge fees for the replacement or repair of textbooks, library material, or other loaned materials (e.g., equipment), if said loaned material is not returned as required or is returned in damaged condition.

The fee may not exceed the replacement or repair cost, as appropriate.

RESPECT FOR LEARNING

Students are responsible for being academically honest in all aspects of their schoolwork. Academic dishonesty includes a variety of behaviours including cheating, plagiarism, forgery, facilitating or aiding academic dishonesty, and the unauthorized access or manipulating of student records, work and computer programs.

Teachers and parents should support students in striving for excellence and producing work with integrity.

Students must understand that the tests/exams they complete and the assignments they submit for evaluation must be their own work and that cheating and plagiarism will not be condoned.

It is important that students understand the gravity of such behaviour and the importance of acknowledging the work of others.

Addressing cheating and plagiarism will reflect a continuum of behavioural and academic responses. Consequences will be based on the following: student's grade level, maturity of the student, the number and frequency of incidents and the individual circumstances of the student.

Definitions

Cheating may take many forms including the following:

claiming credit for work not the product of one's own effort

knowledge of or toleration of cheating by others

use of unauthorized notes or materials during an evaluation

turning in the same work to two different classes without prior approval

a student allowing their work to be plagiarized

assisting another student to cheat.

Plagiarism

Plagiarism is a form of cheating. It can be defined as the use or close imitation of the language and thoughts of another without attribution, in order to represent them as one's own original work. (*Growing Success, 2010* p. 151)

Plagiarism may take many forms, including the following:

Copying word for word from any outside source without proper acknowledgement. This applies to use of an entire paper, to the use of entire sections and paragraphs, and to the use of a few words and phrases.

Paraphrasing ideas from any outside source without proper acknowledgement.

Submitting in whole or in part work completed by another student.

Submitting in whole or in part an assignment completed for another course without prior approval of the teacher.

Allowing one's essay, assignment, and/or test answers to be copied by another student.

This is not a definitive list – any action which implies that someone else's work is your own can be considered plagiarism.