



**BRONTE**  

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**C O L L E G E**

**Residence Handbook**

**2017-2018**

## Mission Statement

Bronte College aims to develop internationally minded lifelong learners who have the knowledge and courage to make a positive difference in the world. We embrace the vision of developing students who can create a better and more peaceful world through intercultural understanding and respect.

## Statement of Values

Bronte College is a co-educational community that offers residential and day programs. We provide the highest quality in academic programs for our students and ensure that their residence life promotes and supports high achievement. Students engage in mandatory extra-curricular activities to support healthy, active lifestyles. Our Bronte College staff work together with parents and students to promote and develop integrity, trust, respect and tolerance, building a strong community for all students in their “home away from home.”

## Core Values

### INTEGRITY

Bronte College believes that honesty and strong moral principles enable students to deal with life’s challenges by respecting the rules of society.

### TRUST

Mutual respect among all members of the Bronte College community depends on trust. Each person must believe that every member of the community is working together towards common goals.

### RESPECT

Bronte College believes that each member of the school community must show respect one another for Bronte College property, the learning of all students and the authority of all Bronte College staff.

### TOLERANCE

Our school is a diverse environment where many cultures come together to create the Bronte College community, and this community depends on tolerance and inclusion for all.

## Residence Staff

The overall goal of the Residence Office is to create an environment for students that will further their development and enhance their academic potential. Bronte College strives to make residence a rewarding experience for all students, resulting in lifelong friends and positive memories.

Students are key to the success of Bronte’s residence program and are encouraged to get involved in making their residence experience a valuable one. Student Floor Dons will assist the Residence office in suggesting and promoting events and making recommendations on behalf of their fellow students. All students are encouraged to connect with their Floor Dons to find out about trips and activities and offer input for the betterment of residence life.

The residence staff is sensitive to the needs and concerns of students from different countries and cultures and will strive to ensure that everyone is treated fairly and respectfully. It is also expected that residence students be sensitive and respect the needs of their fellow students.

## Upon Arrival: Settling In To Residence

1. **Phone Home:** You should call your family as soon as possible upon arrival. A phone card has been provided in your room – read the instructions on the card to dial out. Additional phone cards may be purchased from the Business Office (8:00 a.m. – 5:00 p.m.).
2. **Attend Orientation:** You will receive an Orientation package with information about the school, courses, residence and community. A schedule of events to assist you in settling into residence and school life is included. Please read the Orientation schedule carefully. It is mandatory for all students to attend the Orientation program as it is designed to give you all the information you will need to get off to a great start at Bronte.

3. **Set Up A Bank Account:** Residence students need to have a Canadian bank account to pay school fees. On the day of Orientation, a banking firm (such as Toronto-Dominion) will be available for you to create an account. After Orientation, you may make arrangements with a Residence Staff Member to assist you in getting an account.
4. **Confirm Fee Payment with the Business Office:** You can arrange with the Business Office to confirm that you (or your parents/guardians) have paid all school fees, and so that the Business Office can create your Ontario Student Record.
  - a. Please bring receipts to confirm the following payments with the Business Office: tuition fees, residence fees, health insurance, meal plan and school uniform.
  - b. Once confirmation of payment has been received, you may contact the Business Office for your student ID card, school uniform, meal plan, transcript requests, and academic confirmation letters.
  - c. Complete the Health Insurance application form under the guidance of the Business Office to begin Health Insurance coverage.
  - d. Bring 3 passport-size photos and your previous 2-3 years of transcripts (translated to English) in order for the Business Office to create your Ontario Student Record (OSR).
5. Get to Know the Bronte Community and Your Fellow Students!

## Attendance Procedures for Residence Students

Students are strongly counseled not to miss any classes or extra-curricular activities. Should a student be too ill to attend class or participate in residence activities they should follow these steps:

1. Students should visit the school nurse in her office (M.14) as early as possible between 7:30 am – 3:30 pm. The nurse will determine if the student is too ill to attend class or needs more medical assistance in a walk-in clinic or hospital. The nurse will notify the Head of Student Governance to indicate that the student should be excused from class.
2. During an absence, students will be expected to keep up with only as much schoolwork as they are able to complete.
3. If the school nurse is not available, students should see the Head of Student Governance during daytime hours or the residence staff in the evening.
4. The Head of Student Governance and/or the school nurse will maintain the record in Maple Wood for parents/guardians and teachers of the illness. If illness occurs in the evening (outside of school hours), a Residence Staff Member will inform the Head of Student Governance and the nurse to follow-up next day and notify the parent/guardian.
5. At times students may require additional medical attention from the Walk-In Clinic or hospital near the school. Parents will be informed when this is necessary.
6. For extended absence due to health, a doctor's certificate will be required.

### PENALTIES FOR LATE AND MISSED CLASSES

**Missed Classes:** Students who miss class because of an unauthorized absence (**such as skipping or late more than 10 minutes**) will face the following consequences:

- |  |  |
|--|--|
| • 1-, 2- or 3- unauthorized absence    | verbal warning   |
| • 4-, 5- or 6- unauthorized absence    | 30-minute detention and email to parents   |
| • 7-, 8- or 9- unauthorized absence    | 30-minute detention and \$5 fine (e-mail to parents)   |
| • 10-, 11- or 12- unauthorized absence | 30-minute detention and \$10 fine – warning letter to parents/guardians                                    |
| • Over 12- unauthorized absence        | in-school suspension and possible removal from class no credit will be issued and no fees will be refunded |

**Late for Class:** Students who are late for class (by 10 minutes) will face the following consequences:

- |                     |                                   |
|---------------------|-----------------------------------|
| • 1-, 2- or 3- late | handled by classroom teacher      |
| • 4- late           | 30-minute detention               |
| • 5- late           | 30-minute detention and \$5 fine  |
| • 6-, 7- or 8- late | 30-minute detention and \$10 fine |
| • 9- late           | in-school suspension              |

**ONLY LATE** is tracked on a monthly basis. Each month is a fresh start. Parents are informed of habitual lateness.

**Homeroom Attendance:** Late is not recorded for homeroom. Students who are late than “National Anthem” 8:20 AM or who fail to attend homeroom will be marked absent and will face the following consequences:

- |                                  |                              |
|----------------------------------|------------------------------|
| • 1-, 2- or 3- absence           | verbal warning               |
| • Over 3- and subsequent absence | \$5 fine for <b>each day</b> |

## Conduct in the Halls

There will be no eating or drinking in the halls or classrooms.

To ensure that classes are not disrupted, students are not to be in the halls during class time. If a student does not have class, they may go to the library, the cafeteria, outside the school, or to the lobby. If they choose to be in the lobby students are not to loiter on the couches by the Front Desk as these are for visitors to the school; instead they are welcome to use the chairs by the vending machines.

## Uniform

Wearing a uniform helps to reinforce students' identity in the community, instill pride in our school, lessen the financial burden on parents/guardians and ensure that our students are recognized for their character and accomplishments.

For male and female students, the uniform consists of:

- A burgundy blazer
- Grey pants
- A white shirt
- A polo shirt to be worn during the warmer months (optional)
- A tie
- A navy v-neck sweater
- A vest
- Black socks
- Closed-toe black dress shoes (max. 2" heels)
- A black dress belt with silver buckle

Each student is also required to have a uniform to be worn for gym classes and extra-curricular activities. This consists of a grey Bronte College t-shirt and grey Bronte College shorts. Students may purchase an optional Bronte College tracksuit from the Business Office for varsity sports or casual uniform wear.

Students may also purchase a Bronte College polo shirt to be worn during the warmer summer months.

Additionally, students who are members of the Prefect Council will be given a grey cardigan with a Prefect badge on it and a gold tie. The Prefect sweater and tie are to be worn at all times by members of the Prefect Council.

The school uniform is provided with tuition and all students will be issued the complete uniform during orientation. Additional items may be purchased through the Business Office. To ensure consistency in quality, color and appearance, only uniform items purchased through Bronte College (with the exception of socks/hosiery, belts and shoes) will be allowed.

## When and Where the Uniform Must Be Worn

The school uniform must be worn at all times during school hours, i.e. from 8:00 a.m. to 4:00 p.m., Monday to Friday, while in the academic areas of the school. As well, the uniform is required for all evening and weekend classes, and for all official Bronte College events, excursions and field trips. Any exceptions will be at the discretion of the principal and students will be notified of alternate expectations.

The blazer or the sweater/vest (which may be worn together if desired) must be worn with the uniform with the following exceptions:

- From the beginning of May until the end of September (which are the warmest months in Mississauga), the blazer and the sweater/vest will be optional, and the polo shirt may be worn instead of the dress shirt.
- When a student is working in a science lab or similar environment where the uniform may create a hazard, the supervising teacher or instructor will provide the appropriate alternative (e.g. lab coats).

Throughout the year students will be granted a number of "Casual Days" on which the uniform will not be required. In these cases, the "Casual Clothes" policy (outlined below) will apply.

## Uniform Maintenance

- Students are responsible for cleaning and washing their uniforms, and must wear clean clothes daily.
- Students must keep their uniforms in good repair and must replace any torn, frayed, stained or damaged uniform items.
- Students who outgrow their uniform will be required to purchase uniform items in the appropriate size.
- It is the student's responsibility to have pants hemmed, if needed. A tailor will be available on campus during orientation to assist students with this.
- No tailoring is permitted that would change the style or appearance of any uniform items.

## Casual Clothes

- Casual clothes may be worn to meals and after the end of the academic day (4:00 p.m.) as well as on designated "Casual Days."
- Clothing with holes or tears and personal loungewear or pajamas is not acceptable as casual dress.
- Students must be dressed in an appropriate manner at all times. Shoulders and midribs must be covered; as such, halter-tops, bathing suits and tank tops are not appropriate. In addition, clothing that resembles underwear should not be visible.
- Shoes or sandals must be worn in the Cafeteria at all times. Students may not wear their athletic practice wear, cleats etc. into the Cafeteria and are asked to change after a sports practice before they enter the Cafeteria.

## Student Identification Card

The Student Identification Card is part of the uniform and must be worn or carried by the student at all times. A student must produce and show their ID/room card when asked by any Bronte College staff member. During Weekend nights, residence students should tap ID card to go to residence area.

## Hats

No hats of any kind are to be worn in any part of the school, including on Casual Days. If a student fails to remove their hat, or needs constant reminders, the teacher or administration may confiscate it.

## Jewelry

Jewelry should be tasteful and moderate. Students (male and female) may wear a small stud or small hoop earrings as part of classroom dress. Multiple studs, multiple piercings, other visible body piercings, or any ornate and large pieces of jewelry are not acceptable as classroom dress and students will be asked to remove them immediately.

## Hair

Male students keep hair tidy and collar length. Female students are also expected to maintain tidy hair. Spiked or other extravagant hair designs are not acceptable. Hair decorations are to be simple and functional. Hair color is to be moderate and natural (i.e. not pink, purple or golden yellow or other unnatural shades).

## Lockers

1. Front Desk will assign all students lockers during the first week of classes. Residence students will share lockers and Day students will have a single locker.
2. Students must use the lock provided on the locker they are assigned and ensure that it is kept locked at all times. **The school is not responsible for lost or stolen items.**
3. **Lockers are the property of Bronte College and may be searched by school authorities and/or the police at any time.** The possession of stolen property, weapons, or items resembling or capable of being used, as a weapon, or illegal drugs is a criminal offence and is prohibited on school property. In the event that any of these items are found in a locker they will be deemed to be in the possession of the student(s) to whom the locker is assigned, and criminal charges may be laid.
4. Students are responsible for keeping their lockers free of markings. Fees will be charged for damaged lockers.
5. Students will be responsible in emptying their lockers at the end of the academic year. Any left items will be trashed or donated to charities.



## INTERNET ACCESS AND USAGE

Bronte College provides Internet access as a privilege that can be revoked if the administration deems necessary. All students must sign an Acceptable Use Policy pertaining to the Internet and all school technology. Bronte College is responsible for securing its network and computing systems in a reasonable and economically feasible way against unauthorized access and/or abuse while making them accessible for authorized and legitimate users. This responsibility includes informing users of expected standards of conduct and the disciplinary measures for not adhering to them. Any attempt to violate the provisions of this policy may result in disciplinary action, including in the form of temporary or permanent revocation of the use of the Internet, regardless of the success or failure of the attempt.

The following actions are prohibited:

- The use of a static IP: students must be using the address given by our DHCP server
- The deletion, examination, copying or modification of files and/or data belonging to other users without their prior consent
- The use of Bronte College facilities (labs, dormitories, etc.) for commercial purposes or for personal gain
- Any deliberate action that damages or disrupts a computing system, alters its normal performance, or causes it to malfunction
- The use of proxy servers or services to bypass the internal firewall in any way, shape or form
- The use of systems and/or networks in attempts to gain unauthorized access to remote systems
- Port-scanning other users' systems
- Decryption and/or capture of a system, data or user passwords
- The intentional attempt to crash network systems or programs
- The willful introduction of computer viruses or other disruptive/destructive programs into the organization network or into external networks
- The copying of copyrighted materials, including but not limited to third-party software and the download/exchange of movies, MP3s and illegal software
- The use of FTP traffic
- Unplugging, moving or tampering with computers in the library or computer lab

Bronte College reserves the right to monitor all network activity, incoming or outgoing, on the Bronte College network and on all computers internally tied to it.

## Objectionable Web Content

In order to restrict access to offensive material on the Internet, Bronte College uses a proxy filtering system. Its databases are updated daily as new sites of offensive materials are discovered by its parent company. For purposes of definition, objectionable content includes, but is not limited to the following:

- Pornography: adult content, material depicting or describing sexual acts, erotic material, nudity, etc.
- Violence: graphic depiction of violent acts including murder, rape, torture, and/or serious injury
- Drug use: material encouraging the use of recreational drugs, including tobacco and alcohol advertising, with the exception of materials with valid educational value (e.g. drug use statistics)
- Gambling: online gambling/gaming services
- Offensive language and tasteless subjects: crude, vulgar language or gestures including, but not limited to, tasteless humor (excretory functions, etc.), graphic medical photos outside of a medical context, and some forms of body piercing and modification (cutting, branding, etc.)
- Crime: encouragement of, tools for, or advice on carrying out criminal acts, which includes, but is not limited to, lock-picking, bomb-making, and hacking information

**ANY STUDENT CAUGHT INSTALLING SOFTWARE TO BYPASS THE BRONTE COLLEGE FIREWALL ON THEIR OWN OR OTHER STUDENTS' COMPUTERS WILL BE PUNISHED IN ACCORDANCE WITH THE SCHOOL ACCEPTABLE USE POLICY AND CODE OF BEHAVIOR**

## Residence Computer Network Access

All of the residence rooms are connected to the Bronte College network under the wireless student network. Students must have an updated version of anti-virus software installed on their computers. We strongly recommend that each student install a software version of a firewall to protect his or her data. Bronte College is not responsible for virus or hacking attacks from within or outside of our network.

**Internet hours** are from 6:00 a.m. to 1:00 a.m. Sunday to Thursday; 24 hours/day from Friday to Saturday. Contact the IT office (M 1) if you have a problem connecting to the Internet.

**Reminder:** Students **must** sign and return the Technology Acceptable Use form in order to use the school's network. Internet usage is a privilege that can be revoked and students are reminded to behave in accordance with the Acceptable Use Policy as well as the school Code of Behavior.

# LIFE IN RESIDENCE: EXPECTATIONS AND ROUTINES

## A Typical School Day for Residence Students

7:30 – 8: 20 a.m.	Wake up, bathe, breakfast in cafeteria
8:20 – 8:30 a.m.	Homeroom
8:30 a.m. – 3:16 p.m.	Academic classes (Lunch between 11:24 a.m. and 1:30 p.m. depending on student's class timetable)
3:30 – 5:30 p.m.	Extra-curricular activities, club meetings, volunteer work or extra academic help
5:30 – 6:30 p.m.	Dinner in cafeteria
6:30 – 9:00 p.m.	Residence Life activities Or Study Hall (7-9)
9:00 – 9:30 p.m.	Evening snack in the cafeteria (Monday through Thursday)
10:00 p.m.	School Curfew for all students
10:00 p.m. – 11:00 p.m.	Homework
11:00 p.m.	Room Curfew for all residents

**\*Study Sessions:** Students 16 years of age or under are required to attend evening study Hall; Mondays to Thursdays (7-9).

## Curfew

### BUILDING CURFEW

Bronte College curfew is 10:00 p.m. for all residents. Students must be in the building by this time each evening.

### ROOM CURFEW

All students must be in their own rooms by 11:00 p.m.

**There will be NO food delivery after 11:00 p.m. failed to follow May lead to \$50 fine**

### CURFEW EXTENSION

Extended curfew hours may be granted by the Head of Student Governance on non-school days with a written/emailed request from a parent or legal guardian at least 48 hours in advance of the requested day. If this request is approved by the Head of Student Governance, forms available at the Front Desk must be filled in and signed by the students before leaving the campus.

## Visitors

Visitors are not allowed to enter the residence or school area without permission. All visitors must sign in at the Front Desk and obtain a visitor's pass if permission is granted. Visitors must sign out and return the pass when leaving. Visitors may stay in the visitor-designated area of the front foyer and cafeteria while waiting for residents or staff.

## Cafeteria

All meals and snacks are to be eaten in the school cafeteria. The cafeteria complies with the Ministry of Education **Healthy Food Policy** and students are offered various healthy options at all meals. During the day students can choose from hot meals, a salad bar, fresh fruit and sandwiches. Menus are posted a week in advance on the school website and outside of the cafeteria. Students may put forward any suggestions they may have for the cafeteria for Food Committee members. Students with special dietary needs or allergic history (e.g. halal, kosher, vegetarian or vegan) should give this information to the nurse or residence office; who will speak with the Cafeteria Manager.

The cafeteria serves meals during the following hours:

DAYS OF THE WEEK	BREAKFAST	LUNCH	DINNER	NIGHT SNACK
Monday – Thursday	7:30 – 8:20 a.m.	11:24 a.m. – 1:30 p.m. (depending on class timetable)	5:30 – 6:30 p.m.	9:00 – 9:30 p.m.
Friday				no snack
Saturday and Sunday	Brunch 10:30 a.m. – 12:30 p.m.		5:30 – 6:30 p.m.	no snack

## Cash Cards

Students are provided with re-loadable cash cards that can be used in the school for vending machines, laundry, printing etc. The cards can be re-loaded using the machine at the Front Desk. To load a card for the first time or to add money, follow the instructions on the machine.

### VENDING MACHINES

Vending machines with snacks and drinks are available outside the cafeteria and gymnasium. These machines include a variety of snacks and students are encouraged to make wise decisions when purchasing from the vending machines.

### LAUNDRY

Card-operated washing machines and dryers are located on floors 3 and 7, the entrance is within the stairwells. The cost is displayed on the machine.

**Reminder:** For the dryer to work effectively, always remember to empty the lint trap on the inside of the dryer door before putting wet clothes into the dryer. Also, please do not place too many clothes at any one time into the washing machines.

Students are asked to ensure that all their items are labeled to prevent loss. Expensive and special-care clothing should be sent to a local dry-cleaning service/Coin Laundry near the school.

**Bronte College cannot be held responsible for loss or damage.**

## Maintenance

Students should fill out a “Maintenance Request Form” in the front desk to report any work or repairs needed in the residence. Most issues can be resolved within 24 hours. If there is an emergency (for example, a severe leak or other serious issue) please report directly to Front Desk or to a Residence Staff Member.

## Mail

Student mail is sorted and delivered daily to individual student assigned room.

## Passports

All students who have appointed the school as their legal guardian for their duration of studies at Bronte College are required to submit their passport to the school. This procedure helps to keep the passport in a safe place. If you require your passport for any reason (i.e. upon graduation or if going on vacation or returning home) please contact the Head of Student Governance or business office and your passport will be returned to you. You will be required to submit your passport for safekeeping once you no longer need it or have returned back to the school from vacation.

## Rooms

All students must follow basic guidelines and expectations to ensure their safety and remain in accordance with fire and safety codes. **Please note that your room is the property of Bronte College and can be inspected at any time by the Administration, Residence Staff, Security, Maintenance and Cleaners.**



## QUIETNESS

Quiet hours 11:00 PM -7:30 AM (**NO EXCESSIVE NOISE**) all students are expected to respect the peace and comfort of their fellow residents. Noise should be down to the minimum level accepted by your neighbors. Headphones must be used in residence rooms when listening to music or watching video; no external speakers are allowed. No playing of musical instruments in the residence rooms is allowed - students who wish to practice an instrument should speak to a residence staff member with regards to reserving a space to practice.

## TIDINESS

Rooms will be cleaned once every week, provided the cleaners are able to enter the room and the floor is clear of personal belongings. Residents are expected to keep their rooms tidy so that the cleaners can do a proper job. If warranted, for health and safety reasons, Bronte College staff reserves the right to move residents' personal belongings so that the room can be properly cleaned. If the student does not meet the cleanliness standard, they may be fined \$50.00 to cover the cost of additional cleaning. Residents will be given sufficient notice by a Residence Staff Member to tidy the room themselves before this takes place.

## PETS

Due to Health and Safety standards, students are **not permitted** to have any type of pets in their rooms, including fish.

## ROOM INSPECTIONS

There will be scheduled room inspections by Residence Staff Members at least once a month. Under certain circumstances (such as suspected possession of narcotics or alcohol, or health and safety issues) a spot check may be carried out in a room without prior notice. Any illegal substances and/or fire hazards will be confiscated. A confiscation notice will be left in the room.

## FURNITURE

The arrangement of furniture in all residence rooms must meet Health and Safety and Fire Code standards. Furniture and student belongings therefore must not block the exit or entrance to rooms. It is of critical importance that students are able to exit their rooms quickly and safely in the event of an emergency. **Students are not permitted to change room arrangement or to bring extra furniture into their residence rooms, as the rooms are not big enough to safely contain more furniture than is provided by the school.**

## APPLIANCES

Cooking and heating appliances, display monitors and excess computer equipment and/or video games devices pose a fire hazard are **not permitted** in residence rooms. Kettles and irons with automatic shut-off are permissible. Fridges, heaters and air conditioners, if required, can be provided through a Residence Staff Member. An air conditioner will be installed in rooms that are occupied during the summer months.

Only one CSA approved extension cord and power bar electric receptacle is permitted. Multiple extension cords and power cord connections compromise safety are not permitted.

## DECORATION

Students often wish to decorate their rooms with posters. The subject matter of posters must be tasteful in content and appearance, support the values of the school, and uphold basic human dignity and respect. Students must be sure to use adhesive that will not remove the paint from the walls. Any damage to the walls will result in students being charged.

Beer, liquor, and wine bottles are **not considered suitable** decoration in the residence

## CANDLES AND OPEN FLAMES

Candles and any open flame items (e.g. incense, lanterns, etc.) pose a fire hazard and are **not permitted** in residence rooms.

## ROOM TRANSACTION FORMS

When a student moves in or out of a room (including moving to another room in the residence), a Room Transaction Form (RTF) is filled out by a residence staff. This form outlines any items to note about the room, for example, if the telephone was not working. When a student moves out of the room, the move out RTF is compared to the original RTF for when the student first moved into the room. If there is an item to note that requires cleaning or fixing that was not on the original RTF for moving in, the student will be charged the amounts below. For rooms where there is more than one person who live in the room, any charges will be shared amongst all roommates.

Charges associated with a Room Transaction Form (RTF)

Item	Charge	Item	Charge
<b>Cleanliness</b>	<b>\$50/100/250</b>	<b>Window</b> (damaged/broken)	<b>\$500</b>
<b>Door</b> (damaged/broken)	<b>\$200</b>	<b>Screen</b> (damaged/broken)	<b>\$100</b>
<b>Peek Hole</b> (damaged/broken)	<b>\$50</b>	<b>Air Conditioning</b> (damaged/broken)	<b>\$500</b>
<b>Sink</b> (damaged/broken)	<b>\$500</b>	<b>Chair</b> (damaged/broken)	<b>\$100</b>
<b>Towel Rack</b> (damaged/broken)	<b>\$100</b>	<b>Desk</b> (damaged/broken)	<b>\$200</b>
<b>Closet</b> (damaged/broken)	<b>\$100/door</b>	<b>Garbage Bin</b> (missing)	<b>\$25</b>
<b>Carpet</b> (damaged)	<b>\$500</b>	<b>Shelves</b> (damaged/broken)	<b>\$200</b>
<b>Wall</b> (damaged/broken)	<b>\$100/wall</b>	<b>Phone</b> (damaged/broken)	<b>\$50</b>
<b>Bed</b> (damaged/broken)	<b>\$500</b>	<b>Jacks</b> (damaged/broken)	<b>\$50</b>
<b>Mattress</b> (damaged/broken)	<b>\$500</b>	<b>Lights</b> (missing)	<b>\$50</b>
<b>Mattress Cover</b> (missing)	<b>\$50</b>	<b>Smoke Detector</b> (damaged/broken/missing)	<b>\$200</b>
Fridge (damaged/broken)	<b>\$200</b>	<b>Heat Detector</b> (Damaged/broken)	<b>\$500</b>
<b>Blinds</b> (damaged/broken)	<b>\$100</b>	<b>Light bulbs</b> (missing)	<b>\$5/bulb</b>

## Telephone

### HOW TO USE YOUR TELEPHONE

- Your telephone number at Bronte Residence is 905-270-7788 ext. 3 + (room #)
- To call other rooms in the residence dial 3 + (room #)
- To make a local call, dial 9 + (area code) + (phone #)
- To call home collect, use the payphone located by the Front Desk. Dial 001+(country code)+(city code)+(phone #). No money is required.
- To make long-distance or overseas calls from the dormitory, students must use a calling card, which can be purchased from the Business Office. Follow the instructions on the card to call.
- All 1-800 and 1-888 numbers are toll-free.

### How to Use Your Voicemail

1. Dial \*17
2. Enter the extension number followed by #
3. Enter the voicemail password followed by #

### IMPORTANT TELEPHONE NUMBERS

**Note: to dial an outside number, dial 9 + (phone #)**

☎ Front Desk	2000
☎ Emergency	911
☎ Airport Information (General)	(416)-247-7678
☎ GO Transit (Bus and Train Information)	(416)-869-3200
☎ Greyhound Canada (Bus Information)	(1-800)-661-TRIP (661-8747)
☎ Mississauga Transit (Mi Way)	(905)-615-INFO (615-4636)
☎ Mississauga Central Library	(905)-615-3500

## Overnight Stay and Vacation

### OVERNIGHT STAYS

The Head of Student Governance may grant an overnight stay outside of residence. A written/emailed request from a parent or legal guardian should be submitted to the Head of Student Governance at least 48 hours in advance of the requested day. If the overnight stay is approved, forms available at the Front Desk must be filled in and signed by the students before leaving the campus.

### VACATION

Students leaving residence for vacation must provide the school a copy of their airline ticket or other suitable verification for their trip, with dates. Parents/guardians should notify the Head of Student Governance in writing or by email as soon as possible.

## Moving out of Residence

### DURATION OF RESIDENCE STAY

Residents are required to stay in the school residence until they graduate, unless special conditions are presented and approved by Bronte College Board of Directors.

### Move-Out Procedures

Students must sign the Move Out form **prior** to moving out, and notify a Residence Staff Member. A Residence Staff member will carry out RTF, and any damages or missing items belonging to the room will be charged to the students. Graduating students are expected to move out at the end of term. Further extension of stay is subject to the approval of the Head of Student Governance and room availability.

1. If graduating, fill out the "Application Form for Graduates Moving Out", available at the Front Desk or from the Guidance office.
2. **If not graduating but moving out of your room, you must notify the Head of Student Governance for approval.**
3. See the Business Office to obtain the most updated account information.
4. Clean the residence room, including cupboards, basins, etc.
5. Remove all personal belongings from the residence. Any garbage left behind will result in charges for removal.
6. Arrange for a room inspection by the residence office.
7. Take the form, signed and approved by the Head of Student Governance or a Residence Staff member, to the Guidance Office for signing and return all textbooks to the library.
8. Have Move Out form signed by the Principal (or Designate).
9. Hand completed form in to the Front Desk along with your ID/room keys, and floor key (if applicable) for forwarding to the Accounting Department to process a refund if applicable. Refund cheques will be sent to the forwarding address on file.

## COMMUNITY INFORMATION

### Amenities in the Surrounding Area

#### BANKS

Branches of most of the major banks (including Royal Bank, Toronto Dominion/Canada Trust, Canadian Imperial Bank of Commerce and Scotia Bank) are located at the intersection of Dundas St. and Hurontario St. This is a 10-minute walk, or you can take Bus 19A or B North on Hurontario St. to Dundas St.

#### RESTAURANTS AND SHOPPING

- A Tim Horton's coffee shop is located at the front entrance of Trillium Hospital, which is beside the school on the north side.
- Mississauga Chinatown, located at 888 Dundas Street, includes a number of restaurants. Take Bus 19 A or B to Dundas (remember to get a transfer from the bus driver). At Dundas, take Bus 1 A, B or C East (show transfer to the bus driver to get on). Get off at Chinatown on the right side of Dundas St.
- Square One Shopping Centre is a large mall with a big food court. It is located at Hurontario and Burnhamthorpe. Take Bus 19 A or B North on Hurontario to the bus terminal at Square One.
- Many local restaurants also offer delivery or takeout service. Some of the choices are: Pizza Pizza (416-967-1111), Kentucky Fried Chicken (905-826-0731) and Kim Fook Yuen (905-276-1728).

## Public Transportation

### MISSISSAUGA

Mississauga Transit (MiWay) provides bus service within the city of Mississauga. There is a bus stop a short walk from the school at the corner of Hurontario and Bronte College Court. The fare for one trip is \$3.25 (exact change required), or students can buy a book of 5 tickets for \$11.25 or 10 for \$22.50 (student ID required).

### GO TRANSIT

GO Transit can be used to travel outside of Mississauga (i.e. to Toronto or elsewhere in the Greater Toronto Area). The closest GO station is Port Credit, located on Queen Street. The 19S bus can be taken to the GO Station. GO Transit fares are calculated by travel distance; check [www.gotransit.com](http://www.gotransit.com) for schedules and fares.

### En Route to Bronte College

**From Mississauga Square One bus depot station:** board Mississauga Transit 19 Southbound; travel to intersection of Hurontario Street and Bronte College Court.

**From Kipling TTC Subway Station:** take Mississauga transit 201 Express (ask driver for transfer); get off at intersection of Dundas Street and Hurontario Street and board 19 Southbound; travel to intersection of Hurontario Street and Bronte College Court.

**From Union GO Train Station:** take Lakeshore West train westbound to Port Credit station; board Mississauga Transit 19 Northbound (show driver your train ticket and pay \$0.75 for the ride).

### TRANSIT WEBSITES

Mississauga Transit

[www.mississauga.ca/portal/miway](http://www.mississauga.ca/portal/miway)

Toronto Transit

[www.ttc.ca/](http://www.ttc.ca/)

GO Transit (GTA)

[www.gotransit.com](http://www.gotransit.com)

VIA Rail

[www.viarail.ca](http://www.viarail.ca)

Greyhound Buses

[www.greyhound.ca/](http://www.greyhound.ca/)

Pearson International Airport

=====[www.torontopearson.com](http://www.torontopearson.com)

## Medical Care

### MEDICAL FACILITIES

**The Walk-in Medical Clinic** located at 2233 Hurontario Street is open from 9:00 am to 5:00 pm on weekdays, 10:00 am to 2:00 pm on Saturdays and closed on Sundays.

**A multi-specialty clinic** is located at 21 Queensway West, which is open from 8:00 am to 11:00 pm (7 days a week).

Please note that both clinics require cash payment before any consultation.

Students are advised not to use Emergency services at Trillium Hospital unless it is absolutely necessary.

### Medical Fees

- 1. In order to get medical fees reimbursed from medical insurance company, obtain a "Claim Form: International Student Sickness & accident insurance" from the Front Desk or Nurse's Office before consulting the doctor.**
2. Students are required to pay for medical services. Please go to Nurse's Office if assistance needed.
3. Ask the doctor to fill out Section E (Attending Physician Statement) on your insurance form, get it stamped and ask for your **medical receipts**.
4. Submit the completed form to the Nurse's Office. It will be forwarded to the insurance company for reimbursement.

### Allianz Global Assistance

**In case of hospitalization of a student who has insurance coverage, the insurance company must be notified within 24 hours of admission to hospital and prior to any surgery or invasive investigation being performed.**

**Toll-free Canada/USA: 1-800-869-6747**

**Toll-free worldwide: 1-800-842-0842 or 1-800-842-08420**

**Other contact: 416-340-8809**

**You can also contact them at [www.aalianz-assistance.ca](http://www.aalianz-assistance.ca) and initiate the claim and they will contact you.**

# RESIDENCE RULES AND EXPECTATIONS

The School Code of Behavior applies to *all* Bronte College students at all times. This section contains additional rules and reminders that apply to students living in Residence; students should familiarize themselves with both sets of rules. The Code of Behavior can be found in the Course Calendar and Student Handbook package given to all students.

## UNLAWFUL CONDUCT

### SMOKING

The **Smoke-Free Ontario Act** states that:

No person shall smoke or hold lighted tobacco and/or electronic cigarettes in the following places or areas:

1. A school as defined in the Education Act.
2. A building or the grounds surrounding the building of a private school, where the private school is the only occupant of the premises, or the grounds annexed to a private school, where the private school is not the only occupant of the premises.

In accordance with this law, smoking is strictly forbidden anywhere on Bronte College property. It is also against provincial law to smoke or purchase cigarettes if you are under the age of 19, or to give or sell cigarettes to anyone under the age of 19.

### ALCOHOL AND DRUG ABUSE

- Drinking alcoholic beverages, using drugs and/or being in possession of alcoholic beverages or drugs are strictly prohibited in the school building and on campus. This behavior will result in fines and/or suspension or expulsion.
- Students on school property under the influence of alcohol or drugs may face fines and/or suspension.
- The legal drinking age in Ontario is 19 years. Students giving or selling alcohol to a minor face fines, suspension or expulsion, and police may be involved.
- Students trafficking in drugs will be immediately expelled and police may be involved.

### CAUSING A FALSE FIRE ALARM

CAUSING A FALSE FIRE ALARM IS AN OFFENCE UNDER THE CRIMINAL CODE OF CANADA. ANY STUDENT CAUSING A FALSE ALARM THAT INVOLVES THE FIRE DEPARTMENT AND/OR POLICE MAY BE FINED, SUSPENDED OR EXPELLED AND MAY ALSO FACE CRIMINAL CHARGES.

## Restricted Areas of Residence

Male students are not allowed anywhere on the female residence floors (5, 6, 7 and 8) and female students are not allowed anywhere on the male residence floors (1, 2, 3 and 4). The residence halls are monitored and students failing to follow this rule may be punished according to the Code of Behavior.

## Consequences for Misbehavior

CONSEQUENCES	VERBAL VIOLENCE	PHYSICAL VIOLENCE	RESIDENCE INFRACTIONS	DRUGS AND ALCOHOL	WEAPONS
1 day suspension and \$50 fine	<ul style="list-style-type: none"> <li>• Name calling</li> <li>• Excessive noise</li> </ul>	<ul style="list-style-type: none"> <li>• Pushing</li> <li>• Shoving</li> <li>• Throwing objects</li> <li>• Mischief causing potential harm</li> </ul>	<ul style="list-style-type: none"> <li>• Reversible defacing of property</li> <li>• Breaking room curfew</li> <li>• Not responding to fire alarm</li> <li>• Unauthorized overnight stay</li> </ul>	<ul style="list-style-type: none"> <li>• Alcohol in room</li> <li>• Gambling Games</li> </ul>	
2 day suspension and \$100 fine	<ul style="list-style-type: none"> <li>• Racism</li> <li>• Intimidation (implied or direct)</li> <li>• Disrespect of authority</li> </ul>	<ul style="list-style-type: none"> <li>• Kicking</li> <li>• Pushing</li> <li>• Sexual harassment</li> </ul>	<ul style="list-style-type: none"> <li>• Petty theft</li> <li>• On floor of opposite sex</li> <li>• Breaking school curfew</li> </ul>	<ul style="list-style-type: none"> <li>• Smoking violation</li> <li>• Under the influence of alcohol</li> </ul>	
3 day suspension and \$100 fine	<ul style="list-style-type: none"> <li>• Intimidation involving physical threat</li> <li>• Extortion</li> <li>• Opposition to authority</li> </ul>	<ul style="list-style-type: none"> <li>• Intent to harm</li> <li>• Physical injury</li> <li>• Bullying</li> </ul>	<ul style="list-style-type: none"> <li>• Theft</li> <li>• Permanent defacing of property</li> </ul>	<ul style="list-style-type: none"> <li>• Giving or selling alcohol to a minor</li> </ul>	
expulsion and/or legal charges	<ul style="list-style-type: none"> <li>• Threatening authority</li> </ul>	<ul style="list-style-type: none"> <li>• Serious physical injury due to lack of restraint</li> <li>• Gang violence</li> <li>• Any physical violence directed at authority</li> <li>• Sexual assault</li> </ul>	<ul style="list-style-type: none"> <li>• Extensive purposeful defacing of property</li> <li>• Pulling or aiding in a false fire alarm</li> </ul>	<ul style="list-style-type: none"> <li>• Dealing</li> <li>• Possession</li> <li>• Trafficking</li> </ul>	<ul style="list-style-type: none"> <li>• Any physical threat or use of weapons</li> <li>• Possession of potentially weapons such as knives or guns</li> </ul>



## During the School Day

Students are **not** to be in the residence during the school day; if not in class students may study or socialize in the library or cafeteria or may be involved in other extracurricular activities. Students found in the residence during the day will face the following consequences:

- 1<sup>st</sup> time warning
- 2<sup>nd</sup> time or more \$5 fine

## Weekend Supervised Study

Students may be placed into Weekend Study (supervised study from 8:30 a.m. – 3:30 p.m.) by the Principal, or the Head of Student Governance for behaviors which consistently compromise community standards and expectations, including, but not limited to, continued lateness, repeatedly missing class, etc.

# SAFETY AND SECURITY IN RESIDENCE

## Fire Safety

There is a Fire Plan and approved fire extinguishers for each residence floor. Students are made aware of their Floor's emergency meeting area in the case of fire. Students are also made aware of the location of fire extinguishers and emergency procedures. Exits must be kept clear at all times and students should proceed out the exits calmly but quickly. Exit doors are never to be propped open. Doors are kept closed as part of the Fire Safety Plan. School and Residence fire alarm drills will take place throughout the school year. Once a residence is evacuated, student and staff head counts will be completed. **Misuse of fire alarms, detectors and any fire equipment is a very serious offence. Matches, lighters, candles, incense and any open flame are strictly forbidden. Students in violation of these safety rules may be expelled from the school.**

For the sake of safety, every student must carefully read and strictly comply with the following instructions as necessary.

In case of fire, all students must leave the building. Do not use emergency exits except in case of fire or emergency.

Causing a false fire alarm is a criminal offence; the student will be expelled and reported to the appropriate legal authorities.

If there is a fire in your dormitory or on your floor:

- Pull the fire alarm on your floor and yell "FIRE"
- Tell everyone in the area to leave immediately
- Close all doors behind you
- Leave the building using the nearest safe stairway (do not use elevators)
- Meet firefighters at the front door and tell them where the fire is

*Before leaving the building:*

- Check the door to your room. If smoke is entering from around the door, do not open. Soak towels or a sheet and block openings to prevent smoke from entering.
- If there is no smoke, and the door is not hot, brace yourself against the door and open it a little. If you see smoke or feel heat, close the door quickly and protect yourself.
- If the corridor is clear, take your keys, lock your door, and go to the nearest stairway. Do not use elevators.
- Open the nearest stairway door carefully. If there is no smoke, use the stairway to leave the building. If there is smoke, do not enter. Close the door. Go to another stairway and open the door carefully. If there is no smoke there, use that stairway to exit the building. If there is smoke, do not enter. If there are other stairways, try them. If there are not, return to your room and protect yourself from smoke.

*When exiting the building:*

- Exit the building using the staircase in an organized and efficient manner.
- Remain calm and proceed to the nearest fire exit. Evacuate the building towards the field.
- Stand in the designated area according to floor and look for student don for attendance.
- Assist student/teacher don with identifying missing students.
- Stay in the designated area until instructed by teacher Don.



## Lockdown Procedures

In the event of a school lockdown, there will be a sixty (60) second uninterrupted siren. All students and staff should do the following:

- Get into the nearest room if in the hallways
- Close and lock the door, and do not open it once it is shut
- Turn off all lights and equipment
- Shut blinds or curtains
- Cover hallway windows and doors
- Stay away from doors and windows
- Take attendance
- Keep calm and totally quiet
- Await instructions from the police or Bronte College administration

## Residence Security

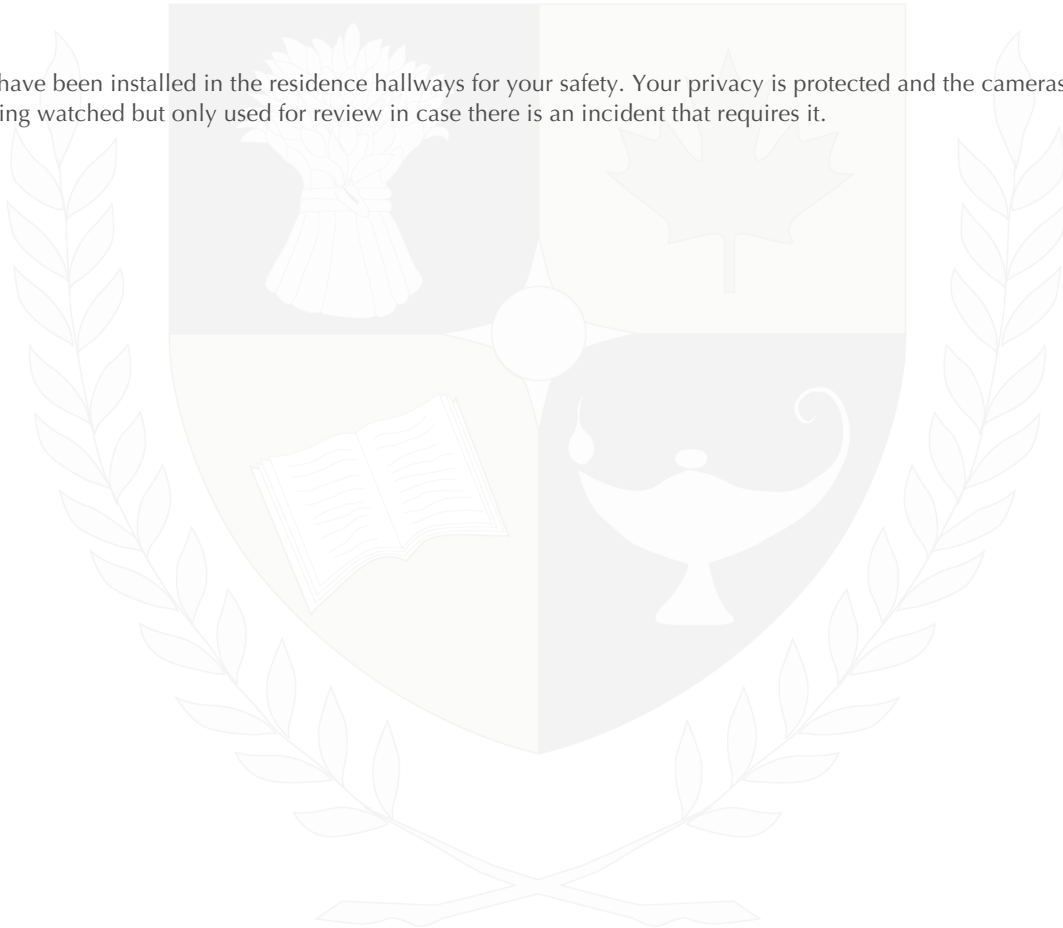
The female floor doors must be kept locked at all times. Any student found propping open a residence floor door may be subject to fines, suspension and/or expulsion. Female students must keep their floor key with them at all times.

**Rooms must be kept locked at all times, even when using the washrooms and showers. Bronte College is not responsible for lost or stolen items so please follow security steps outlined.**

Security guards patrol the residence and the school grounds in the evenings/overnight and on weekends.

### SECURITY CAMERAS

Security cameras have been installed in the residence hallways for your safety. Your privacy is protected and the cameras are not intrusive as they are not being watched but only used for review in case there is an incident that requires it.



# STUDY PERMIT AND VISA RENEWAL

Every year, we have many students who must renew Study Permits and VISA's. This is a government regulation and therefore controlled by government deadlines and timelines. The staff of Bronte College have no ability to speed up the process so we ask that you be aware of the need for your son or daughter to begin the process early.

Our staff in the Business Office are available to assist students in copying documents, obtaining documents from Bronte College and directing them to the appropriate websites as outlined in our Residence Handbook which is available on our website under Publications. Our staff are not Immigration Agents nor are they able to complete any documentation on behalf of your child. We will monitor the government website and inform you of any new changes that may impact Study Permit and VISA renewals. I am including the excerpt from our Residence Handbook that outlines what you and your child must do to ensure all documentation is in place to ensure that there is no interruption to their learning. Our Business Office is open from 8:00 am to 4:00 pm to assist students and we encourage them to seek help early in the process to avoid government delays.

## Study Permit – Online Renewal Process

**\*\*Please make sure that you renew your passport before applying for a new study permit. If your passport is nearing the expiry date, you may not be able to travel with it and the government will only issue a study permit that is valid until the passport expires.**

**You must apply for an extension at least 90 days before the expiry date of your study permit. Processing takes approximately 6-8 weeks. Students who are 16 years and older are encouraged to extend their study permit online.**

- 1) Create an account on the Canadian Immigration website <http://www.cic.gc.ca/>.
- 2) Complete the Application to Change Conditions or Extend My Stay in Canada (IMM5709)
- 3) Digital Photo
- 4) Current Study Permit- Scanned PDF Copy
- 5) Valid Passport- Scanned PDF Copy
- 6) School Confirmation Letter
- 7) School Transcript (if student is returning to Bronte College)
- 8) College or University Acceptance Letter (if student is graduating from Bronte College)
- 9) Notarized Custodianship Declaration (if student is under 17 years of age)
- 10) Proof of financial support as per Canadian Government of Canada Immigration and Citizenship website, a) All provinces except Quebec: A recent bank statement showing cost of tuition plus a minimum of \$10,000 in the account for a 12-month period (or \$833 per month). Quebec: Tuition plus \$11,000 for a 12-month period (or \$917 per month) Please review other requirements on the website.
- 11) \$150.00 for payment or a valid credit card
- 12) Family Information Form (if required)

**Please note: It is possible to complete a hard copy paper application, however, please note that the waiting time is approximately 3-5 months.**

## Temporary Resident Visa Application – Online Renewal Process

**\*\*Passport must be valid for more than 6 months and you must hold a valid study permit. Processing takes 2-3 weeks.**

1. Log into your account on the Canadian Immigration website ([www.cic.gc.ca](http://www.cic.gc.ca))
2. Complete the Application for a Temporary Resident Visa (IMM5257)
3. Digital Photo
4. New Study Permit- Scanned PDF Copy
5. Valid Passport- Scanned PDF Copy
6. School Confirmation Letter (if student is returning to Bronte College)
7. School Transcript
8. College or University Acceptance Letter (if student is graduating from Bronte College)
9. Notarized Custodianship Declaration (if student is under 17 years of age)
10. Proof of financial support as per Canadian Government of Canada Immigration and Citizenship website, a) All provinces except Quebec: A recent bank statement showing cost of tuition plus a minimum of \$10,000 in the account for a 12-month period (or \$833 per month). Quebec: Tuition plus \$11,000 for a 12-month period (or \$917 per month) Please review other requirements on the website.
11. If the statement does not have the student's name on it (i.e. if the account is in the parent/guardian's name) also submit a letter of financial support signed by the parent/guardian.
12. \$100.00 for payment or a valid credit card
13. Family Information Form (if required)

After you submit your application online, you will receive an online letter from the government within 3-5 business days, which will request your passport.

Purchase 2 X-Press Post envelopes- one small and one large from the post office. The small envelope is to be addressed to yourself, and placed inside the larger X-Press Post envelope with your passport and letter from the government requesting your passport.

Send the envelope to the following address:

**CPC Ottawa  
P.O. Box 9640 Ottawa, ON, K1G 6T2**

**Please note: It is possible to complete a hard copy paper application, however, please note that the waiting time is approximately 3-5 months.**

Please contact the Business Office for further assistance.

Bronte College

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Mississauga, Ontario, Canada L5B 1M9

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