



BRONTE

C O L L E G E

Residence Handbook

MISSION STATEMENT

Bronte College emphasizes the development of students to their potential, in terms of intellectual, ethical, physical, and cultural qualities. Students who graduate from Bronte College will succeed in multicultural, multidimensional competition at universities and colleges.

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

A belief that honesty and having strong moral principles enable students to deal with life’s challenges by respecting the rules of society.

TRUST

To achieve mutual respect for all members of our community, students must believe in the moral character of self and others. Each person must believe that every member of the community is working together for a common goal.

RESPECT

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

TOLERANCE

Bronte College is a diverse community where many cultures come together to create the Bronte community.

RESIDENCE STAFF

The overall goal of the Residence Department 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 Department 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 and meet your fellow classmates.
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 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 being 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!**

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 10:45 a.m. and 1:00 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 – 9:30 p.m.	Evening outside activities, e.g. library, swimming, etc. Or Study Sessions*
9:30 – 10:00 p.m.	Evening snack in the cafeteria (Monday through Thursday)
10:00 p.m.	School Curfew for students 17 years and under
10:00pm – 11:30 p.m./12:00 a.m.	Homework
11:30 p.m.	School Curfew for students over 17 years
12:00 a.m.	Room Curfew for all residents

***Study Sessions:** Students 16 years of age or under are required to attend evening study sessions from Mondays to Thursdays.

CURFEW

BUILDING CURFEW

Bronte College curfew is 10:00 p.m. for students 17 years of age or under, and 11:30 p.m. for students 18 years of age or older. Students must be in the building by this time each evening.

ROOM CURFEW

All students must be in their own rooms by 12 midnight.

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 parent/guardian.

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 in residence floor meetings. Students with special dietary needs (e.g. halal, vegetarian) should give this information to a residence staff 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.	11:00 a.m. – 1:00 p.m. (depending on class timetable)	5:30 – 6:30 p.m.	9:30 – 10:00 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, at 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 – Bronte College cannot be held responsible for loss or damage. There is a dry-cleaner within walking distance from the school located at the RABBA plaza south of Bronte College.

DOCUMENTS

Photocopier: There is a card-operated photocopier at the Front Desk.

Printing: There is a card-operated workstation in the Library where students can print their documents.

Fax: To send a fax, students may contact the Business Office. Depending on the destination, fees may apply.

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 staff 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 Behaviour.

MAINTENANCE

Students should fill out a Maintenance Request Form to report any work or repairs needed in the residence. The forms are available at the Front Desk and once completed should be given to the Front Desk staff. Most issues can be resolved within 24 hours. If there is an emergency (for example, a severe leak or other serious issue) please speak directly to front desk or a residence staff.

MAIL

Student mail is sorted and delivered daily to individual student mailboxes located on the 3rd (male) and 7th (female) floors. Students will be assigned a mailbox at the beginning of the year and will be issued a mailbox key. If lost, the cost of a replacement mailbox key is \$25 and will be charged to the student's account.

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 or upon graduation or if going on vacation or returning home, please contact the Head of Student Governance or a residence staff and your passport will be returned to you. You will be required to submit your passport for safety once you no longer need it or have returned back to the school from vacation.

ROOMS

For fire safety and health reasons, 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

All students are expected to respect the peace and comfort of their fellow residents. Please keep noise down to the level accepted by your neighbours. Headphones should be used in residence rooms when listening to music or video; no external speakers are allowed. No playing of musical instruments in the residence rooms is allowed – students may practice in the practice room assigned by the music teacher.

TIDINESS

Rooms will be cleaned once every week, provided the cleaners are able to enter the room and the floor is clear of clothing, books, etc. 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. Residents will be given sufficient notice by a residence staff to tidy the room themselves before this takes place. If the student does not meet the cleanliness standard, they may be fined.

PETS

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

ROOM INSPECTIONS

There will be scheduled room inspections by a residence staff and/or Teacher-Don at least once a month. Under exceptional 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.

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 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, large display monitors, refrigerators, air conditioners, heaters and excess computer equipment pose a fire hazard and are **not** permitted in residence rooms. Kettles and irons with automatic shut-off are permissible. Fridges or heaters, if required, can be rented through a residence staff. 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 cord and power cord connections compromise safety and 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. incenses, lanterns, etc.) pose a fire hazard and are **not** permitted in residence rooms.

TELEPHONE

HOW TO USE YOUR TELEPHONE

- Your telephone number at Bronte Residence is 905-270-8209 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), and (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

INSTRUCTIONS	PRESS
Logging into your voicemail system:	
1. Dial the access number	7000
2. Enter your mailbox number + #	3 + (room number) + #
3. Enter your password + # (The default password is your mailbox number)	(e.g. 3808#) 3808#
After logging in, the messages will play after a short mailbox summary. Message commands:	
1. To skip back 5 seconds	1
2. To skip forward 5 seconds	2
3. To pause	#
4. To continue	2
5. To go to next message	6
6. To go to previous message	4
7. To delete a message	76
8. To restore a deleted message (within the current session only)	76
Changing your password:	
1. While logged into the mailbox, enter 84	84
2. Enter the new password + #. The password may be from 4-16 numbers long	XXXX# XXXX#
3. Enter the new password again	3 + (rm. number) + #
4. Enter the old password + #	

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 (551-8747)
☎ Mississauga Transit	(905)-615-INFO (615-4636)
☎ Mississauga Central Library	(905)-615-3500

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. The nurse will determine if the student is too ill to attend class and 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 a residence staff in the evening.
4. The Head of Student Governance will inform the student's parents/guardians and teachers of the illness. If illness occurs in the evening (outside of school hours) a residence staff will inform the Head of Student Governance so that parents/guardians and teachers can be notified.
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.

OVERNIGHT STAY AND VACATION

OVERNIGHT STAYS

An overnight stay outside of residence may be granted by the Head of Student Governance. 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 parent/guardian.

VACATION

Students leaving residence for vacation must provide to the school copies of airline tickets 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 stipulated by the Residence Department

MOVE-OUT PROCEDURES

Students must sign the Move Out Form **prior** to moving out **and** notify a residence staff. Residence Staff will carry out a room check, and damaged 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 not graduating, notify the guidance department with your reason for moving out and wait for approval.
2. After receiving approval, fill out a Move-Out Form completely and submit it to a residence staff.
3. See the Business Office to obtain the most updated account information.
4. Clean your residence room, including cupboards, basins, fridge, etc.
5. Move all personal belongings from the residence. Any garbage left behind will be charged for removal.
6. Arrange for a room inspection by a residence staff.
7. Take the form, signed and approved by residence staff..
8. Hand completed form in to the Front Desk along with your room key, mailbox key and floor key (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.
- 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.
- Mississauga Chinatown, located at 888 Dundas Street, includes a number of restaurants. Take Bus 19 A or B to Dunda (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.
- Many local restaurants also offer delivery or takeout service. Some of the choices are: Pizza Pizza (416-968-1111), Kentucky Fried Chicken (905-826-0731) and Kim Fook Yuen (905-276-1728).

PUBLIC TRANSPORTATION

MISSISSAUA

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 \$3.00 (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 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 Islington TTC Subway Station: take Mississauga transit 81 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 \$0.50 for the ride).

TRANSIT WEBSITES

Mississauga Transit - <http://www.mississauga.ca/portal/miway>
Toronto Transit - <http://www3.ttc.ca/>
GO Transit (GTA) - www.gotransit.com

VIA Rail - <http://www.viarail.ca/en/main>
Greyhound Buses - <http://www.greyhound.ca/>
Pearson International Airport - www.gtaa.ca

MEDICAL CARE

MEDICAL FACILITIES

The Walk-In Medical Clinic located at the west side of the Trillium Hospital on the Queensway or beside the Rabba Convenience Store (corner of Hurontario and Queensway) is open from 9:00 a.m. – 9:00 p.m. Monday-Friday, and from 10:00 a.m. – 5:00 p.m. on Saturday and Sunday. Appointments are not necessary. Please use this service only after school or on weekends. Please note that emergency service at Trillium Hospital requires a cash payment before any medical treatment. Students are advised not to use it unless it is absolutely necessary.

MEDICAL FEES

1. In order to get medical fees reimbursed from the medical insurance company, obtain a “Claim Form: International Student Sickness & Accident Insurance” from the Front Desk **before** consulting the doctor.
2. Students are required to pay for medical service in advance. If financial assistance is needed, please see the Business Office.
3. Section E of the claim form should be filled out by the physician/dentist. Physician’s certification and signature must be completed by the doctor.
4. Submit the completed form and original receipts to the Business Office. It will be forwarded to the insurance company for reimbursement.

RESIDENCE RULES AND EXPECTATIONS

The School Code of Behaviour 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 Behaviour can be found in the Course Calendar and Student Handbook package given to all student.

UNLAWFUL CONDUCT

SMOKING

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

No person shall smoke or hold lighted tobacco 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 behaviour will result in fines and/or suspension, and may in serious cases result in 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.

CONSEQUENCES FOR MISBEHAVIOUR

CONSEQUENCES	VERBAL VIOLENCE	PHYSICAL VIOLENCE	RESIDENCE INFRACTIONS	DRUGS AND ALCOHOL	WEAPONS
1 day suspension and \$50 fine	<ul style="list-style-type: none"> • name calling 	<ul style="list-style-type: none"> • pushing • shoving • throwing objects • mischief causing potential harm 	<ul style="list-style-type: none"> • reversible defacing of property • unauthorized overnight stay 		
2 day suspension and \$100 fine	<ul style="list-style-type: none"> • racism • implied intimidation • disrespect of authority 	<ul style="list-style-type: none"> • kicking • pushing 	<ul style="list-style-type: none"> • petty theft • on floor of opposite sex 	<ul style="list-style-type: none"> • smoking violation • under the influence of alcohol 	
3 day suspension and \$100 fine	<ul style="list-style-type: none"> • intimidation involving physical threat • extortion • opposition to authority 	<ul style="list-style-type: none"> • intent to harm • physical injury 	<ul style="list-style-type: none"> • theft • permanent defacing of property 	<ul style="list-style-type: none"> • giving or selling alcohol to a minor 	
expulsion and/or legal charges	<ul style="list-style-type: none"> • threatening authority 	<ul style="list-style-type: none"> • serious physical injury due to lack of restraint • gang violence • any physical violence directed at authority 	<ul style="list-style-type: none"> • extensive purposeful defacing of property • pulling or aiding in a false fire alarm 	<ul style="list-style-type: none"> • dealing • possession • trafficking 	<ul style="list-style-type: none"> • any physical threat or use of weapons • possession of lethal weapons such as knives or guns

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 Behaviour.

SATURDAY SUPERVISED STUDY

Students may be placed into Saturday Study (supervised study from 8:30 a.m. – 3:16 p.m.) by the Principal, the Head of Student Governance or a residence staff for behaviours 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.

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 floors 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 in the residence hallways have been installed for your safety. Your privacy is **safe** and non-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 INFORMATION FOR INTERNATIONAL STUDENTS

STUDY PERMIT RENEWAL

Note: You must apply for an extension at least 90 days before the expiry date of your study permit. Processing takes three to four months.

REQUIRED DOCUMENTS

1. Each of the following application forms:
 - a. Application to Change Conditions or Extend My Stay in Canada form (IMM 1249)
 - b. Document Checklist (IMM 5555)
 - c. Receipt (IMM 5401) – see step 6 on this list for details

2. Photocopies of your passport clearly showing the passport number, the issue and expiry dates, your name and date of birth, the stamp made by Canadian authorities on your most recent entry into Canada and any other marked pages
3. A photocopy of your current immigration documents
4. A letter from Bronte College (if you are returning to Bronte College and all fees have been paid for the next school year) – see the Business Office
5. Proof of financial support (current bank statement). If the bank statement does not have your name (i.e. if the account is in a parent/guardian's name) **also** submit a letter of financial support from your parent/guardian. A minimum of \$3000 must be in the account.
6. Proof of payment. The processing fee of \$125.00 must be paid at a financial institution. Complete the receipt form (IMM 4501) then bring the receipt and payment to the financial institution. The financial institution will stamp the top two portions (Copy 1 & Copy 2). Only Copy 2 needs to be submitted with the receipt to Citizenship & Immigration with the other documents.
7. Copy of most recent transcript

MAILING INSTRUCTIONS

1. Put the completed forms, supporting documents and fee payment receipt in an envelope addressed as follows:
Citizenship & Immigration – Study Permit
Case Processing Centre – Unit 101
Vegreville, AB T9C 1X5
Canada
2. Have the post office provide you with a form for express post mailing. This will allow you to keep a record of when the documents arrive at Citizenship & Immigration.

Please contact the Business Office for assistance. If you prefer the school to process your application, return the application with your bank statement and \$200 (for the processing fee of \$125.00 and postage, etc.).

TEMPORARY RESIDENT VISA (RE-ENTRY) RENEWAL

Note: You must apply for an extension at least 90 days before the expiry date of your visa. Processing takes four to six weeks.

REQUIRED DOCUMENTS

All forms can be found at: www.cic.gc.ca/english/information/applications/visa.asp

1. Each of the following application forms:
 - a. Application for a Temporary Resident Visa (IMM 5257) – **filled out online only**
 - b. Document Checklist (IMM 5484) and validated bar codes printed
2. Valid passport (there must be one completely blank page, other than the last page, available in the passport)
3. A photocopy of your current immigration documents. **You can keep the original.**
4. Two (2) passport-size photos
5. A letter from Bronte College (if you are returning to the school) – see the Business Office
6. Proof of financial support (current bank statement). If the bank statement does not have your name (i.e. if the account is in a parent/guardian's name) **also** submit a letter of financial support from your parent/guardian. A minimum of \$3000 must be in the account.
7. Processing fee of \$150.00 (multiple entry) or \$75 (single entry) must be enclosed. Obtain a money order or bank draft payable to “Canadian Consulate General.”
8. Copy of most recent transcript

MAILING INSTRUCTIONS

1. Put the completed forms, supporting documents and fee payment in an envelope addressed as follows:
Consulate General of Canada
Immigration Regional Program Centre
1 HSBC Centre, FL Rm. 3000
Buffalo, NY 14203-2884
USA
2. Have the post office provide you with a form for express post mailing. This will allow you to keep a record of when the documents arrived at the Consulate General of Canada.
3. Include an addressed Prepaid Xpresspost Envelope to get your passport back. These envelopes can be purchased at the post office.

Please contact the Business Office for assistance. If you prefer the school to process your application, return the application with your bank statement and \$200.00 (for the processing fee of \$150.00 and postage, etc.).

Bronte College

88 Bronte College Court

Mississauga, Ontario, Canada L5B 1M9

Tel: 1-905-270-7788 Fax: 1-905-270-7788

www.brontecollege.ca

