

STUDENT HANDBOOK



BRAEMAR
COLLEGE

Braemar Student Handbook

2020-2021

Student Name: _____

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Important Information

The Braemar Student Handbook sets out the rules and procedures governing the operation of the College. All new and returning students are urged to carefully read the handbook in its entirety. Students must abide by all the rules set forth herein. A table of contents is listed below for your convenience.

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Director’s Message

Welcome to Braemar College. If you are new to the school, we are pleased to have you here. If you are returning, you may wish to assist the new students to adjust to their new surroundings in a manner that will make them feel at home.

This handbook is published annually and sets out all the rules and procedures by which students must abide. Please acquaint yourself with its contents, and refer to it whenever necessary. If you wish to have any of the provisions of the handbook explained to you, please ask for assistance.

The rules and procedures outlined herein have been designed to ensure that the atmosphere at the College promotes values consistent with success, learning and personal growth. We are serious about these rules: all infractions will be dealt with strictly.

We invite all students to participate in the life of the College, and we wish you success in the forthcoming year. But please remember the old adage, “The harder you work, the luckier you become”!



College Goals

Among the College’s goals are:

- Providing opportunities for every student to participate in programs which will enhance their chances of joining the post-secondary schools of their choice;
- Providing an environment in which each student recognizes that perseverance and overcoming obstacles is key to realizing goals, acquiring knowledge, and thereby gaining a healthy self-image;
- Enabling students to utilize technology in an efficient, critical and thoughtful manner. This background should serve all students well both inside and outside academe;
- Maintaining low student/teacher ratios so each pupil gets the attention, support and help required to get the most out of their studies and time at the College;
- Offering innovative and integrated courses in languages, mathematics, science, visual arts, computer science, business and other critical fields of inquiry.

Code of Behaviour

Rationale:

All members of the College must abide by the same rules if we are to preserve and promote the cordial atmosphere for which we have become reputed. To ensure this end, all students are expected to demonstrate self-discipline, consideration of others, and good will. These attributes are vital to the proper functioning of the College, its reputation, and the quality of education that it can afford its students.

Policies:

Students must uphold all the laws of Canada, the Province of Ontario and the City of Toronto. Further, students should not eat in class or leave garbage at their desks, in the washrooms or anywhere else—except in waste bins and recycling receptacles.

New Students:

All new students are tested in English and Mathematics upon arrival. This is a placement test only. Please understand that this placement may be temporary if a student shows by his or her serious attitude, punctuality and weekly quiz results that the placement should be changed—it will be—in consultation with the classroom teacher and the discretion.

English Only:

Students must speak English at all times while in class at Braemar College.

Attendance & Punctuality:

This is a matter of great importance. Regular attendance is expected. All students are given 1 minute after class begins to arrive in case the halls are busy, teachers will close the class doors at 1 minute after class starts. Students who are late before 15 minutes will be documented by the Teacher. Students who are late after 15 minutes and must obtain a late slip to be admitted into class and will be issued a 45 minute detention. All students must inform the school of a late or an absence by

emailing attendance@braemarcollege.com and reporting to Christy at the front desk of the 3rd floor the moment you are in school. Students are allowed 2 sick days per term. After repeated attendance issues, students and parents must sign a Behaviour Contract. The Ontario Ministry of Education and Training of requires each student have 110 hours of instruction in each subject to be eligible to earn a credit. Failure to meet this goal must be supported by a medical doctor's certificate. Parents will be notified by email, fax, telephone or mail, if unexplained absences continue without notification. Arriving late disrupts classes and hence is incompatible with the goals of the college. repeated Attendance Issues and failures will sign a Behaviour Contract. If behavior remains unchanged by the end of term, students may be removed from the College.

Use of the Main Entrance, Elevator and Stairs:

We appreciate your cooperation in keeping the main entrance clear and not blocking it. Remember to respect other people and their personal space. Avoid rude behavior or speaking loudly in the elevator or stairs. Do not hold the elevator. There are other people in the building and we appreciate your good judgment in taking the stairs instead of the elevators at times.

Fire Alarm:

In case of fire, the alarm will go off and all students must follow the teacher's instructions to evacuate the building using the stairs only.

Smoke Free Environment:

Smoking is strictly prohibited at Braemar College or on school property.

Illicit Drugs, Alcohol and Marijuana:

Drugs and underage Alcohol-use are not tolerated and are taken very seriously in Canada. Adherence to the law means that students and staff cannot consume any mind-altering substances such as alcohol, marijuana, prescription pills, illicit-drugs or other illegal substances on the premises. The public house (Ein-Stein's) in the basement of the school's building is off limits to any Braemar College student at any time and no matter their age. If you are 19 years of age or older, consuming legal mind-altering substances such as alcohol or marijuana can never be done at school, or in a time frame that will cause you to be intoxicated on school property, or during any school-related activity or trip.

Failure to follow these rules will result in an automatic suspension from school and further disciplinary action including, but not limited to, notifying parents or guardians, detention, and or expulsion from the College. You could be fined, arrested, jailed and/or deported from Canada.

Using mind-altering substances such as alcohol, marijuana, prescription pills, illicit-drugs, or illegal substances under the age of 19 is also illegal and is taken very seriously in Canada. Getting caught under the influence or in the possession of these if you are under 19 years of age, will result in the immediate contact of police and notification of your parents or guardian. You could be fined, arrested, jailed and/or deported from Canada.

At Braemar College or in your Homestay, any use of drugs may result in immediate suspension or expulsion. Other consequences may apply with no refund of fees.

Timetables:

Each student's timetable (AEP) is arrived at in consultation with the Guidance department. Guidance designs a customized program of study for each student to achieve their Post-Secondary Educational goals, which is kept on file for immediate reference. Therefore, students must not make repeated requests for changes based on friendship or advice from others. Selecting courses is a serious matter where experienced personnel must be heeded. University or College bound students must inform Guidance of changes of address or leave themselves open to missing deadlines for returning signed documents. Timetable changes must be completed prior to Term Start Date.

Using College Facilities:

All "home-students" are permitted to use the Computer Laboratories during the hours in which no other courses are being held in them. There are no extra fees associated with these accounts, but students must obey any protocols of use that may be issued from time to time.. Students taking courses in science or visual arts are responsible for cleaning up after using the facilities. (Please be sure to return materials to the place where you find them—our teachers are not expected to do this).

Student Activities, Student Council & Clubs:

At Braemar College, students are encouraged to participate in many social activities, such as Student Council, Sports Clubs, Yearbook and Social Media Team, various volunteering opportunities, trips around and outside Toronto, ceremonies, Holiday festivities, and much more! If you have any ideas, questions, or concerns about anything related to Braemar student culture, please contact your Student Activities Director, or speak to a teacher who you think could help.

General Conduct

All students at the College are expected to treat one another in a manner befitting young adults. Because of the diverse nature of our student body, it is critical that each of us is sensitive to the backgrounds of those around us. Racism, religious bigotry, and other illiberal attitudes will be given no quarter. All members of the College deserve to be treated with respect, and this expectation will be vigorously enforced.

In addition to adhering to these standards, it is hoped that each student will observe all the common decencies when dealing with other students, staff members and guests. How you behave reflects upon the school as well as yourself. We therefore request that everyone be on their best behaviour at all times. This is a distinguishing feature of our College that we are keen to maintain, enhance and preserve into the future.

Your Obligations

School fees must be paid prior to the commencement of a Term.

This enables the administration to ensure you have a place on the Student Roster and the teacher a class list of incoming students. This class list is used for ordering required texts and teacher lesson planning. Those who do not co-operate in this area cause great disruption in the flow of activities associated with the start of a new term. Please take this seriously.

Classroom Procedures:

Students are responsible for their own belongings. Keep your purse, wallet, bag, laptop on you at all times. Remember that all cellphones must be turned off during class time and put in the blue bins at the front of the class. Putting cups with liquid in the garbage is prohibited. Empty the liquid in the sink and then put it in the garbage or recycling bin. Please respect others and school property. You will be fined if you damage school property.

Students who borrow resources from classes or the school must return them by the date that is specified. Failure to do so may result in that student being charged the replacement cost of the item in question. In general, we aim to provide students with all the resources necessary to complete the tasks stipulated by the classroom teacher. If this is not possible, you may be asked to purchase an item or two. All rented textbooks must be returned on the exam day or prior to departure.

To ensure that you are upholding all the appropriate policies, please check with your teachers, the guidance counselor or principal for details. We are always available to assist you with such matters. Please also watch for newly announced policies as they too must be obeyed. Special policies apply to field-trips. Waiver forms must be returned signed at least 24 hours in advance of trips or students will be ineligible to join them and will have to stay and do work in school. This is not up for debate and discussion.

Washroom:

Please only use the toilet paper supplied when flushing the toilet. Ensure that all toilet paper goes into the toilet and all paper towels go into the garbage receptacle. Do not leave paper towels or water on the countertop or floor. Your co-operation in this matter is appreciated.

Homework Policy:

In addition to all tests, assignments and examinations, students are expected to complete all work assigned during the week or over weekends. This work forms an integral part of each course. Students who fail to complete this work in the manner specified and within the allotted time-frame will be receive a mark of “0” if the work is not handed in, or be docked marks if the work is handed in late.

Evaluation Policy:

At the outset of each course, the teacher will distribute a Student Outline. This contains important information and should be read thoroughly at the commencement of the term. The Student Outline sets forth the main components of the course, the format of instruction, and gives an overview of how marks and weightings will be determined. This information should help students manage the time available to them.

Appeals Process:

If students feel an error has been made in arriving at their mid-term, final mark or a grade ascribed to them on a test etc., they should consult their classroom teacher to identify the problem. If the student is still unsatisfied with the outcome they have the right to appeal to the guidance department to consider the matter and review the mark in question. Should a resolution not be possible within the school, summer language class students (Elite English Teen and A.P) may contact Languages Canada as a last appeal option. Languages Canada’s email is www.languagescanada.ca

Information Specific to International Students

Safety:

Canada is a safe and clean country. Exercise caution as you would in your own country. Be very aware of the people around you and of your surroundings. Do not carry large sums of money.

Try to plan your cash needs so that you use the bank machine during the day. Travel with other people especially in the evening. Always inform your Homestay by telephone if you will be late, when you will be home and the names of the people who are with you, the address and contact telephone numbers. This quick telephone call helps prevent great anxiety and worry.

Health:

It is important for you to have health insurance during your stay in Canada. Proof of insurance coverage is required if you do not use the school health insurance. Please come to the office if you require insurance. Keep this insurance policy card in your wallet at all times.

If you have a medical emergency, go to the Emergency department of the nearest hospital. Take your passport and your insurance policy information with you. Some hospitals may ask you to pay a fee. Keep that receipt and submit it to your insurance company for reimbursement.

Walk-in medical clinics are for minor medical problems that are not emergencies. An appointment is not necessary. You must have your passport and your insurance policy information. If you need to see a doctor or dentist during your stay in Canada, Braemar staff can help you find one.

It is important to wash your hands before you eat a meal and after you use the toilet. Washing your hands, proper rest, eating healthy and hygiene reduces the incidence of illness.

Visas:

Some students have student authorization, also known as student visas and some students have visitor’s visas, also known as tourist visas. If you are studying on a secondary school student visa or tourist visa, the law states that you cannot work legally in Canada. Braemar College can help you if you are changing your status or extending your study period. To save time and money, ensure that you have completed your application form and bring it to the office. We can help you check it to make sure everything is in order. Canada Immigration charges a fee of \$125 (subject to change) to process your application. Some students must apply well in advance since the application process takes several weeks.

Study Skills

Notebook and note-taking skills:

All students should have a functional notebook in a form appropriate for each course. Other essential materials may include binders, writing folders, checklists, charts and a copy of the Student Outline for each course taken. Having all this material at hand is the first step in the organizational process associated with higher learning. These skills must be mastered before post-secondary study.

The main elements of the note-taking process involve the ability to discern context, the ability to use point form, make research notes and essay notes, drafts and revisions. The best way to become proficient at this activity is to practice it daily.

Compare your notes with another student’s to see if you missed points raised during the class.

Time-management: To efficiently manage the time available, efforts to plan ahead must be made by students. The best method to realize an efficient use of time is to set out a priority list of items needing attention. Set aside time to complete these tasks, and do not make plans to engage in other activities until after they have been completed. In this way, at least, the important tasks get done.

Style Guide

Cheating in North American schools, colleges and universities is **NOT TOLERATED** and has led to many students being denied a full school year and university acceptance. Beware, do not be tempted. With respect to academic matters, it must be stressed that honesty is the foundation of all endeavours. All Braemar Students must submit their original work on TURN-IT-IN or EDMODO.

1. Plagiarism:

Derived from the Latin word plagiarius (‘kidnapper’), plagiarism is a form of cheating”.¹ It is “a wrongful act of taking the product of another person’s mind and presenting it as one’s own”.² Plagiarism is a form of “intellectual theft”,³ therefore, “at university and college, the penalties range from being forced to drop a course to being expelled from the institution.” ⁴

¹ Joseph Gibaldi, MLA Handbook for Writers of Research Papers, 4th ed. (New York: The Modern Language Association of America, 1995), 26

² Alexander Lindey, Plagiarism and Originality (New York: Harper, 1952) 2 in Gabaldi 26

³ Gabaldi 26

⁴ Gellaty et al., ‘Format for Writing Essays and Papers’, in Sarnia Northern Collegiate and Vocational School Agenda (Canada: Premier School Agenda, 1993-1994) 16

At Braemar, students who plagiarize can expect the following penalties:

Grade 9:	rewrite the paper in class
Grade 10:	rewrite the paper in class
Grade 11:	rewrite the paper— in consultation with the teacher and the principal, the possibilities are a loss of 10% on a rewritten, original in class assignment.
Grade 12:	rewrite the paper— in consultation with the teacher and the principal, the possibilities are a loss of 20% on a rewritten, original in class assignment.

An Article in a Newspaper

Documentation should include the newspaper section, page and date, in addition to the usual details. Remember to use a **colon** before the page number in newspaper entries.

E.g. Catherine S. Manegold, “Because Smoke-Free, Ban by Ban”, *New York Times* 22 March, 1994: A12

An Article in a Magazine

E.g. Hanna Smith, “Domestic Happiness”, *Redbook* June 1995: 46

An Anonymous Magazine Article

E.g. Housewife Wins Big at Niagara,” *Maclean’s* 26 May 1992: 34

A Publication on CD-ROM

E.g. *Home Decorating*, CD ROM (Toronto, Chum-City, 1996)

E.g. Kay Chain, et al, *Famous People and Their Plastic Surgery* (Toronto: Gutter Press, 1996) 21

A Book by an Anonymous Author

E.g. *Universities with Punch: A Guide for Students* (Toronto: Maclean Hunter, 1995) 16

A Shorter Work in a Book that is a Collection

Use the standard format; put the title of the article in quotation marks, followed by the book title in italics.

E.g. John Forbes, “Psychology of Parenting”, *Parenting Techniques for the Nineties* (Pittsburgh, PA, Knoll Press, 1992) 256

A Book in a Series

Books in series are usually called volumes: Volume 1, Volume 2 and so on. Include the volume number (vol.__) in the note.

E.g. Arthur Conan Doyle, The *Oxford Sherlock Holmes*, Vol. 8 (New York: Oxford, 1993) 857

A Signed Article in a Reference Book

Some encyclopedias give each writer credit after his or her article. Let us assume that an author named David Morton who an article about elephants in the Encyclopedia Britannica.

E.g. David Morton, “Elephant”, *Encyclopedia Britannica*, Vol. 5 (Englewood Cliffs, NJ: Britannica Publications, 1995) 1227

1(a)Accidental Plagiarism:

Many students plagiarize without meaning to do so. In order to avoid accidental plagiarism, practice these good habits:

- keep careful note that show the difference between your ideas and borrowed ones;
- use short quotes instead of long ones if possible, recording near each quote all the following information:
 - the author’s name;
 - the title of the source;
 - the place of publication;
 - the publisher
 - he most recent date of publication; and,
 - the page, (if the source has pages) where you obtained the quote;
- be sure to make original comments on borrowed ideas; try to balance quotes with your own insights; avoid using two or more quotes in a row, without
- commenting between the quotes;
- provide the above information about any ideas you borrow; even if you put them into your own words, they may still be some else’s ideas.
- be sure NOT to use the work of anyone else, including friends, family, tutors, or other professionals, internet sources.

2. Documentation:

Notes and Bibliography Now that you know the importance of showing all borrowed ideas, you must learn an orderly method of showing them clearly and accurately. There are many methods of presenting your sources: the works cited method, the author/ date system, the notes and bibliography method, to name a few. As a student, it is your job to use the method of documentation that your institution wants you to use.

In college and university, different instructors may expect you to use different kinds of documentation; at Braemar, you will use the notes and bibliography method, which is common in many schools. If you work with word processing software, the software will often let you choose the kind of notes you want to use:

footnotes (continuous numbered references at the bottom of the page) or endnotes (continuous numbered references at the end of the document, before the bibliography). If you look at the bottom of the previous page, you will see the **footnotes** for quotes, notes and **bibliography** of sources used. The combination of quotes, note and bibliography is **documentation**. Different sources have slightly different information that you should include in your documentation: see you teacher about what sources should be included.

2(a) Note Format:

The format for notes, whether that are endnotes or footnotes, is basically the same. The following notes are numbered, to remind you to number your notes as they appear throughout your paper. Notice the order, punctuation, indentation, and page numbers that show exactly where the student found his or her source.

Quotes from Books by a Single Author:

Use this order: First Name, Last Name, *Title of Book* (Place of Publication: Publisher, Date) page

E.g. Gina Smith, *To Err is Human* (Toronto: Penguin, 1992) 126

Quotes from Books by One or Two Authors:

Use the same order stated on the title page as it pertains to the authors. For the rest of the documentation, follow same order as above.

E.g. Edith Jones and Sally Smith, *Waiting for the Train* (New York: Random House, 1991) 50

Quote from Books by Three or More Authors

When a book has three or more authors, mention only the first one; use et al (short for “and others”) to represent the other authors.

Doyle, Arthur Conan. “The Blue Glove.” *The Oxford Sherlock Holmes*. Vol. 8. New York: Oxford, 1993. 842-858.

Egg, Harold. “Making An Egg Float.” *Beakman’s World*. Online. www.beakman.com 14 June 1996.

Textbooks:

The vast majority of courses the College offers have textbooks, or a collection of books, identified in the Student Outline. In such cases, students are required to rent or to purchase the book(s) at the outset of the course. This is not negotiable. Students are not permitted to share books, borrow books from others in the class, or defer purchasing book(s). A failure to obtain the book(s) in question will lead to expulsion from the course (and hence a failure to obtain credit). The College often attempts to purchase textbooks and rent them to students. However, where this proves not to be possible, students are responsible to find and purchase the book(s) in question. Textbook lists are kept by Teachers each term.

Materials:

In certain courses there may not be a specific text that covers all the topics that are set out in the Student Outline. In such a case, materials will be compiled for students: the material must be purchased in lieu of text-books. The textbook fees charged for course materials will vary. In other courses, where textbooks are bought, certain other materials will have to be bought. For example, in computer science courses students may be required to purchase usb drives on which to store work completed in the class. Other materials, equipment and expenses are covered by tuition fees unless otherwise stated. (This however is subject to change without notice).

Fee Based Services

A request for a document issued by Braemar College must be made at least 3 days in advance. Documents from years past may require more time and payment of postage is required if this document must be mailed. Former students can pay by Credit Card, Money Order or Bank Draft.

Each student is entitled to one copy of his or her Report Card and/or Transcript. A home-student is also entitled to a copy of his or her timetable, guidance services to help select courses, programs of study or related matters, and a student card. All the necessary academic administration will be done for each student at no extra cost.

Additional services not covered by the policy set forth above will be provided only after the appropriate fees have been paid to the college. These fees cover the following:

Additional Report Cards _____	\$ 10.00
Additional Transcripts _____	\$ 10.00
Applications to U.S. colleges _____	\$ 50.00
Applications to foreign colleges _____	\$ 50.00
Additional Letters of Acceptance _____	\$ 15.00
Letters of Acknowledgement _____	\$ 15.00
Multiple Copies of any item costs an additional _____	\$ 5.00

Important Dates 2019-2020

Term	Orientation Days	Term Starts	Term Ends	Holidays
Term 1	Sept. 3-4, 2019	Sept. 5, 2019	Nov. 6, 2019	Oct. 14, 2019
Term 2	Nov. 7-8, 2019	Nov. 12, 2019	Jan. 24, 2020	Dec. 23, 2019 – Jan. 3, 2020
Term 3	Jan. 27-29, 2020	Jan. 30, 2020	April 9, 2020	Feb. 17, 2020 – Mar. 16-20, 2020
Term 4	April 13-14, 2020	April 15, 2020	June 17, 2020	April 10, 2020 – May 18, 2020
Term 5 (Summer School)	n/a	July 2, 2020	Aug. 18, 2020	Aug. 3, 2020

Important Dates 2020-2021

Term	Orientation Days	Term Starts	Term Ends	Holidays
Term 1	Sept. 3-4, 2020	Sept. 8, 2020	Nov. 10, 2020	Sept. 7, 2020 – Oct. 12, 2020
Term 2	Nov. 11-12, 2020	Nov. 13, 2020	Jan. 28, 2021	Dec. 21, 2020 – Jan. 1, 2021
Term 3	Jan. 29, Feb. 1, 2, 2021	Feb. 3, 2021	April 15, 2021	Feb. 15, 2021 – Mar. 15-19, 2021 Apr. 2, 2021
Term 4	April 16, 2021	April 19, 2021	June 21, 2021	May 24, 2021
Term 5 (Summer School)	n/a	July 2, 2021	Aug. 18, 2021	Aug. 2, 2021

Acknowledgement

Last Name: _____ First Name: _____

Code of Conduct:

I understand that conduct of students, staff, parents and visitors to the school is governed by the Provincial Code of Conduct, the Education Act and the School's Code of Conduct as outlined in the Braemar Student Handbook and the Staff Handbook. I will read the Braemar Student Handbook and discuss it with my child at the beginning of the school year or study period. I understand that breach of the School Rules and Code of Conduct by my child may result in disciplinary consequences. The Provincial Code of Conduct for schools is at <http://www.edu.gov.on.ca/extra/eng/ppm/128.pdf>

The Code of Conduct is available on the Braemar College website:
<http://www.braemarcollege.com/CodeofConduct.pdf>

Code of On-line Conduct:

I understand that the Braemar Code of On-line Conduct applies to students, staff and all other users of electronic resources accessed through the facilities of Braemar College through the Internet. The Code of On-line Conduct includes sections covering Personal Safety Rules, Unacceptable Sites and Materials, Use Guidelines Prohibited Use and Activities, On-line publishing and Liability.

I acknowledge that Braemar College expects that students will adhere to the Code of On-line Conduct and be responsible in their use of the Internet through the facilities provided by the school. I understand that if my child does not follow the rules, computer access privileges may be suspended and that further discipline or appropriate action may be taken. The Code of On-line Conduct is available on the Braemar College website: <http://www.braemarcollege.com/CodeofOn-lineConduct.pdf>

Acceptable Use of Information Technology Resources:

The Acceptable Use of Information Technology Resources Policy provides Resources for educational and business purposes dedicated to improving Braemar College student success, achievement and well-being, as well as providing a safe, nurturing and positive and respectful learning environment through the use of Information Technology Resources. This policy applies to all users who access the Braemar College's Information Technology.

The Acceptable Use of Information Technology Resources Policy is available at:
<http://www.braemarcollege.com/AcceptableUseofInformationTechnologyResourcesPolicy.pdf>

Student Declaration:

I HAVE READ and UNDERSTOOD the Braemar Student Handbook, School Code of Conduct, Online-Code of Conduct and the Acceptable Use of Information Technology Resources Policy and I am responsible to adhere to them.

Name of Student: _____ Signature of Student: _____

Grade: _____ Date: _____

Parent Declaration:

I HAVE READ and UNDERSTOOD the Braemar Student Handbook, School Code of Conduct, Online-Code of Conduct and the Acceptable Use of Information Technology Resources Policy and I am responsible for ensuring that my child understands these policies and procedures and will adhere to them.

Name of Parent: _____

Signature of Parent: _____ Date: _____

Notes



BRAEMAR

COLLEGE

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