

# PTEC HANDBOOK

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2022/2023



**PEMBINA TRAILS  
EARLY COLLEGE**



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# PTEC STUDENT HANDBOOK

## 2022/2023

PTEC is a divisional school, programming highly technical curriculum for grades 9 - 12 students in Pembina Trails School Division. Students that apply should have a passion for coding, designing, creating, software engineering, networking and cyber security.

**All Grade 8 Pembina Trails students entering into grade 9, have the opportunity to apply to PTEC.**

**PTEC is available to Pembina Trails students only. Out of division and International students will not be accepted.**

PTEC students are registered at two schools. PTEC, which delivers high-tech courses in grades 9 & 10 and a host high school which delivers most of the core courses throughout students' four years of high school. In grades 11 & 12, students will also be registered at a post-secondary institution - The Manitoba Institute of Trades and Technology while continuing to take their core courses at one of the host high schools.



## TRANSPORTATION

PTEC is a divisional school and therefore accepts students from all corners of the school division. This means that there may be situations that require divisional transportation to pick up and drop off students at their host school, PTEC or their home community.

Transportation plans are offered by the division, but where city transportation is available and timely, that option will need to be accessed by families and students. Therefore, to make sure all students can attend, we supply most students, when distance is an issue, with transportation to the best of our ability and under normal circumstances.



## HOURS OF OPERATION

PTEC opens the doors to the school at 8:00 a.m., every weekday. Due to Covid - 19, students will be let in at the east doors from 8:15 - 8:30 am. We encourage families to drop off their children by 8:15 am and not earlier as they will have to wait outside. The school will remain open until 4:00 p.m. to make sure that all students can catch their bus or make their way home safely. Students should be picked up or leave between 3:30 - 3:45 pm. Students are not able to wait in the shared spaces at SmartPark.

## ACADEMIC CALENDARS

Academic calendars can be accessed on the websites of all of our schools:

- PTEC
- École secondaire Oak Park High School
- Fort Richmond Collegiate
- Institut collégial Vincent Massey Collegiate
- Shaftesbury High School

We strongly recommend that you and your child subscribe with an electronic device to both calendars: PTEC and the host high school.

## PTEC SCHEDULE & TIME TABLE

### PTEC Regular Schedule

**Period 1:** 8:30 - 9:40 am

**Period 2:** 9:40 - 10:50 am

**Period 3:** 10:50 - 12:00 pm

**LUNCH & TRAVEL**

**Period 4:** 1:10 - 2:20pm

**Period 5:** 2:20 - 3:30 pm





# PTEC GRADE SCHEDULES

GRADE 9	
SEMESTER 1	SEMESTER 2
<b>Grade 9s</b> Host High School for the AM	<b>Grade 9s</b> Host High School for the AM
Lunch & Travel	Lunch & Travel
<b>Grade 9s</b> Smartpark for the PM	<b>Grade 9s</b> Smartpark for the PM

GRADE 10	
SEMESTER 1	SEMESTER 2
<b>Grade 10s</b> Smartpark for the AM	<b>Grade 10s</b> Smartpark for the AM
Lunch & Travel	Lunch & Travel
<b>Grade 10s</b> Host High School for the PM	<b>Grade 10s</b> Host High School for the PM

GRADE 11	
SEMESTER 1	SEMESTER 2
<b>Grade 11s</b> Host High School for the AM	<b>Grade 11s</b> Host High School for the AM
Lunch & Travel	Lunch & Travel
<b>Grade 11s</b> MITT for the PM	<b>Grade 11s</b> MITT for the PM

GRADE 12	
SEMESTER 1	SEMESTER 2
<b>Grade 12s</b> MITT for the AM	<b>Grade 12s</b> MITT for the AM
Lunch & Travel	Lunch & Travel
<b>Grade 12s</b> Host High School for the PM	<b>Grade 12s</b> Host High School for the PM

## SCHOOL FEES

School fees are required for both PTEC and host high schools. Payment to the host high school is to be given to them directly or digitally and differs in cost and time needed. PTEC asks families for a \$25.00 school fee, which is separate from the host high school. We ask that families pay through Permission Click in September for the new school year. If you need to send a cheque, please make it payable to PTEC and use the first day of school as the posted date.

Student fees for PTEC specifically cover some of the unique events that our students participate in and subsidizes a portion of what our school offers.

## PERSONAL BELONGINGS

PTEC does not have space for jackets or backpacks. Students typically hang their jacket over their chair and the backpack is placed neatly under their table.

A student's laptop should be with them at all times. If a student happens to leave their device on the divisional bus, please contact: [transportation@pembinatrails.ca](mailto:transportation@pembinatrails.ca) as soon as they realize it is missing.





# TECHNOLOGY

PTEC students will have access to a divisional device for their grades 9 and 10 years. In grade 11, students are required to purchase their own device. A PC laptop or 2 in 1 is required to be successful at PTEC. This device should take students up and until grade 12 and beyond.

# SCHOOL SUPPLIES

School supplies are required at both PTEC and host high schools. In high school, there will be no school supply list supplied to families. School supplies are based on specific courses and will be discussed during the first few weeks of school.

**PTEC does require school supplies for both 9s and 10s before school starts:**

- wireless mouse
- headphones
- at least a 16 gig USB
- A protective case for the device
- More to come during the first few days of school





# STANDARD OF BEHAVIOUR

Students attending PTEC are expected to uphold the high standard that our community has come to understand and appreciate. That means that our students are expected to be courteous, respectful, kind, and professional in all environments which include but are not limited to: SmartPark, the city and divisional bus, host high school, industry businesses, both virtual and in person. Any type of disrespectful behaviour in written, verbal, or digital form will be taken seriously, and may result in the removal of the PTEC portion of a student's schedule.

## The following should guide your actions:

- **RESPECTFUL INTERACTIONS** with Pembina Trails Staff and students
- **RESPECTFUL INTERACTIONS** with tenants at SmartPark
- **RESPECTFUL INTERACTIONS** through email, Teams and other outside applications
- **RESPECTFUL INTERACTIONS** on social media, including GitHub
- **ABSOLUTELY** no bullying, in any form
- **RESPECTFUL** language must be used at all times in our professional learning environment and Online
- **RESPECT** for the divisional device must be used in both the host high school and PTEC
- **Inappropriate** use of the divisional device will result in severe consequences including the possibility of being removed from PTEC
- **RESPECT** for the teacher means that students will not play games during class time

## PTEC students agree to ethics and appropriate use:

- **I will not** use my computer to play games during class time
- **I will not** steal other people's intellectual property
- **I will not** create software for harmful or inappropriate intent
- **I will think** about the social and professional consequences of the program I am designing
- **I will respect** my peers' devices
- **I will always** use a computer in ways that are considerate and respectful
- **I will respect** the space provided to me
- **I will only** use MY code for my assignments, projects and test
- **I will uphold** the line between helping, collaborating and cheating
- **I will not** download any applications or software to my device through the Internet or Microsoft Store without the express permission of a PTEC staff member

*PTEC students will follow PTEC guidelines for ethical, appropriate, acceptable use of technology and abide by the policies written for all Pembina Trails students as well as MITT's policy for our students attending MITT in grades 11 & 12. If an issue arises, removal of a student from PTEC is a possibility.*



## ATTENDANCE

The success of our students is directly tied to attendance. PTEC is a school that offers accelerated programming in highly technical courses. We require from both students and their family members that they commit to positive attendance in both PTEC and their host high school.

**Illness:** If your child is ill for the whole day or a portion of the day, log in to Edsby for both PTEC and the host high school and submit your child's absence. At PTEC, our classes are recorded and therefore, students should be able to catch up on the work that they have missed. Any extended illness must be accompanied by a Doctor's note.

**Appointments:** From time to time, students are required to leave early or arrive late due to an appointment. Please submit your child's absence to **Edsby** or call the school at **204.560.1999** to let us know when your child will be leaving and who will be picking them up. If your child is leaving from their host high school, please let PTEC know that they will not be arriving.

**Extended vacations:** We understand that at times, some families need to extend the regularly scheduled school vacation. Some families plan to visit family members outside of Canada. It is very important that you discuss this trip with me before you book it, so that we create a plan that is best for your child's academics. We will work with families to support the least disruptive times, and plan for the student's success. This is something that we don't take lightly, and highly discourage more than an extra week past regular holiday time.

Please make sure that you discuss the trip with your host high school to ensure that they have a plan for the student as well.

# TECH MANITOBA

## WORK PLACE MENTORSHIP

PTEC is proud to have TECH MANITOBA as one of our pillar partners. We believe that social and workplace mentorship is one of the best ways to explore the tech industry.

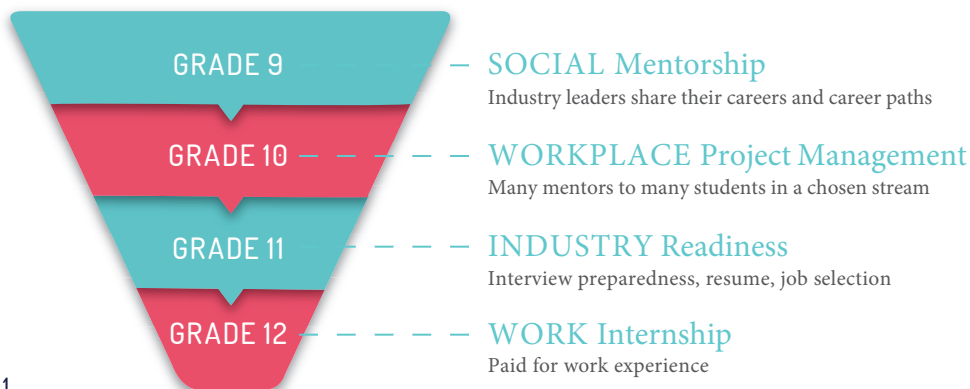
Our industry partners supply our students with valuable insight into what a career looks like in positions at highly-sought-after tech companies.

In grade 9, we require our students to participate in Industry Wednesday meetings where students learn from a company lead presentation and a Q & A period with members in leading IT companies.

In grade 10, based on students' marks, and behaviour in class, they are placed in a reputable workplace that specializes in the stream that they are interested in entering into for their post-secondary year.

If the PTEC principal, workplace coordinator, or teacher believe that the student is not ready to be placed in a professional environment, we will let them know and the student will stay at school and work on projects and supports which will ready them for grade 11 work placements.

Work placements are not optional, and are part of the enriched learning that happens at PTEC.





**MANITOBA INSTITUTE OF  
TRADES & TECHNOLOGY**

# MANITOBA INSTITUTE OF TRADES & TECHNOLOGY

## MITT - GRADES 11 & 12

PTEC's post-secondary pillar is the Manitoba Institute of Trades & Technology. MITT plays a key role in our PTEC education system, providing skills training leading to employment through its strong ties with industry. MITT provides our students with innovative pathways to quality post-secondary education.

PTEC partners with MITT to supply our students with post-secondary diplomas in one of two streams: Network and Systems Administrator or Software Developer

## NETWORK AND SYSTEMS ADMINISTRATOR

Students in the NSA program train for these vital roles, gaining specialized and in-demand knowledge and skills through hands-on learning with industry standard hardware and software so they can:

- Perform IT network analysis
- They will be able to identify anomalous activity and potential threats to resources
- Design and implement appropriate courses of actions using industry standard computer network defence tools
- Perform virtualization and secure integration of cloud services into existing IT structures

## SOFTWARE DEVELOPER

Students in the SD pathway acquire the knowledge, skills, and abilities to qualify for a Junior Full-Stack Software Developer.

Students work on projects that emphasize quantitative reasoning, reasoning, analysis and problem solving, technical writing and communications, and disciplined development of modern front-end and back-end software systems.

*MITT continuously updates their curriculum to reflect current technologies and trends in the industry.*

## STAFF & SCHOOL INFORMATION

### Principal

**Ms. Jane Bachart**  
jbachart@pembinatrails.ca

### Administrative Assistant

**Mrs. Roxanne Couture-Michaud**  
rcouturemichaud@pembinatrails.ca

**Work Place Coordinator** Mrs. Beatty: mbeatty@pembinatrails.ca

**Teacher** Mr. Scott Hardman: shardman@pembinatrails.ca

**Teacher** Mr. Bryce Johnston: bjohnston@pembinatrails.ca

**Teacher** Mr. Alex Peers: apeers@pembinatrails.ca

**Teacher** Mr. Karl Zielke: kzielke@pembinatrails.ca

**Educational Support** Mr. Spencer Coppens: scoppens@pembinatrails.ca

**PTEC General Email** PTEC@pembinatrails.ca

**PTEC General Phone** 204.560.1999

**PTEC Website** [www.pembinatrails.ca/earlycollege](http://www.pembinatrails.ca/earlycollege)

**Twitter** @PTecwinnipeg







**PEMBINA TRAILS EARLY COLLEGE (PTEC)**

SUITE 250 - 100 INNOVATION DRIVE

WPG, MB R3T 6G2

204.560.1999

**[PEMBINATRAILS.CA/EARLYCOLLEGE](https://PEMBINATRAILS.CA/EARLYCOLLEGE)**