

## ~ Transitioning to Tolles ~

# FREQUENTLY ASKED QUESTIONS: Part II

### What time does school start? And end?

*On regular school days, Warning Bell rings at 8:17a.m. and 1<sup>st</sup> Period begins at 8:22a.m.*

### What does the day look like at Tolles?

*You can access the entire schedule on the Tolles website at [www.tollestech.com](http://www.tollestech.com) under the high school tab!*

### How much is lunch?

*Lunch this year for students is \$2.75. Lunch for adults is \$3.25. There are also a la carte items for sale as well.*

### Who is my school counselor?

*Counselors are Susie Boggs and Maggie Gates. They are assigned by program. Stop in the Student Services office to meet yours!*

### Who should I contact if I have a concern at the school?

*First, contact the Instructor. Then school counselors can often give insight and finally a school administrator can assist you. Call the school and you will be directed via automated prompt to the appropriate individual.*

### How are students notified of activities at their associate school?

*Activities are shared via Daily Announcements, the school website, and each associate school has a bulletin board maintained by Tolles Recruiting Specialists.*

### What schools send students to Tolles?

*Dublin, Fairbanks, Hilliard, Jonathan Alder, London, Madison-Plains, and West Jefferson.*

### How can I access ProgressBook?

*Notification of log in and password will be sent home via student on the 10<sup>th</sup> day after school begins. Prior to that, please contact your student's instructor(s) or contact our office at (614)873-4666 ext. 411.*

### How do I reach teachers, administrators, or staff?

*You may reach all of those via e-mail (can be found under the contact us tab on the website) or call the office at (614)873-4666.*

### How do I call to alert Tolles that my student will be absent for the day?

*Phone the school at (614)873-4666 then follow the automated prompt to reach the attendance office.*

### If my associate school is open and Tolles is closed, what happens?

*A full day Tolles student is excused for the day. A half day Tolles student is expected to attend classes as normal at the associate school.*

### If my associate school is closed and Tolles is open, what happens?

*Students are excused for the day, if due to inclement weather. If not due to weather, students should report to Tolles as normal.*

### Who should I contact if my student is having problems concerning transportation provided by the associate school?

*Tolles works in collaboration with the Transportation Departments at each of the associate schools; however, all of those issues will be managed by the associate school. For questions and concerns contact that Transportation Department.*

### How do I access MealPayPlus?

*Visit the school's website [www.tollestech.com](http://www.tollestech.com) and access the link under the high school then resources tab.*

### What testing is available for students?

*At Tolles, we offer the following assessments: OGT, COMPASS, ASVAB, and program based credentialing exams. Tolles is also an ACT Testing Site.*

### Can my student drive to Tolles?

*Students with Ohio Drivers' Licenses are permitted to drive to school. However, Tolles reserves the right to deny those privileges should a student abuse them.*

### Where do student drivers park?

*All students driving to school will park in the Student Parking Lot located on the North side of the building. A Tolles issued parking pass is required. Students may obtain one in the Main Office.*

### What if my student needs medication during the school day?

*All medications will be administered via our School Nurse. All appropriate forms must be completed prior to medications being brought onto campus. Policy and procedures can be found in the 2013-2014 Student Parent Handbook, located on 'for parents' link on the website, [www.tollestech.com](http://www.tollestech.com).*

### Where can I access all of the school forms to be submitted?

*Visit the high school tab on our website, [www.tollestech.com](http://www.tollestech.com).*

### What if I need help with my work?

*First chat with your instructor if you are struggling. Then see your counselor. Every day there is built in time called "Tornado Time", see your instructors for details. We offer "Extra Help" after school on Tuesdays and Thursdays in the Commons. No appointment necessary! Show up and someone will help you.*

### What if I have an IEP?

*IEPs will be followed per the IEP Team.*

### What customer service is available through Tolles programs?

*Many programs perform customer service including: Art Design Communication, Automotive Collision Repair, Automotive Technology, Broadcast Video Production, Computer Network Support Tech, Construction Technology, Cosmetology, Culinary Arts, Digital Media Production, Early Childhood Education, Power Sports Diesel Technology, Small Animal Care, Sports Turf Landscape Management, and Welding and Fabrication. Access that information on the school's website, [www.tolletech.com](http://www.tolletech.com) or call 614.873.4666 to schedule an appointment for service.*

### How can I follow announcements & activities happening at Tolles Career & Technical Center?

*Visit the Tolles website, [www.tollestech.com](http://www.tollestech.com), and like us on Facebook, [www.facebook.com/tollestech](http://www.facebook.com/tollestech).*

### How can I learn about Adult Education opportunities?

*Please visit our website, [www.tollestech.com](http://www.tollestech.com), and click on the Adult Education tab.*