

PARENT HANDBOOK

MAPLE LEAF INTERNATIONAL SCHOOL

www.mapleleaf-school.com

Facts and Figures

Maple Leaf International School was started by a group of interested parents seeking an alternative to the local system. The school is in its sixteenth year of operation. We are currently operating in four buildings on three campuses. Our current enrolment is 475 full time students.

Maple Leaf operates in compliance with the curriculum requirements of the Ministry of Education Ontario, Canada.

Programs are offered from Kindergarten to Grade 12 (University/College entrance). Our secondary program is at the Advanced level, for most courses. Maximum class sizes are: JK – Grade 6 = 20, Grades 7 -8 = 22, Grades 9 – 12 = 25. Class sizes are permitted to go beyond these sizes only in specific situations with the approval of the Board to accommodate our students' course needs in secondary or with the appropriate supports in place for elementary

Our Staff numbers – 65. Eighty percent of secondary staff must have the Ontario College of Teachers certification. Elementary staff are local teachers with qualifications such as Montessori Diplomas, university degrees, Teacher Diplomas and Master's Degrees.

The school year follows the requirements of the Ontario School Year Calendar (September to June).

At the elementary school, Grades 3-5 have 310 minutes of instructional time per day, the Grades 6-8 have 320 minutes of instructional time per day and the Primary Campus (JK-2) has 285 minutes of instruction per day.

The secondary school offers 110 hours per credit. The secondary school is on a semestered timetable

The curriculum includes four major fields of study: Language (English, Spanish); Arts (including Visual Art, Music and Drama); Self and Society (Social Studies, Physical and Health Education, and Business); and Science and Technology (Mathematics, Science and Computers).

Students are expected to make learning the number one priority. Each student must accept the ultimate responsibility for academic performance. We want and expect students to grow and experience success, and have organized our program with that in mind.

Maple Leaf offers a balance of both academic excellence as well as character development.

BELIEFS & VALUES

Maple Leaf International School was established to meet the needs of parents and guardians who wish to have the benefit of a Canadian system of educational beliefs, practices and materials for their children. The founding members of the school believe that:

- in every successful school there is a high degree of surrender to common values by all partners.
- the school is first and foremost an academic community in which students are expected to make learning their number one priority
- the ultimate responsibility for academic performance must be accepted by the individual students
- the social, emotional, psychological and physical development will be integrated with the process of cognitive development
- behavior which threatens the common good will not be tolerated
- life affords no greater responsibility, no greater privilege, than raising the next generation
- programs that are balanced, intentional and integrated will ensure student success

Value Statements:

At Maple Leaf School we cherish:

- personal integrity above everything else
- honorable conduct and consideration of others
- academic excellence as the first priority
- the development of a high degree of self discipline
- parents as partners in the schooling process
- diversity in our student body
- an atmosphere of trust and honesty

School Organization

Maple Leaf International School offers educational programs for students ranging from Kindergarten (4 years of age) to the Ontario Academic Credits (18 years of age) which lead to University/College entrance. We currently house approximately 475 full-time students with class sizes of 20 and under in Junior Kindergarten to Grade 6, 22 and under in grades 7 and 8, and 25 and under from Grades 9 to 12. Class sizes are permitted to go beyond these sizes only in specific situations with the approval of the Board to accommodate our students' course needs in secondary or with the appropriate supports in place for elementary.

We currently have a teaching staff of fifty-one and a number of support staff bringing our compliment to seventy full-time staff.

Maple Leaf International School follows the Ontario curriculum from Kindergarten to University/College entrance. The school is inspected annually by a Supervisory Official from the Ontario Ministry of Education. The successful inspection gives the Principal the authority to grant secondary school credits. Maple Leaf is proud to say it offers a complete Ontario Secondary School credit program at the advanced level. The school is managed by the administrative team which is composed of the Principal and two Vice Principals.

The administration of the school is directly responsible to an elected Board of Directors who meets monthly to review school operations. Directors are mostly parents of Maple Leaf students. Contact the school office if a list of the current directors is desired.

Another important group is the Parent Teacher Association. This body meets regularly to discuss school issues and programs in the best interests of students. Members are elected to this group according to the articles of their constitution.

Affiliation

Maple Leaf International School is affiliated with the Ontario Ministry of Education for its elementary programs (Grades Junior Kindergarten to Eight or ages 4 - 14 years). The program is based on the Ontario Ministry of Education's Curriculum – Kindergarten, Grade 1 – 8 and uses textbooks approved for use in Ontario schools.

The secondary school (Grades 9 - 12 or ages 14 -18 years) is an inspected private school. The Ontario Ministry of Education carries out the annual inspection. The program is based on Ministry Secondary Curriculum documents for Ontario Schools, Grades 9 to 12, Program and Diploma Requirements 1999; The Ontario Curriculum Grades 9 to 12 Program and Planning Assessment 2000; Ontario Schools Grades 9 and 10, 11 and 12 appropriate Curriculum documents many of which have been upgraded since 1999. All these documents are available on the Ministry of Education of Ontario's website at www.edu.gov.on.ca.

School Website: www.mapleleaf-school.com has much up-to-date information including newsletters for your review.

Parent Teacher Association

This group meets once a month to be of assistance to the staff and students of Maple Leaf. The Principal, Vice Principals and staff representatives meet with the executive committee, and give input into the decisions made by the group. Funds raised by this group are spent based on the needs of the school. All requests for financial assistance for items are brought forward by staff to the PTA Executive with rationale for the request.

The PTA Constitution and Executive Members List are available at the school office.

PTA Class Representatives

PTA Class Representatives are identified by the PTA to assist in communication and other tasks for a class.

ADMISSION TO MAPLE LEAF

Admissions Policy

Maple Leaf International School admits students of any nationality who have the ability to successfully complete the Ontario Curriculum. Our program has been designed to meet the needs of the students who fall within a normal range of abilities. Maple Leaf cannot admit students who have learning or behavioral difficulties or challenges beyond the scope of existing services or programming. Previous school records and any assessments must be provided to the school prior to consideration for entry to the school.

Assessment for Admission

The process used in screening includes an interview with the parents/child; reading, writing and mathematics tasks; a review of past school reports and other assessments as required.

The child is assessed:

- To evaluate the student's academic skill level for success in the Ontario Curriculum.
- To evaluate the student's likelihood of successful integration both socially and behaviourally in the program.
- To assist parents and students in their adjustment to Maple Leaf International School.

Admission and Procedures

1. Parents are required to meet with school officials to discuss their child's education.

2. Parents must complete the registration/application form and return it to the school office with the required documents. The fee is \$200.00. (See registration form)
3. Student services will schedule an appointment for assessment. Local - \$600. Foreign - \$1000. Registration/application and assessment fees are due prior to the assessment.
4. When the assessment is completed, a written acceptance and placement recommendation will be made.
5. Parents need to confirm their acceptance of the place offered either by payment of Capital Fund or the payment of the first term's tuition..
6. All fees are due prior to entrance.
7. Grade 9 – 12 students receive their schedules from the Guidance Department.

Age Requirements

Students applying for the Junior Kindergarten program must be four (4) years of age by December 31st of their entry year. Students must be able to graduate before their 20th birthday to be admitted to the secondary program. Elementary students are placed in age appropriate grade levels where possible.

A student shall be removed from the roll of Maple Leaf International School when it is determined by the administration that the student is no longer able to benefit from the program provided by the school.

GENERAL INFORMATION

1) UNIFORM REGULATIONS

Maple Leaf International School considers it **important** that students appear neat, clean and well groomed at all times.

Uniforms are available from **Espree Rainbow, West Mall (Tel. # 632 7232)**. This company is the exclusive agent for the school uniform.

Girls: Navy skirt, navy pants, navy skorts or navy scooter, blue shirt, fully closed black shoes, white or black socks. A zipped Maple Leaf cardigan may be worn.

Boys: long navy blue pants (Grade 6-12); short navy blue pants (JK-Grade 5); black belt; blue shirt; fully closed shoes black, white or black socks. A zipped Maple Leaf cardigan may be worn.

Physical Education: For boys and girls - navy blue shorts, gray T-shirts with school name and crest, running shoes, white socks.

Students in grades JK-8 may wear the P.E. uniform every day, all day.

N. B. School uniforms are required on all field trips unless determined otherwise in advance.

ONLY UNIFORMS SUPPLIED BY ESPREE RAINBOW ARE ACCEPTABLE

THE PROPER WEARING OF THE SCHOOL UNIFORM IS FULLY SUPPORTED BY THE MAPLE LEAF COMMUNITY. Students who enroll at Maple Leaf do so with a full awareness of the dress code. Therefore, when a student and his/her family choose Maple Leaf, they implicitly agree to abide by the established expectations of dress and appearance.

Parents are students must ensure that properly sized clothing is purchased. The uniform must be maintained in good repair.

Skorts/Scooters Regulation uniform Skort or Scooter only.

Skirts Skirts must be no shorter than 2 inches above the knee.

Pants Regulation uniform pants (only) with a black belt worn at the waist

Shirt The new style shirts are designed to be worn on the outside. The older style shirt must be tucked in.

Hair	Male students are to be neatly groomed. Long hair must be clean and kept off the shirt collar with an elastic band. Female students are to have their hair neatly groomed and clean.
Shoes & Socks	Shoes are to be fully closed and clean and black. No sandals or beach shoes are allowed. White or black socks are required.
Jewellery	The ONLY jewellery permitted for females is one pair of small hoops (no longer than 2.5 cm diameter) or stud earrings (in ear lobes) and a watch; for males the ONLY jewellery permitted is a watch. A small religious artifact may be hidden under the shirt. Any inappropriate jewellery may be taken and held in the office at the Principal's discretion.
Makeup	No makeup or nail polish is permitted.
Sweaters	A zippered Maple Leaf cardigan or pullover may be worn.

Consequences of non-compliance of uniform regulations are as follows:

- **excess jewellery will be removed by student and confiscated**
- **nail polish will be removed**
- **the student will be removed from class or sent home**
- **detention**
- **suspension**

2) ARRIVAL AND DISMISSAL TIMES

Arrival

The first bell rings at 7:35 a.m. School starts promptly at 7:40 a.m. for all grades, including JK and SK. Opening exercises are conducted from 7:40 – 7:45 a.m. Students are considered late for school if they are not present at 7:40 a.m. **Late arrivals disrupt established routines and classroom schedules.** Please make every effort to have your child at the school on time.

Dismissal

Students are dismissed at intervals:

- JK – 3 at 1:30 p.m.
- Grades 3 – 5 at 1:45 p.m.
- Grades 6 – 12 at 2:00 p.m.

Daily Schedule 2009-2010

	Grades 3-6		Grades 7-8		Grades 9-12
Opening Exercises	7:40 – 7:45 am		7:40 – 7:45 am		7:40 – 7:45 am
100	7:45 – 9:25	70	7:45 – 8:55	80	7:45 – 9:05
15	Nutrition 9:25-9:40	15	Nutrition 8:55-9:10	15	Nutrition 9:05-9:20
80	9:40 – 11:00	140	9:10 – 11:30	80	9:20 – 10:40
				5	Break 10:40-10:45
				80	10:45-12:05
35	Lunch 11:00-11:35	40	Lunch 11:30-12:10	35	Lunch 12:05-12:40
130	11:35-1:45	110	12:10-2:00	80	12:40-2:00
	Dismissal Grades 3-5 – 1:45 Grade 6 – 2:00		Dismissal		Dismissal
	Total instructional time Gr. 3-5 310 min. Gr. 6 – 320 min.		Total instruction time 320 min.		Total instructional time 320 min.

School Year Calendar

A copy of the 2009-10 School Year Calendar is found in the Appendix. Family holidays should be planned to coincide with the breaks so that students have the greatest opportunity for success in their studies.

Attendance

In our continuing efforts to provide for the safety and security of our students the following procedures are used.

JK-Grade 8 teachers take attendance during the first few minutes of the day and send the MLIS attendance slip to the office. The Attendance Clerk follows up on any unexplained absences. Parents are called regarding unexplained absences to ensure that the student is safe.

The parent is required to provide an explanation for a student's absence. This may be done with a written note sent to the teacher or by a phone call to the office. The telephone message will be passed on to the teacher.

Secondary student attendance is tracked in each period of the day.

Our automated attendance system (Synre-voice) will call the homes of any student who is absent to report to parents. This takes place each evening.

Leaving school during the school day:

For students leaving the school compound during the school day, parental permission is required. The application of one of the following procedures will ensure student safety and security. The security guards will not allow any student to leave the school premises except under the following conditions.

- A note from the parent is presented to the classroom/homeroom teacher. If the student will be in another classroom when the time to leave is planned, then the homeroom teacher initials the note and the student keeps the note to present to the teacher at the beginning of the appropriate class for that teacher's initialing. Prior to leaving, the student will attend the office to obtain a stamped **MLIS Permission Slip to Leave School Premises** (green). The note from the parent is stapled to the green slip. This slip, with attached note, is given to Security at the front gate upon departure from the school premises.
- If parents arrive unannounced to pick up their child, they are to go to the office. The green slip will be prepared and stamped at the office and taken to the class teacher for signature. Then the student is allowed to leave the school premises.
- Grade 11 and 12 students may have a signed letter on file from their parents providing ongoing permission for leaving the school premises to go to the food outlets in Alyce Glen Plaza at lunch. Some Grade 12 students have a spare period and may have signed permission from their parents to leave the school during this time. Security has a list of these students.
- In the infrequent situation where the student/parent has forgotten the permission note, the office staff will call the parent to obtain verbal permission in order to prepare a stamped **MLIS Permission slip to Leave School Premises**. The classroom/homeroom teacher initials this slip.

Students Arriving Late to School must go directly to the office where they sign in and obtain a **Late Slip** prior to going to class.

Teachers will manage the occasional late arrival to class with appropriate consequences but persistent lateness or absences (approximately 5 or more) are referred to the Guidance Counsellor or the Vice Principal as per established procedures.

- The Ministry of Education requires an accurate record of attendance for each course for secondary students.
- Both elementary and secondary students have attendance and lates recorded on their report cards.

STUDENTS ON EXTENDED LEAVE

All attempts are made to provide work and assignments to allow student to keep up with their lessons and courses. Electronic communication may assist both the teacher and student. No student will be penalized for legitimate extended absence.

A form is provided in the Appendix for the student and parent to use when requesting an extended leave for a student.

COMMUNICATION BETWEEN PARENTS, TEACHERS AND ADMINISTRATION

A student's education is enhanced when:

- teachers are responsive to a student's needs and communicate in formal and informal ways with parents concerning the student's program and progress;
- parents are involved in a supportive manner with the educational process.

The relationship that a teacher and parent forge is a key partnership that will have the greatest influence in a child's educational success.

Teachers are expected to:

- inform parents about the programs;
- respond to parent's requests for contact or information promptly;
- contact parents in advance of any formal report that indicates concern;
- meet with parents as problem-solvers when a difficulty arises;
- celebrate successes with the parents;
- use strategies to keep parents apprised of progress on an ongoing basis;
- provide extra help for students;
- maintain confidentiality regarding other students and families.

Parents are expected to:

- put a high priority on regular school attendance;
- provide for proper nutrition prior to and during the school day;
- support their son or daughter in developing regular homework habits;
- check that the proper uniform is worn daily;
- contact the teacher when they see their son or daughter struggling unduly and needing help;
- meet with the teacher as problem-solvers when a difficulty arises;
- maintain confidentiality regarding other students and families;
- encourage their son or daughter to attend extra help provided by the teacher as is needed.

A student's progress in school may be hindered by teachers or parents who speak disparagingly of each other. For teachers it is unprofessional; for parents it is not good modeling of problem-solving for your children.

The school is not served well by staff or parents who discuss issues outside of school and do not work in problem-solving with each other or with the administration of the school.

These protocols are intended to maintain strong relationships between parents and teachers in support of students' progress academically, socially, and behaviourally.

When should a parent or teacher bring their concerns to the Principal or Vice Principal?

The following are examples of the kind of issues that should be shared with the Principal or Vice Principal:

- If the parent and teacher have met and they have not been able to come to a common understanding of the student's needs or have not been able to develop and commit to an action plan to address the concern;
- After meeting and attempting to address the concerns the parent or teacher seems reluctant to continue to address concerns;
- The teacher has not responded to the parent's request for contact or seems reluctant to discuss the student's program or progress.

A parent should contact the Principal or Vice Principal in the following situations:

- To address issues that needs to be dealt with some immediacy. Examples are a health issue, an unscheduled absence, a family emergency;
- To discuss any alleged abuse of a student – verbal, physical or emotional;
- To share information regarding a student's health that needs to be known by a number of staff; for example severe allergies, seizures;
- To inform the school of changes in custodial arrangements (must be supported by court documents) or about emergent issues of safety and security.

What can the parent expect from the Principal or Vice Principal?

- To be heard;
- A problem-solving stance;
- The right of the individual will be upheld;
- Confidentiality as required; disclosure or reporting as required;
- Concern and focus on the well-being and success of the student.

If, after attempting to address a concern using the above steps, the parent is not satisfied with the actions of the Principal, the parent may put their concerns in writing to the Chairperson of the Board of Maple Leaf International School providing a copy to the Principal.

MONTHLY NEWSLETTER

A school newsletter will be uploaded on the school's website at the end of each month with timely information. These newsletters are also posted on the school's website. (www.mapleleaf-school.com). In addition, many teachers distribute their own class letters.

CURRICULUM NIGHT

An initial curriculum/meet-the-teacher night is held in late September for all divisions. Additional nights may be held during the year to inform parents about new courses, programs or strategies that may be of interest to them. Guest speakers, art exhibitions, celebrations, project presentations and music nights are opportunities for parents to share in the learning of their children.

PARENT-TEACHER CONFERENCES

For the elementary school, these are held in conjunction with the first and second term report cards. The secondary parent-teacher conferences are held after the mid-semester reports of semester one in November and semester two in April.

STUDENT AND GUIDANCE SERVICES

Maple Leaf students and families can expect to receive assistance in appropriate course selection in pursuit of a chosen post secondary (university/college) program. In consultation with parents and school staff, each student will have the opportunity to develop their own personal EXIT PLAN to make themselves as competitive as possible for their chosen destination.

As the student progresses through his or her educational path, the guidance staff is available to provide research assistance in career selection, community service expectations and interpreting credit obligations.

Each family is encouraged to learn as much as possible about the secondary credit system, career search strategies and program requirements so that each student can be successful in achieving his or her goals.

LIBRARY

Resources:

Our collection of print material and electronic resources puts the world at your fingertips. Print material may be borrowed for 2 weeks.

Reference material does not circulate. It is used in the library.

Students are responsible for returning borrowed materials on time.

We invite you to explore your world in our library during the following hours:
Monday – Friday - 7:00 a.m. – 3:00 p.m.

The Information Centre personnel are ready to help with any questions. Please approach either of them:

Ms. Yearwood – Teacher-Librarian//Information Technologist
Ms. Mohammed – Library Technician

The Information Centre is a quiet space for doing homework, doing research, and reading.

Facilities:

- Computers
- Printers
- Scanners
- Binding machine to bind projects – \$5.00 to \$10.00 depending on size of spine
- Photocopier – there is a charge of 50¢ a copy
- Laminations \$10.00
- Colour prints: letter size - \$8.00 and legal size - \$10.00
- Presentation/instructional space can be booked by a teacher with screen and overhead or data show projector
- At the present time, there is no charge for black and white printing. Please monitor your usage responsibly so that this practice may continue.

Borrowing resource material is a privilege. Replacement costs for lost items are approximately \$35.00 for paperbacks and \$100.00 for hard cover. Some hard cover or specialty books are more costly.

COMPUTERS AND COMPUTER NETWORKS

Maple Leaf has a Computer Use Agreement for students of grades 4 – 12 and their parent/guardian to sign. Any student wishing access to the school's wireless network must agree to abide to further requirements. These forms are included in the appendices.

TRAFFIC AND PARKING

As you are aware, traffic is always a challenge. It is important to remember the school is situated in a quiet residential area and we wish to be good neighbours. It is important that all drivers adhere to the following traffic procedures:

Morning Traffic:

At the Main Campus

Teachers and guards are present to assist with off loading your child/children on a morning as well as directing the free flow of traffic. Please follow their guidance and do not block the flow at any time.

- Please drive right down to the first available drop off spot.
- Please do not block the entrance or the exit while students are off-loading.
- Students must exit from the left side of the vehicle only (for obvious safety reasons).
- Please stay in line and wait your turn. If everyone follows the rules, the traffic will move swiftly.

At the Primary Campus

On mornings, to help alleviate the congestion on Morne Coco Road, we ask that you choose one of the following drop-off procedures:

1. Drop your child at the gate.
2. Park on Schneider Gardens road and walk your child to the school.
3. Drop your child at the Main campus for transport on the maxis to the Primary campus.

On afternoons, parents are asked to form one line of cars along Schneider Gardens by entering Schneider Gardens at its south entrance. This means that all cars will have to make the loop and enter Morne Coco Road facing north on the newly paved area. Without blocking anyone's driveway or preventing other vehicles from flowing easily along the main road, collect your child at the gate and continue in a northerly direction towards Crystal Stream. **No parents are to park on Schneider and walk into the school to pick-up their child.**

Please do not park in front of the school as this causes congestion and does not allow the flow of cars to drop off quickly. The parking lot across from the school is not ours and we do not have permission to use it.

Grade JK-2 Dismissal is at 1:30 p.m. Children are picked up at the primary campus.

MAIN CAMPUS

Grade 3 dismissal time is 1:30 p.m.

Grades 4 to 5 Dismissal time is 1:45 p.m.

Afternoon Traffic:

There are quite a few reasons why we are experiencing undue traffic on an afternoon. We would like everyone to make an effort to do their part, to help ease the traffic flow. The main road is going to have a line of traffic around pick-up time as there are parents who are already in the school compound waiting to collect their children from an earlier dismissal. There is no getting away from this traffic, so we ask you all to exercise a little patience and understand that everyone wants to get out as soon as possible. Below are some guidelines to assist you:

Grades 6 to 12 are located in Buildings B and C and dismissal time is 2:00 p.m.

- Parking on the Alyce Glen roadside obstructs the incoming and exiting traffic on an afternoon. Please do not park in any spots that are obvious obstructions, for any reason whatsoever. You must line up like everyone else and circle if need be.
- There will be no entering through or turning around at the exit gate to collect your child/children or to secure a parking spot at any time.
- We have received permission from the owner of the plaza for cars to pass through on the way to pick up students. The guards at the bottom of the street will direct drivers into the plaza or up the street, whichever has room. This action will clear the main road faster. At the top entry to the school, the guard will direct drivers into the school. Drivers may choose to go down the street at this point if the students are waiting outside the guard booth.

Hi Lo is assisting us by not having deliveries made during the times of 1:30 – 2:30 p.m.

- If you have arranged to collect your secondary students in the bay area outside the school's guard booth, please ensure that they are promptly collected so as not to hold up traffic on this stretch. If the student is not present, you will have to move along and circle around again.
- All elementary (Gr. 3-8) students must be picked up inside the school. Only children from Grades 9 to 12 are allowed to wait outside the guard booth.
- If you have been shopping and are parked in the plaza, you will need to walk into the school, collect your child/children and take them back to your vehicle.
- In the past, we have had complaints from residents who live in apartments surrounding Maple Leaf that either parents are parking or waiting in their compound for students, or students are coming into their compound to wait to be collected. Please refrain from using any of these compounds.

We all need to acknowledge that no school in Trinidad is free of traffic problems and, if we all co-operate and follow the rules, the flow of traffic can move more smoothly. Please share this information with drivers who may be picking up your children on your behalf.

PARKING

Parking is allotted to teachers and administration only. Students are not allowed to park in designated areas but are allowed to park on the road without causing congestion.

CAFETERIA SERVICE

The Maple Café operates at the main campus. The menu with prices is provided periodically by email to parents. It is posted also in the Café area.

FOOD SERVICE AT PRIMARY CAMPUS

Food service is provided at the Primary Campus by M's Delight Catering Service. If you wish to enroll your JK-Grade 2 child, please contact Ms Trotman at mtrotman54@hotmail.com or by telephone at 632 3602 (home) or 683 0990 (cell). A copy of the current month's menu is available at the Primary Campus office.

TEXTBOOKS

Our textbooks are numbered upon arrival and assigned to students by their teachers. These books are recorded by the students' names and the text numbers on the Text Distribution Form. If a book is lost, unreturned or damaged, report cards and transcripts are held until the book is found or the cost of replacement paid. The cost of the textbook is written in the inside of the book. Students should keep their books under lock and key, since they are very valuable and hard to replace.

SCHOOL SUPPLY LISTS

The list of requirements for each grade is found in the appendix.

SCHOOL FEES – 2009 – 2010

A copy of the current fee schedule is found in the Appendix.

Local Students:

Local students are those (or their parents) who hold a Trinidad and Tobago birth certificate or passport or **documented** residency status.

Family Discounts:

One subsequent sibling is given a 5% discount (applied to the lowest tuition).

Payment by Term:

Payment of term fees (1/3 of total) is due the first school day in September, January and April.

Textbooks/Library Books:

Fees include the provision of textbooks for the use of the students. These books remain the property of the school and must be returned at the end of the year, term or semester, or upon leaving the school. Any lost, or damaged textbooks/library books will result in payment of the replacement cost. All records are held until payment is made.

Late Payment of Fees:

Late payment of fees will result in a \$200.00 administrative charge. Attendance at the school will be suspended until the outstanding fees are paid.

N.S.F. (non-sufficient funds) Charges:

A service charge of \$50.00 will be applied to any dishonoured cheques.

FIELD TRIPS

Approval, Parental Permission, Supervision, Safety:

Approval must be given by the administration and then parent permission must be given before participation on any field trip. Maxis, buses, taxis, or parent cars may be used for trips. All vehicles used for field trips are outfitted with seatbelts.

- Students must pay for all expenses on the trip, including the transportation and teacher and chaperone expenses.
- Pupil-Chaperone/teacher ratio of 6:1 is expected for JK-Grade 3.
- A ratio of 10:1 is usually reasonable for short trips for Grades 4 – 8.
- The permission form will indicate if parent volunteers are needed.
- For out-of-country or overnight trips, a ratio of 6:1 is expected. Mixed gender groups require male and female chaperones.
- The supervising teacher will take along a cell phone to use in case of emergency. Student behaviour is expected to be the same as in a classroom, with the same consequences for non-compliance.
- Student insurance is the responsibility of the parent. Most policies carry a statement about school injuries.
- An injury form is completed upon return to the school if such occurs.

TRANSCRIPTS AND ADDITIONAL COPIES OF REPORT CARDS

One copy of the transcript is given to each student upon graduation. Additional copies of official transcripts cost \$25.00 each. Students can request any number of transcripts. A copy of a lost or misplaced report card will be provided upon written request.

REPORT CARDS

Maple Leaf uses two types of reports to keep parents informed of their children's progress and achievement.

Month End Reports

- Focus on the Learning Skills that students need for success
- This is an opportunity for parents and teachers to share information about the student's adjustment to the class and learning early in each term (elementary) or semester (secondary).

Formal Report Cards

- The Provincial Report Card is used for the required reporting of student achievement. In the elementary grades, this report is completed three times a year, once each term. Secondary students receive four of these formal reports each year. 2 each semester, a first report at mid-semester and the final report shortly after the final evaluations and exams are completed.
- Copies of these reports are kept in the student's Ontario School Record file as a permanent and ongoing record of their schooling.

A search for report cards on the Ministry of Education for Ontario website at www.edu.gov.on.ca will produce the formal report cards used by all Ontario Curriculum schools for elementary and secondary grades. Maple Leaf uses the reports designed for the public schools of Ontario, Canada.

UNIFORMS FOR SPORTS TEAMS

Students are responsible for the purchase of uniforms for school teams. The school will facilitate the ordering.

EXTRA CURRICULAR ACTIVITIES

Maple Leaf currently has a variety of sports, arts, clubs and other fun activities. Encourage your son/daughter to participate fully in the school's program. A list of the current listing of extra curricular activities is found in the Appendix and on the school's website.

DAMAGE TO SCHOOL PROPERTY OR THE PROPERTY OF OTHERS

A part of our student Code of Conduct states that students must have:

RESPECT for property

This means:

- Demonstrating respect for the property of others and the school;
- Using care to maintain a clean, litter free school;
- Posting only those notices and bulletins that have been approved.

Tampering or theft of another's or the school's belongings will result in serious consequences as well as repayment of any costs involved.

ACADEMIC HONESTY POLICY

Our Academic Honesty Policy is found in the Appendix and in the Student handbook.

STUDENT AGENDAS

An MLIS agenda book is provided to each Grade 4 - 12 student during the first week of September. Every student is required to use the agenda. If it is lost or damaged a new one may be purchased at the office for \$50.00

STUDENT HANDBOOK

Students are provided a copy of the Student Handbook in the front pages of the Maple Leaf International School agendas.

CHARACTER EDUCATION PROGRAMME

We feel that character development is essential as we prepare young adults for success in their personal lives and to assume important roles as professionals and community leaders. Our Character Education Committee, in consultation with students, faculty and our parents' groups, has selected ten key character traits which we feel are important to the development of well rounded, values based people of high ethics.

Character Traits

-  Respect
-  Responsibility
-  Integrity/Honesty
-  Empathy
-  Perseverance
-  Forgiveness
-  Courage
-  Self-control
-  Reliability/Trustworthiness
-  Conflict Resolution

Study Theme

Each month, one characteristic becomes the theme for school wide study and discussion. An assembly may be produced by students where skits, song, poetry or storytelling may be chosen to illustrate the trait under study. Prominent guest speakers can be invited. Students organize these activities under the auspices of our student leadership development program.

Model References

Character study is achieved at the classroom level among all subjects. In Mathematics, character can be studied in the lives of the great mathematicians. In English, ethics can be illustrated by themes in short stories and novels or seen to be lacking in Shakespeare's tragic heroes. In physical education, lives of famous athletes may be studied under the conceptual lens of character education. Please attempt to incorporate character education traits into all lessons where appropriate. Contact the Character Education Committee for lesson plans and suggestions.

The most important role a parent or teacher can play is to set a good example. We are committed to fostering character growth in our students as we prepare them for success.

SCHOOL STAFF

ADMINISTRATORS

Principal - Janet Pomeroy
Vice Principal (Elementary) - Michele Riley
Vice Principal (Secondary) - John Shaughnessy

TEACHERS

Elementary

JK – Grade 8

JK	Roxanne Ayoung
SK	Michelle Hoyte
1	Sherise Nieves
2M	Natalie Mitchell
2O	Donna Oxley
3S	Lindsay Scott
4WT	Michelle Wyke-Thomas
5R	Arlene Emamali-Ramdeen
6R	Allana Richards
6C	Michele Charles
7M (7/8 History)	Suzanne Munro
7G (Science/Math)	Nichola George
7Sh (7/8 P.E./ Geography)	Judy Sharpe
8L (8 English)	Michelle Liverpool
8P (7/8 Math)	Dion Pantin
3, 4-8 Art,	Jodi-Lee O'Brien
5-8 Spanish	Carolina Ferdinand
4-8 Music	Michele Nicholas
JK-3 Music/Drama & Dance	Akisha Audain

EDUCATIONAL ASSISTANT

Alicia Welch
Karen Sheppard

SECONDARY

Harry Amow	Science, Mathematics
Jacy Barillari	Science, Mathematics
Sara Sell	Science, Mathematics
Nkosi Wiley	Science, PE
Nadia Chuckaree	Mathematics, Humanities
Peter Loveless	Business, Mathematics
Dion Pantin	Mathematics
Peter Ragbeer	Spanish, Business
Carolina Ferdinand	Spanish
Katherine Palmer	Canadian & World Studies, English

Michele Nicholas	Music
Donna Clarke	Art
Alison Pechlof	Humanities, Canadian & World Studies, English
Sandy Brietzke	Business, Canadian & World Studies
Catherine Sanders	English
Holly Chester	English
Pierrette Walker	English
Donita Duplisea	English, Learning Strategies, Humanities
Sara Davidson	Physical Education, Mathematics
Gary Pimentel	Mathematics, Physical Education
Anita Grewal	Canadian & World Studies, Business, Humanities
Alix Hobday	Coop Education, English, Canadian and World Studies
Jason Simpson	Information Technology, Computer Science, Business

SUPPORT STAFF

Joan Browne	Custodian
Catherine Thompson	Custodian
Kelby John	Custodian
Keith Oliver	Security Guard
Winston Nichols	Security Guard
Joan Ashton	Security Guard
Jacqueline Gardner	Security Guard
Marla Sankar	Security Guard

OFFICE STAFF

Marcia Matthew	Manager, Administration
Amanda Shaw	Accountant
Sasha Husbands	Secretary (Main Campus)
Pam Lee	Secretary (Primary)
Melina Trotman	Data Clerk
Victoria Richards	Clerk
Rhondamay Chin Slick	Attendance Clerk
Gena Mohammed	Library Assistant
Jeanine Crooks	IT Manager
Reshi Lochan	IT Technician
Mary Rawlings	Guidance
Gisele Hobday	Support Services

SECURITY AND SAFETY POLICIES

SECURITY procedures are provided so that students never leave the compound without knowledge of personnel in the main office nor without parental knowledge and permission. Senior students (grades 11 and 12) may leave the compound with written permission on file for lunch only. This form, when signed by a parent, gives permission to go to food outlets in Alyce Glen Plaza, located across from the school. A security guard is located in that area. Grade 12 students, with parental and school permission, may leave the school compound during spares. The guards are not allowed to leave their duties to assist students or staff unless there is proper gate security coverage maintained.

Daily Supervision: Teachers are available for the students 15minutes prior to the start of each day and 15 minutes after. Elementary teachers escort their classes to the next room, or make arrangements with the receiving teacher to avoid lack of supervision. Being proactive prevents concerns with discipline. In break times, there will be at least one supervisor available in each area of student activity.

STUDENTS LEAVING SCHOOL DURING THE SCHOOL DAY

If a student must leave the school during the school day, he/she must come to the office before classes begin to obtain a “Permission to Leave” slip. See Attendance Section for requirements and procedures.

VISITORS TO THE SCHOOL

All visitors must report to the main office after signing in at the Guard Booth. Permission must be obtained before being allowed farther. Students may not invite friends to spend time on school property. They are trespassing and the laws pertaining to private property apply.

EMERGENCY PROCEDURES

General Evacuation Procedures

For all occasions, when students evacuate the buildings, the following will happen:

- Grades JK-2 will assemble in grade designated areas;
- Grades 3 – 10 will assemble in grade designated area in front of Building A;
- Grades 11 – 12 will assemble in grade designated area in front of Building B;
- Students, accompanied by their teachers, will meet in the area designated by grade number. Using a class list, teachers will verify all students are present. Teachers will remain with their classes. Administration must be notified immediately if a student is missing;
- Teachers will remain with their class at all times;
- When possible, if school is to be dismissed, announcements will go out to the Chairperson of PTA Grade Reps. who will attempt to contact parents by email and telephone.

In addition to the above, the following process will be followed for Grades 7 – 12:

- If the emergency occurs during class time, staff will remain with and be responsible for their current class. Should the emergency occur during breaks or lunch, teachers will then be responsible for their homeroom class in a grade designated area.
- All free teachers will be responsible to assist with monitoring the gate/building exits and will assist the Safety Committee and Administration.
- No students or staff will be permitted to enter any building without approval/direction from the Safety Committee and Administration.
- Students are to remain with their class groups, under the supervision of their teacher, during all emergency procedures.

1. POWER OUTAGE

- During a power outage all students will remain in their classrooms unless directed otherwise by Administration.
- If a power outage occurs during a break or lunch, school will continue following the regular schedule. Students will move to their next class at the appropriate time.
- No calls are to be made to parents for pick up unless directed by Administration. Cell phones are to remain off and out of sight. Students will not be given permission to leave the classroom to call home for a ride. Students on break/lunch will not call home unless notified to do so by Administration.
- If the power outage involves school dismissal, staff will be notified by Administration of the procedures to be used to contact parents.

2. FIRE/FIRE DRILLS

All classrooms have fire routes posted. When the alarm sounds, teachers take the class lists and escort their classes quietly out of the building to the designated grade areas outlined in the general evacuation procedures. Teachers will remain with their class groups at all times. Administration must be notified immediately if a student is missing. **If evacuation from the school compound is required, the gates will be opened,** and staff and students will move together in class groups in a quiet, orderly fashion to the plaza parking lot. Teachers will continue to monitor their class groups, verifying that all students are present. (See evacuation of the school compound)

3. EARTHQUAKE

Follow the posted procedures from the National Emergency Management Agency:

- When the immediate danger has passed, staff and students will bring their bags and move in an orderly fashion to the designated areas outlined in the general evacuation procedures;
- Remember to keep students away from under roofs and overhead lines;
- Administration will determine if school will resume or if school will be dismissed;
- Administration will use the PTA email communication to notify parents of the situation;
- Administration will determine the need for an assessment of the school structures by an engineer;

- No calls to parents until notified to do so by Administration;
- Teachers will remain with their class at all times.

The school has procedures in place for other emergencies such as a bomb threat or an intruder. Contact a member of the administration if you wish further information.

4. EVACUATION OF SCHOOL COMPOUND

In case an evacuation of the school compound is required following any of the above circumstances:

- The Primary Campus will move from the grade designated areas to the Trinidad Christian Centre parking garage in a quiet, orderly fashion. Teachers will remain with their classes at all times.
- Main Campus
 - Elementary students will exit accompanied by their teachers by the top gate on the compound and move directly through the top gate of the Plaza Parking Lot
 - Secondary students accompanied by the teachers will exit the school compound by the main gate and will enter the Plaza at the side gate.
 - The security guards will be responsible to stop traffic
 - If further evacuation is required, the students will move as a group with their teachers and guards to the Trinidad Christian Centre Parking Garage.

MEDICAL INFORMATION

Pertinent and up-to-date Medication information about each student is required by the school for each student. The form is in the Appendix.

Some staff members hold current first aid and C.P.R. qualifications. This team can be called upon to respond to any health related issue in the first responder capacity.

SUBSTANCE ABUSE POLICY

Maple Leaf values the health and well-being of our students. Smoking is not permitted on school property or anywhere while in school uniform. Consequences will include parental contact and suspension from school.

The school's policy on alcohol and drug related incidents is included in the appendix.

APPENDICES

- ✚ School Year Calendar
- ✚ Extended Leave Form
- ✚ Computer Use Agreement
- ✚ Student Laptop Use on the School's Wireless Network
- ✚ Supply Lists
- ✚ School Fees - local
 - foreign
- ✚ Extra-Curricular
- ✚ Academic Honesty Policy
- ✚ Medical Form
- ✚ Substance Abuse Policy
- ✚ Student Handbook (also found in Student Agendas)