

# **The Maple Leaf International School**

## **Parent Handbook**

**Principal - William Hargreaves**  
**Vice Principal (Primary) - Michele Riley**

### **Maple Leaf International School Background and Information**



**Maple Leaf International School**  
**Alyce Heights Drive,**  
**Alyce Glen, Petit Valley**  
**school.com**  
**Trinidad, W.I.**

**Telephone: (868) 632 - 9578**  
**Fax: (868) 633 - 3068**  
**E – mail: bhargreaves@mapleleaf-**

**[www.mapleleaf-school.com](http://www.mapleleaf-school.com)**

**as of April 2011**

# TABLE OF CONENTS

## **a. Information for Parents new to the school**

- Information about Maple Leaf International School
- School Organization
- Future Planning
- Affiliation
- PTA
- Admission to Maple Leaf

## **b. General Information**

- Uniforms
- Arrival and Dismissal Times
- Daily Schedule 2010-2011
- Attendance
- Communication between Parents, Teachers and Administration
- Library
- Computers and Computer Networks
- Traffic
- Parking
- Cafeteria Service
- Food service at Primary campus
- Textbooks
- Supply Lists for Grades 2-8 and Grades 9-12
- School Fees
- Field Trips
- Transcripts and Report Cards
- Uniforms for sports teams
- Extra-Curricular Activities and Sports Teams
- Damage to school property or the property of others
- Character Education

## **c. School Staff**

- Administrators
- Teachers
  - Primary
  - Educational Assistants
  - Secondary
- Support Staff
- Office Staff

**d. Safety and Security**

- Security
- Daily supervision
- Students leaving school during the school day
- Visitors to the school
- Emergency Procedures
  - Power outage
  - Fire/Fire Drills
  - Earthquake
  - Evacuation of school compound
  - Medical Information
- Substance Abuse Policy

**e Appendices**

- School year Calendar 2010-2011
- Extended Leave Form
- Computer Use Agreement
- Student Laptop Use on the School's Wireless Network
- Supply Lists
- School Fees - local
  - foreign
- Extra Curricular Activities
- Academic Honesty Policy
- Medical Form
- Substance Abuse Policy
- Student Code of Behaviour

## PARENT HANDBOOK

### MAPLE LEAF INTERNATIONAL SCHOOL

[www.mapleleaf-school.com](http://www.mapleleaf-school.com)

2010-2011

#### Facts and Figures

Maple Leaf International School was started, by a small group of interested parents in 1994, to provide an alternative to the local system. We are currently operating in three buildings on two campuses. Our current enrolment is 398 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. We currently house approximately 398 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 Grade 9 to 12. Class sizes are permitted to go beyond these sizes only in specific situations, with the approval of the school Board, to accommodate our students' course needs in secondary or with the appropriate supports in place for elementary.

Our Staff numbers is 58. Eighty percent of secondary staff must have the Ontario College of Teachers certification. Elementary staff are local teachers with qualifications such as Montessori diplomas, teacher diplomas, university degrees and Master's degrees.

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

At the elementary school, the Primary Campus (JK-3) has 310 minutes of instruction per day. Grades 4-5 have 310 minutes of instructional time per day and Grades 6-8 have 320 minutes of instructional time 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 (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 their 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 believed 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 398 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 forty-two, one principal, and one vice principal, and a number of support staff bringing our compliment to 58 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 one Vice Principal.

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 topics 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 the Ministry's 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](http://www.edu.gov.on.ca).

**School Website:** [www.mapleleaf-school.com](http://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 an assessment. The local fee is - \$600 while the foreign is - \$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 the Capital Fund or the payment of the first term's/semester's tuition.
6. All fees are due prior to entrance.
7. Grade 9 – 12 students receive their course timetables from the Guidance Department.

### **Age Requirements**

Students applying for the Junior Kindergarten program must be four (4) years of age by December 31<sup>st</sup> of their entry year. Students must be able to graduate before their 20<sup>th</sup> 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 skorts or navy scooter, navy pants, blue shirt, fully closed black shoes, white or black socks. A zipped Maple Leaf sweater may be worn.

**Boys:** Short navy blue pants (JK-Grade 5); long navy blue pants (Grade 6-12); black belt; blue shirt; fully closed shoes black, white or black socks. A zipped Maple Leaf sweater 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, except on the first day of each term and on special occasions.

**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 and 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. No shortening of the hem is permitted.
Pants	Regulation uniform pants (only) with a black belt worn at the waist . Girls' pants must hang straight from the hips and not be tight in the legs.
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 and 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 sweater may be worn.

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

- **excess jewellery will be removed from the 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 4 – 5 at 1:45 p.m.
- Grades 6 – 12 at 2:00 p.m.

## Daily Schedule 2010-2011

	<b>Grades 4-6</b>		<b>Grades 7-8</b>		<b>Grades 9-12</b>
Opening Exercises	<b>7:40 – 7:45 am</b>		<b>7:40 – 7:45 am</b>		<b>7:40 – 7:45 am</b>
100	<b>7:45 – 9:25</b>	70	<b>7:45 – 8:55</b>	80	<b>7:45 – 9:05</b>
15	Nutrition 9:25-9:40	15	Nutrition 8:55-9:10	15	Nutrition 9:05-9:20
80	<b>9:40 – 11:00</b>	140	<b>9:10 – 11:30</b>	80	<b>9:20 – 10:40</b>
				5	Break 10:40-10:45
				80	<b>10:45-12:05</b>
35	Lunch 11:00-11:35	40	Lunch 11:30-12:10	35	Lunch 12:05-12:40
130	<b>11:35-1:45 (Gr. 4-5)</b>	110	<b>12:10-2:00</b>	80	<b>12:40-2:00</b>
145	<b>11:35 am – 2:00 pm (Gr. 6)</b>				
	Dismissal Grades 4-5 – 1:45pm Grade 6 – 2:00pm		Dismissal 2:00pm		Dismissal 2:00pm
	Total instructional time Gr. 4-5 310 min. Gr. 6 – 320 min.		Total instruction time 320 min.		Total instructional time 320 min.

### School Year Calendar

A copy of the 2010-2011 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 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 a security officer 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.
- Grades 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. The security booth 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 students 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 need 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](http://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 at a time with the option of renewing. 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.

On the first and third Wednesdays of every month, to accommodate staff meetings, the library is closed to students after 2:00 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 research, reading and homework.

### **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 digital 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 calculated in accordance with the actual costs of those items.

### **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.

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-3** Dismissal is at 1:30 p.m. Children are picked up at the primary campus.

### **MAIN CAMPUS**

**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 at the Main Campus 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. The cafeteria operator, Mrs. Valerie Patihk does allow students to run a tab with their parents' permission. Please call her at 735 7421 if you wish to set this up.

## **FOOD SERVICE AT PRIMARY CAMPUS**

A food service is provided at the Primary Campus by M's Delight Catering Service. If you wish to enroll your child, please contact Ms Trotman at [mtrotman54@hotmail.com](mailto: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. M's Delight Catering cannot make deliveries to the Main Campus.

## **TEXTBOOKS**

Our textbooks are numbered upon arrival and assigned to students by the library. 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 sometimes hard to replace.

## **SCHOOL SUPPLY LISTS**

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

## **SCHOOL FEES – 2010 - 2011**

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 for Junior Kindergarten to Grade 8. Payment for Semester fee (1/2 of total) is due the first day of September and the first day of Semester 2 for Grades 9 to 12.

### **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 and reports 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 for 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 cellular 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

- The 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](http://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**

- ✚ Responsibility
- ✚ Respect
- ✚ 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.

### **Classroom, Subject and Teacher 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. Teachers 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 - William Hargreaves  
Vice Principal - Michele Riley

## **TEACHERS**

### **ELEMENTARY (JK – Grade 8)**

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

### **EDUCATIONAL ASSISTANT**

Alicia Welch

### **SECONDARY (Grade 9 – 12)**

Harry Amow	Science, Mathematics
Sara Sell	Science, Mathematics
Anya Rodriguez	Science, Mathematics
Alvin Jugoon	Science, Mathematics
Nadia Chuckaree	Mathematics
Dion Pantin	Physical Education
Peter Ragbeer	Spanish, Business
Peter Ramlagan	Business
Alisa Tullock-Lewis	Canadian & World Studies, English.
Michele Nicholas	Music
Donna Clarke	Art
Alison Pechlof	Humanities, Canadian & World Studies
Sandy Brietzke	Business, Canadian & World Studies, English
Catherine Sanders	English, Guidance and Career Education
David Seguin	English, Humanities

Donita Duplisea  
Paul Johnson  
Alix Hobday  
Jason Simpson

English, Canadian & World Studies  
Science, Physical Education  
Coop Education, English  
Information Technology, Computer Science, Business

## **SUPPORT STAFF**

Joan Browne  
Catherine Thompson  
Kelby John  
Keith Oliver  
Winston Nichols  
Joan Ashton  
Jacqueline Gardner  
Paulinus Lowell  
Marla Sankar

Custodian  
Custodian  
Custodian  
Security Guard  
Security Guard  
Security Guard  
Security Guard  
Security Guard  
Security Guard

## **OFFICE STAFF**

Marcia Matthew  
Amanda Shaw  
Sasha Husbands  
Victoria Richards  
Pamela Lee  
Gena Mohammed  
Glenis Yearwood  
Reshi Lochan  
Mary Rawlings  
Gisele Hobday

Manager, Administration  
Accountant  
Secretarial Assistant  
Secretarial Assistant  
Secretary (Primary)  
Library Assistant  
Teacher/Librarian  
IT Technician  
Guidance  
Admissions and 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 15 minutes 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 pro-active 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-3 will assemble in grade designated areas;
- Grades 4 – 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 the 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 the 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 the Administration.
- If the power outage involves school dismissal, staff will be notified by the 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**

Staff follows 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;
- students are kept away from under roofs and overhead lines;
- the Administration will determine if school will resume or if school will be dismissed;
- the Administration will use the PTA email communication to notify parents of the situation;

- the 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 the 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 for stopping 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)

**School Year Calendar: 2010 - 2011**

Month	1st Week					2nd Week					3rd Week					4th Week					5th Week					PA days	Instr days	Exam days
	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F			
August	2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30	31				3	0	0
	<b>H</b>														<b>0</b>	<b>0</b>	<b>0</b>	<b>P</b>	<b>P</b>	<b>P</b>	<b>B</b>	<b>H</b>						
September			1	2	3	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30		0	21	0
																			<b>H</b>									
October					1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29	0	21	0
November	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30				0	22	0
December			1	2	3	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30	31	0	8	0
								<b>PE</b>			<b>B</b>	<b>B</b>	<b>B</b>	<b>B</b>	<b>B</b>	<b>B</b>	<b>B</b>	<b>B</b>	<b>B</b>	<b>B</b>	<b>H</b>	<b>B</b>	<b>B</b>	<b>B</b>				
January	3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28	31					0	15	5
														<b>E</b>	<b>E</b>	<b>E</b>	<b>E</b>	<b>E</b>	<b>PS</b>									
February		1	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28					0	20	0
March		1	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30	31		0	19	0
						<b>B</b>	<b>B</b>	<b>B</b>														<b>H</b>						
April					1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29	0	11	0
																<b>B</b>	<b>B</b>	<b>B</b>	<b>B</b>	<b>H</b>	<b>H</b>	<b>B</b>	<b>B</b>	<b>B</b>				
May	2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30	31				0	21	0
																					<b>H</b>							
June			1	2	3	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30		4	11	5
														<b>E</b>	<b>E</b>	<b>H</b>	<b>E</b>	<b>E</b>	<b>H</b>	<b>E</b>	<b>P</b>	<b>P</b>	<b>P</b>	<b>P</b>				
July					1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29			
<b>TOTAL</b>																									7	169	10	

**LEGEND**

P	Professional Activity Day	E	Scheduled Exam Day	H	Statutory Holiday	/	Half Day
PE	Professional Activity Day (Elementary Only)	PS	Professional Activity (Secondary)	B	Board Designed Holiday		

**NOTE:** An extended school day ensures 110 hours of instruction for each credit course.

**Eid-ul Fitr – approximately September 10, 2010**

**Divali – approximately November 05, 2010**

# Maple Leaf International School

## Student Laptop Use on the School's Wireless Network

Students may apply for the privilege of accessing the school's network by signing and having their parents sign this agreement.

### General Guidelines/Policies

- Each student is responsible for the security of his/her own laptop.
- Students agree to follow established school policies governing use of computers and laptops and school policies governing the use of the school's technology infrastructure and network as set forth in the school Computer Use Agreement.
- Classroom teachers will establish standards for laptop use in their respective classrooms; however, it is school policy that students are not allowed to access the Internet unless supervised by a teacher or staff member.
- Even though the laptop is owned by the student, as a result of having the right to use the school's network for printing and access to online resources and personal files, the student may not play games, "surf" the Internet, or access web pages or have screen savers, wallpaper, or backgrounds which contain material – text or images—with lewd, suggestive, racist, sexist or profane content.
- Laptops may not be used during class to access e-mail, instant messaging, or the Internet, unless specifically allowed by the teacher. Laptops may not be used in any way that interferes with the work of teachers and/or other students, especially in quiet study areas such as the library.
- Students with laptops must always be aware of the classes and activities going on around them and always contribute to an atmosphere conducive to class work and individual study. If laptops are used to play music, headphones should be used to minimize distraction of other students and teachers.
- No unauthorized downloading of inappropriate, executable or copyrighted files is permitted (e.g., MP3, and other music and video files).
- Students must have, use, and frequently update a current anti-virus software to protect their laptops and the school network. Either Norton or MacAfee is required.
- The student must present his/her wireless enabled laptop to the IT Manager upon the signing of this agreement. The IT Manager will enter the encryption code on the student's laptop to enable network access for that student only.
- If their network privileges are revoked, students agree to surrender their laptops to the IT Manager to have encryption removed.
- A list of students with wireless laptop network privileges will be maintained and distributed to teachers and principals.
- Violations of these guidelines and policies will be reviewed on a case-by-case basis, but could result in loss of network privileges for a specific amount of time or the whole school year; or other disciplinary action as noted in the Student Code of Conduct.
- The IT department WILL NOT be responsible for repairs to personal laptops.
- Maintenance: Students are encouraged to perform scheduled maintenance procedures on their personal laptop as per the manufacturer's instructions. We strongly encourage all students to maintain their own laptop and perform regular backups of their hard drives.
- Students must be aware that their laptop will be subject to random searches to ensure that they are being operated in accordance with the policies of MLIS.
- When a student has completed his/her course their laptop must be presented to the IT Department to have the encryption removed.

- Students may only access the school's network using wireless hook-up. No cable hook-up is permitted. Students are not permitted to tamper with the cables/wiring of the school's computers.

## Laptop Use Agreement

ALL personal laptops or wireless PDAs must be registered with the Maple Leaf International School (MLIS) IT department prior to attaching to the MLIS network.

**Student Name** (Block Letters) \_\_\_\_\_

**Home Phone Number** \_\_\_\_\_

**Grade** \_\_\_\_\_

**Email Address** \_\_\_\_\_

**Network access will be terminated for violation of any of the following activities.**

- Illegal Activities
- Unauthorized access to MLIS computer systems
- Wagering, betting or selling chances
- Harassment
- Solicitation
- Commercial Activities
- Promotion of political or religious positions or activities
- Unethical activities
- Accessing Pornography
- Plagiarism
- Violating software policy
- Or other activities in violation of the Students' Code of Conduct

I am requesting access to the MLIS network.

I understand that ALL rules and policies regarding computer usage will be applied. I understand that violation of these rules may result in loss of my network access privileges and face disciplinary action to be determined by the Administration of the school.

\_\_\_\_\_  
**Student's Signature**

\_\_\_\_\_  
**Parent's Signature**

**Date** \_\_\_\_\_

**Authorization** \_\_\_\_\_

Internal use only:

Nic Brand \_\_\_\_\_ NIC/ MAC Address \_\_\_\_\_

Laptop Manufacturer/Model \_\_\_\_\_

Serial Number \_\_\_\_\_

Current Anti-Virus software installed? Yes \_\_\_\_\_ No \_\_\_\_\_

# *Maple Leaf International School*

## **Computer & Mobile Classroom Use Agreement**

The school's computer network requires co-operation among ALL users to ensure the security of information for each student. The computer facilities have been acquired for academic purposes only and, as such, should be used accordingly.

### **When Using Mobile Classroom Laptops:**

- Each student will be assigned a laptop and will be held responsible for this laptop.
- Laptops are checked in/checked out using the Library's system under teacher supervision.
- Laptops are to be returned to the Library at the end of every class.
- Laptops are for academic use only.

### **When Using Computers At This School:**

- When finished with the computer, please make sure to exit. **DO NOT TURN OFF, SHUTDOWN, OR RESET THE MACHINE WITHOUT PERMISSION.**
- Push your chair in neatly at your station and dispose of any scrap or unwanted paper before you leave the area.

### **Important Computer Policies:**

- Installing programs onto the computers/laptops is NOT allowed without permission of the network administrator or the Principal. This includes games, MSN Messenger and Kazaa, Lime wire, P2PNetworks, FTP programs, or any other programs deemed as inappropriate by administration.
- The computers are not to be used for non-educational activities or purposes such as e-mailing your friends, internet chats, playing games, Facebook, Twitter and You-Tube.
- Under no circumstances are students allowed to tamper with system files.
- Sending, creating, storing or displaying inappropriate mail, messages, documents, or graphs are not allowed on any school computer.
- Do not go to any sites that are inappropriate. (NO nudity, profane language, violent content, hate related or offensive sites).
- No illegal activities, viewing of private information or hacking of sites or files is permissible.
- No food, liquids, snacks, or gum are to be taken into or consumed in any room with computers.
- You have a limited storage space maximum. For this reason, clean out old or unwanted files regularly.
- Please make sure to store your files on a memory stick whenever possible.
- Students do NOT move any computer or its components from its original location without teacher permission.
- Report any damage to equipment at the beginning of class.
- Students who waste or use excessive quantities of computer paper may be charged for the paper. This encourages the responsible use of the school printing resources. Students are encouraged to read their documents carefully from the screen before printing to prevent waste.
- Do not store files on PC's as they may be lost if the PC is reformatted or the systems become damaged or unstable.
- Do not disassemble any computer mouse or keyboard.

### **Violation of these Rules may result in one or more of the following, in keeping with the Student Code of Conduct:**

1. Disciplinary actions from the teacher.
2. Loss of computer access.
3. Disciplinary actions from the principal and/or vice-principal.
4. Liability for damages.
5. Where appropriate, law enforcement agencies will be involved.

I, the undersigned, have read and understand the information above, and agree to abide by its conditions when using the computer system at Maple Leaf International School.

Student Name (Print): \_\_\_\_\_  
\_\_\_\_\_

Homerroom:

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_ 0\_\_

Parent's Signature: \_\_\_\_\_

## Grade 2

Pencils

Erasers

Sharpener

1 pack of coloured pencils

1 pack of fine-tip markers

1 pack of crayons

1 pair of scissors

1 glue stick

1 bottle Elmers white glue

1 Polyfile (available at West Mall – Stationary Plus, Mohammed’s or RIK) for transporting homework, assignments and notices

1 floppy diskette in a case

**SUPPLIES MUST BE REPLENISHED THROUGHOUT THE YEAR**

## **Grade 3**

4 Scholar copybooks (120 pages) 25 cm x 20 cm

1 Glue stick

2 coloured pens (any colour)

Pencils

Sharpener

Eraser

1 Polyfile (available at West Mall – Stationery Plus, Mohammed’s or RIK) for transporting homework sheets, assignments and notices

1 set of Markers

1 set of coloured pencils

1 Highlighter

1 Computer Memory Stick

1 pair of paper scissors

1 30cm Ruler

1 Scrapbook 8½” x 14”

1 bottle Elmers white liquid glue

1 Sketch Pad 14” x 10”

**NO WHITEOUT IS ALLOWED**

**SUPPLIES MUST BE REPLENISHED THROUGHOUT THE YEAR**

## **Grade 4**

12-Scholar Pro copybooks (8" x 10") (no ringed or spiral)

1-Glue Stick and 1 roll scotch tape

Erasable Pens (black and blue)

Pencils (a box)

1 Computer Memory Stick/Flash Drive

Sharpener (preferably with container attached)

Eraser

1-Set of Coloured Markers,

Coloured Pencils,

1-Pair of paper scissors

1-Sketch pad – Large (14 x 17)

15cm Ruler

30cm Ruler

Highlighters

1 Poly file

1 Recorder

Elementary Music Theory Bk 1 (Available at Music House, Oxford Street, POS)

**NO WHITEOUT IS ALLOWED**

**SUPPLIES MUST BE REPLENISHED THROUGHOUT THE YEAR**

## **Grade 5**

1 small copy book

12-Soft cover 8" x 11" copybooks (no ringed or spiral)

Coloured pencils

Markers

Highlighter

Glue stick

1-Computer Memory Stick/Flash Drive

Sharpener, eraser

Pencils

1-Pair of paper scissors

1-Clear Scotch tape

1-30cm Ruler

Bottle of white glue

An accordion filing folder

Sketch Pad 14 x 17

1 Recorder

Elementary Music Theory Bk 2 (Available at Music House, Oxford Street, POS)

**NO WHITEOUT IS ALLOWED**

**SUPPLIES MUST BE REPLENISHED THROUGHOUT THE YEAR**

## **Grade 6**

8½-11” Coloured File folders - 6

6-Portfolio folders with pockets to keep loose paper

Pens-preferably rolling ball – black/blue ink

Other inks: green, orange, red, pink, purple

Pencils

Erasers

Sharpeners

Geometry set

Rulers 15cm and 30cm (bendable – preference)

10-Scholar PRO (8” x 10”) large copybooks (no spiral or ringed):

- (2 of each colour red, blue, green, purple and pink)

Coloured pencils, markers,

1 sharpie Marker (black)

Pair of medium scissors

1-Glue Stick (paper glue - not liquid)

Paper Clips

1 computer Memory Stick/Flash Drive - labeled

1-2” (3 ring) binder, and 1 pack (3 hole) binder pages

Small stapler

Elementary Music Theory Bk.2 (Available at Music House, Oxford Street, POS)

**This supply of copy books ought to last a year.**

**SUPPLIES MUST BE REPLENISHED THROUGHOUT THE YEAR**

## **Grade 7 & 8**

10-Large hard covered notebooks (not ringed)  
1-Graph book  
1-Geometry set  
2-Copybooks  
1 pk. Ruled Cards 8" x 5"  
Coloured pencils  
Markers (fine-tipped)  
Highlighters  
Pens – black, blue and red (other colours - optional)  
15cm Ruler, 30cm Ruler  
Eraser, sharpener, scotch tape, glue stick  
Pencils, crayons  
Correction Tape  
1-Small Scissors  
1 Computer Memory Stick  
1 binder and 1 pk folder pages  
Post-its (traditional size and smaller size)  
1 manuscript book for music  
1 Elementary Music Theory Bk 3 by Mark Sarnecki (The Music House –  
Oxford Street, Port of Spain)  
**Pencil case to hold all these items**

*(Art supplies) – Art Classes are once a week.*

Sketch book 15" x 17"  
Resources Journal: Three ring binder with blank white paper inside (8" x  
10")  
@ Stationery Plus  
Pencils - HB, 2B, 4B Coloured pencils, Markers  
3 - Nylon/hog hair bristle paint brushes (small, medium and large) } for  
homework  
1 - Set poster paints } not class  
Case - To hold above supplies. You may make this from cloth or use a box.  
Old Shirt - To use as a smock to protect your uniform  
Portfolio Case - Two sheets of Bristol board.

**SUPPLIES MUST BE REPLENISHED THROUGHOUT THE  
YEAR**

## **GRADE 9 & 10**

### **General Stationery**

Pens, pencils, eraser, sharpener, ruler, Scotch tape  
Small stapler and staples, highlighters, scissors  
Diskette with diskette case or Flash Drive  
Agenda (from MLIS)

### **Science**

1- 1/2" binder and binder pages  
7 dividers  
1 exercise book for lab observations

### **English**

3 ring binders with dividers  
Dictionary  
Binder pages  
1- 8 1/2" x 11" lined paper copy book or notebook to be used as a Response Journal

Each student is asked to contribute any one of the following to the classroom supplies:

- A pack of thick coloured markers
- A rule, few erasers, glue sticks,
- Coloured construction paper, pencil crayons or a pair of scissors

If you have any old magazines, these would be appreciated for use in the classroom.

### **Mathematics**

15cm ruler, 30cm ruler  
Geometry set, Scientific calculator  
Graph book

### **Career Studies & Civics (Grade 10)**

3 ring binder and binder pages

### **Spanish**

Spanish → English dictionary  
3 ring binder with dividers – no copy books or notebook  
Binder pages

### **Music**

1- 1/2" ring binder, dividers and binder pages

### **Physical Education**

MLIS T-Shirt, Blue Shorts and Running Shoes

### **Business**

1- 1/2" 3 ring binder  
Calculator

Note book paper (3 holed lined paper)  
Coloured pencils  
Black fine point pen/marker

## **Student Supply List**

---

*The following supplies must be purchased or bought from home by the student and brought to class daily:*

### **SECONDARY ART CLASSES**

**Folder/Binder:** 2 in spine

**Pencils:** HB, 4B, 6B

**Pens:** Ball Point, Ink pen, gel pen – black

**Fine & medium Felt Tip Pens:** i.e. Sharpie, Pilot Razor point or other

**Ruler:** 12 inch or longer – clear plastic, or metal

**Case:** to hold above supplies. You may make this from cloth or use a box. Please label all your supplies with your name.

**Portfolio Case:** two sheets of Bristol board/more sturdy material.

**Old Shirt:** to use as a smock. Please protect your uniform!

**Paint (acrylic and tempera), brushes, coloured pencils, chalk and oil pastels are provided for your classroom use. However, you should purchase these for completing assignments at home as well as if you prefer to use your own particular brands during class.**

**Images:** Begin collecting found glossy magazines, postcards, photos, doodles, sketches, textured paper and fabric scraps to use as personal visual references and to share as collage materials.

**Collect:** Discard old objects and magazines are needed for the art room.

**Resources:** Most galleries around the world have web sites with virtual galleries that show master works of art. Periodicals (magazines), books (Maple Leaf International School's library has many recent edition excellent art books), newspapers, community galleries, and a trip to the National Library in Port of Spain will enhance resources available to students. There is no textbook required for this course.

## **GRADE 11 & 12**

### **General Stationery**

Pens, pencils, eraser, sharpener, ruler  
Small stapler and staples, Scotch tape  
Highlighters, Scissors  
Diskette with diskette case or Flash Drive  
Agenda (from MLIS)

### **Mathematics & Business**

Scientific calculator  
Geometry set  
1 – ½” 3” binder and binder pages  
Calculator  
Note book paper (3 holed lined paper)  
Coloured pencils  
Black fine point pen/marker

### **English and Writer’s Craft**

2 – 1½” binders with dividers  
Dictionary and Thesaurus  
Binder pages  
1-8½” x 11” lined copybook or notebook to be used as a response journal

Each student is asked to contribute any one of the following to the classroom supplies:

- A pack of thick coloured markers
- A rule, few erasers, glue sticks,
- Coloured construction paper, pencil crayons or a pair of scissors

If you have any old magazines, these would be appreciated for use in the classroom.

### **Parenting and Food & Nutrition**

2” ring binder and binder pages  
Large notebook  
Access to materials to do projects  
Bristol board  
Craft paper  
Bag

### **Physical Education**

MLIS T-Shirt, Blue Shorts and Running Shoes

### **Social Sciences**

Binder and binder pages  
Calculator  
Dictionary

## **Laptop**

A laptop is not a requirement but many students, especially those in grades 11 and 12 are finding a laptop to be an excellent way to organize their work. The following specifications are recommended for any laptop purchases:

Wireless card, network port, DVDRW, minimum 80GB hard drive, minimum 1GB of RAM, Windows XP Professional or Windows Vista, Microsoft Office (min. 2003)

Consideration should be given to Dell for warranty and support. Dell's accidental damage coverage for four years may be a good investment

## **Student Supply List**

---

*The following supplies must be purchased or bought from home by the student and brought to class daily:*

### **SECONDARY ART CLASSES**

**Folder/Binder:** 2 in spine

**Pencils:** HB, 4B, 6B

**Pens:** Ball Point, Ink pen, gel pen – black

**Fine & medium Felt Tip Pens:** i.e. Sharpie, Pilot Razor point or other

**Ruler:** 12 inch or longer – clear plastic, or metal

**Case:** to hold above supplies. You may make this from cloth or use a box. Please label all your supplies with your name.

**Portfolio Case:** two sheets of Bristol board/more sturdy material.

**Old Shirt:** to use as a smock. Please protect your uniform!

**Paint (acrylic and tempera), brushes, coloured pencils, chalk and oil pastels are provided for your classroom use. However, you should purchase these for completing assignments at home as well as if you prefer to use your own particular brands during class.**

**Images:** Begin collecting found glossy magazines, postcards, photos, doodles, sketches, textured paper and fabric scraps to use as personal visual references and to share as collage materials.

**Collect:** Discard old objects and magazines are needed for the art room.

# MAPLE LEAF INTERNATIONAL SCHOOL

## FEE SCHEDULE 2010-2011

Effective JUNE 30, 2010

(SUBJECT TO CHANGE)

LOCAL STUDENTS		
<b>Registration Fee:</b> (non-refundable)		TT \$200
<b>Assessment Fee:</b> (non-refundable)		TT \$600
<b>Capital Fund:</b>	JK – 6	TT \$12,000
(One-time payment per family, non-refundable)	7 – 12	TT \$15,000
<b>Tuition Fees</b>		
<b>Kindergarten</b>	<b>3 terms per year</b>	<b>TT \$9,900 per term</b>
<b>Grades 1 – 8</b>	<b>3 terms per year</b>	<b>TT \$13,860 per term</b>
<b>Grades 9 – 12</b>	<b>2 semesters per year</b>	<b>TT \$23,625 per semester</b>

**Local Students:** Classified as those (or their parents) holding a Trinidad and Tobago birth certificate or passport. Effective September 1, 2004, **documented** residency status qualifies for local fees.

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

**Payment by Term:** Payment of term fees is due the first school day in September, January and April as per Policy AD 03 Payment of School Fees.

### Admission/Departure during the Term or Semester: LOCAL

Full tuition fees for the current term or semester must be paid.

### 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. These costs will be applied to the student's school account and will be shown on the next invoice for fees. All records are held until payment is made.

### Late Payment of Fees

Late payment of fees will result in a \$200 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 \$100.00 will be applied to any dishonoured cheques.

June 2010

# MAPLE LEAF INTERNATIONAL SCHOOL

## FEE SCHEDULE 2010-2011

Effective JUNE 30, 2009

(SUBJECT TO CHANGE)

FOREIGN STUDENTS		
<b>Registration Fee:</b> (non-refundable)		TT \$200
<b>Assessment Fee:</b> (non-refundable)		TT \$1000
<b>Capital Fund:</b> (One-time payment per family, non-refundable)		TT \$25,000
<b>Tuition Fees per term:</b>		
<b>Kindergarten – Grade 8</b>	<b>3 terms per year</b>	<b>TT \$21,270 per term</b>
<b>Grade 9 – 12</b>	<b>2 semester per year</b>	<b>TT \$31,905 per semester</b>

**Local Students:** Classified as those (or their parents) holding a Trinidad and Tobago birth certificate or passport. Effective September 1, 2004, **documented** residency status qualifies for local fees.

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

**Payment by Term:** Payment of term fees is due the first school day in September, January and April as per Policy Ad 03 Payment of School Fees.

**Admission/Departure during the Term or Semester:**  
Full tuition fees for the current term or semester must be paid.

### **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. These costs will be applied to the student's school account and will be shown on the next invoice for fees. All records are held until payment is made.

### **Late Payment of Fees**

Late payment of fees will result in a \$200 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 \$100.00 will be applied to any dishonoured cheques.

# **ADMISSIONS**

## **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 students who fall within a normal range of abilities. Maple Leaf cannot admit students who have learning or behavioural 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 mathematic 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

## **ADMISSIONS 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 to the school office with the required documents – cost: \$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. Confirmation of acceptance and this recommendation is required by payment of the capital fund and/or 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 31<sup>st</sup> of their entry year. No student over the age of 20 will be accepted. Most students are placed in age appropriate grade levels where possible.*

June 2010

## EXTRA CURRICULA 2010 – 2011 PROGRAM

DAY(S)	EVENTS	START TIME	END TIME	LOCATION/ ROOM	CONTACT NO. & NAME	COMMENTS
<b>Monday</b>	Cubs Gr. 2-5	2:30	4:00	Bldg. B	Mrs. M. Riley 632-9578	Voluntary Cubs Free
	Tae Kwon Do SK and up	4:30	6:00	MLIS Gym	Sherland Flores 675-9330/ 732-1685	\$175 per month
	Volleyball Gr. 6 - 12	2:15	5:00	Chinese St. Ann's	Jonathan Chin Lee – 6201636 Jacy Barillari – 632 9578	\$500 per term
	Rhythmika Gymnastics	3:30	6:30	MLIS Gym	Ruth De Gannes 637-2430/778-1142	\$150 per hour
<b>Tuesday</b>	Religion	2:00	2:45	Rm. 105	Carolyn Poon Tip 637-9075	Voluntary
	Football U8 Boys & Girls	2:00	3:00	MLIS Gym	Peter Ragbeer	\$300 per term
	Rugby	2:15	4:00	Savannah Opposite The Zoo	Sara Sell 632-9578	No Fee
	Martial Arts/Kung Fu	5:30	7:00	MLIS Gym	Jason Grillet 759-4170	\$100 per hour
	Dragon Boat Racing	2:30	4:00	Kayak Centre Chaguaramas	N. Chuckaree	TBA
	Pottery Ages 7-14	2:15	3:15	Rm. 104	Tonya Roberts 632-0062/769-6406	\$600 per term
<b>Wednesday</b>	Tae Kwon Do SK and up	4:30	6:00	Bldg B	Sherland Flores 675-9330/732-1685	\$150 per month
	Rhythmika Gymnastics	3:00	6:00	MLIS Gym	Ruth De Gannes 637-2430/778-1142	\$150 per hour
<b>Thursday</b>	Rugby	2:15	4:00	Savannah Opposite the Zoo	Sara Sell 632-9578	No Fee
	Volleyball 6-12	2:30	4:00	Chinese St. Ann's	Jonathan Chin Lee – 6201636 Jacy Barillari – 632 9578	\$500 per term
	Martial Arts/ Kung Fu	5:30	7:00	MLIS Gym	Jason Grillet 759-4170	\$199 per/hr
	Dragon Boat Racing	2:30	4:00	Kayak Centre Chaguaramas	N. Chuckaree	TBA
	Table Tennis	6:00	7:30	Bldg. B	Anthony Brown 633-2960/717-0712	\$300 per month
<b>Friday</b>	Tai Kwon Do SK and up	4:30	6:00	Bldg. B	Sherland Flores 675-9330/732-1685	\$175 per month
	Football Boys U12	2:30	3:30	MLIS Gym	Jason Simpson	\$300.00 per term
<b>Saturday</b>	Table Tennis	9:30	11:30	Bldg. B	Anthony Brown 633-2960/717-0712	\$300 per month
	Dragon Boat Racing	2:30	4:00	Kayak Centre Chaguaramas	N. Chuckaree	TBA

## Academic Honesty Policy – Maple Leaf International School

### Academic Honesty Policy

It is the responsibility of students to be academically honest in all aspects of their school work. A student who cheats on tests, or presents the work done by others as if it were his/her own (plagiarizes), is being academically dishonest. It is the responsibility of the school to educate the students about this policy and provide support in avoiding the consequences below.

### Rationale

To provide students and parents/guardians information regarding the expectation that students will be academically honest and the possible consequences for students who demonstrate academic dishonesty.

Violations of academic honesty are divided into two (2) categories:

#### **Level 1 Violation**

**Cheating or copying:** Using dishonest methods to gain an advantage.

<b>These violations include:</b>	<b>Consequences:</b>
Copying homework; Looking on another's test or quiz; Letting another student look on a test or quiz; Using other secretive methods of giving/getting answers on a test or quiz; Working with others on an assignment that was meant to be done individually.  *Students should consider all work individual unless the teacher specifies it differently.	The administration (office) is notified and the incident is recorded; Students may receive a mark of zero (0) on the suspect assignment/test; Counseling will be provided through learning skills.  *The second offence will be considered a level 2 violation and will be dealt with accordingly.

#### **Level 2 Violation**

**Plagiarism:** Misrepresentation of work or ideas of another person as your own.

<b>These violations include:</b>	<b>Consequences:</b>
Writing work for word or paraphrasing someone else's work/ideas without giving them credit; Knowingly allowing another student to plagiarize one's work; Taking any part of a test to use or to give to others; Using any work, in any form, from the Internet, other publications, or other students without giving the sources credit; Translating a foreign language document and using it for credit.	<p><b>*These are considered severe and will be dealt with by the teacher, the administration and the parents.</b></p> Parents will be notified and will meet with members of the administration, the student and the teacher; Students may have the option to: i) write an entirely different paper within a week and get half of the mark allocated; ii) choose to take zero. <p><b>*The 2<sup>nd</sup> offence of plagiarism, within the student's academic career, will receive a mark of zero (0%).</b></p>

# Maple Leaf International School

## **POLICY: AC II**

### **TOPIC: Substance Abuse**

#### **Rationale**

Maple Leaf International School values the health and well-being of its students and acknowledges its responsibility in providing a safe and healthy environment for student learning. The School's responsibility extends to all school premises and school sponsored activities whether these take place on or beyond the school premises and/or beyond the normal school hours. It also extends to the times when a student is in uniform.

For the purpose of this policy, substances are considered to be any material or matter, the internalization of which may bring about intoxication through a change in the normal human state, be it psychological or physiological.

Substances include but are not limited to:

- Hallucinogens (e.g. marijuana, hashish, LSD)
- Depressants (e.g. alcohol, barbiturates)
- Stimulants (e.g. cocaine, crack, amphetamines, nicotine)
- Inhalants (e.g. model glue, gasoline, aerosols)
- Opiates (e.g. morphine, heroine, codeine)

The first priority in our school is education and so it follows that education about substances and substance abuse is part of the curriculum. The Ontario Curriculum Grades 1-8: Health and Physical Education, 1998, and the Ontario Curriculum, Grades 9 and 10: Health and Physical Education, 1999 include learning expectations for each grade on substance use and abuse.

#### ***Reporting***

Where a staff member has reason to believe that a student is using a substance, under the influence of a substance, in possession of a substance or distributing a substance (other than in each case for bona fide medical reasons) at school, at a school-related event on or away from the premises of the school or whilst in school uniform the staff member shall refer the student to the Principal or Vice Principal.

## ***Investigation***

The Principal and/or Vice principal shall investigate the referral. The investigation may include questioning the student, other students, and staff; searching the student's locker; searching the student's book bag, gym bag, knapsack or other possessions; searching the student's clothing and wallet; requiring the student to undergo a drug test.

All searches will be conducted by two adults one of whom shall be the Principal or Vice Principal. In the case of a search of the person, the search will be conducted by an adult of the same sex as the student concerned in the presence of the Principal or Vice Principal. Where the search is conducted by the Principal or Vice Principal, another adult shall be present. The Principal or Vice-Principal, at his or her discretion, may contact the police to report his or her suspicions and findings or to request assistance.

## ***Drug Test as part of the investigative process***

When it is determined by the Principal or Vice Principal that a drug test will be conducted, the parent/guardian will be notified. The test will be conducted at the school by a medical practitioner chosen by the school.

## ***Investigation Result***

The findings of the investigation will be shared with the student and the parent/guardian.

## ***Failure to cooperate with investigative process***

Any refusal to cooperate with any part of the investigation will be considered to be a violation and the consequence of a violation will apply.

## ***Consequence for Use, Possession, Distribution of Tobacco***

Tobacco used is not permitted on school property or anywhere while in school uniform. Consequences will include parental contact and suspension from school.

## ***Consequence for Use, Possession, Distribution of other Substance***

### Possession, Being Under the Influence

First Violation: The Principal or Vice Principal may at his/her discretion, suspend the student for up to twenty (20) days and/or require mandatory participation in a substance abuse program paid for by the parents and arranged by the school. Expulsion may result if the required program is not entered or completed by the student.

Condition of Re-entry: Upon the completion of the consequences assigned by the Principal or Vice Principal, the student is permitted to return to school when the student and his or her parent have signed a "No Use Contract". This contract, signed by the student and the parent/guardian subjects the student to random drug testing for a period of time as stated on the contract.

Second Violation: A longer Suspension and/or Expulsion at the discretion of the Principal or Vice-Principal will be the result.

### Distribution:

First Violation: Expulsion

**Confidentiality:** The results of any investigation and/or drug test shall be kept confidential except to the extent necessary to give full effect to this policy.

**Procedures and Rules:** Rules to give effect to this policy shall be submitted to the Board of Directors for approval before implementation.

Month \_\_\_\_\_ Name \_\_\_\_\_ Grade \_\_\_\_\_

**Assessment Scale :** Level 4 – **exceeding** grade level expectations  
Level 3 – **achieving** standard grade level expectations  
Level 2 – achieving grade level expectations **with support**  
Level 1 – achieving **minimum** grade level expectations  
R - **remediation** required

**Mathematics**      R      1      2      3      4

**English**            R      1      2      3      4

**Learning Skills:**    E = Excellent            VG = Very Good            G = Good  
                                 S = Satisfactory        N = Needs Improvement

Independent Work		Use of Information		Class Participation	
Initiative		Co-operation with others		Problem Solving	
Homework Completion		Conflict Resolution		Goal setting to improve self	

**Request for Parental Support in:**

\_\_\_\_\_  
**Teacher's Signature**

.....

✂ Please tear and return ✂

**Parents' Feedback:**

Interview requested by teacher \_\_\_\_\_  
Please call for an appointment  
(632-9578)

Interview requested by parent \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Best time to call: \_\_\_\_\_

\_\_\_\_\_  
*Teacher Signature*

\_\_\_\_\_  
*Student Signature*

\_\_\_\_\_  
*Parent/Guardian Signature*

# MAPLE LEAF INTERNATIONAL SCHOOL

*A Canadian International Program*

Alyce Heights Drive, Alyce Glen, Petit Valley, Trinidad, W.I.

Tel: (868) 632-9578 / 633-3173 Fax: (868) 633-3068 Email: [mlis@tstt.net.tt](mailto:mlis@tstt.net.tt)

Website: [www.mapleleaf-school.com](http://www.mapleleaf-school.com)

## MEDICAL FORM

Student Name: \_\_\_\_\_  
Last First Date of Birth Home Telephone

Home Address: \_\_\_\_\_

Mother/Guardian: \_\_\_\_\_  
Last First Work Telephone Home Telephone

Father/Guardian: \_\_\_\_\_  
Last First Work Telephone Home Telephone

Family Doctor: \_\_\_\_\_  
Name Address Telephone

### OTHER CONTACTS: (who may be asked to pick up your child if you are unavailable)

Baby Sitter: \_\_\_\_\_  
Name Address Telephone

Neighbour: \_\_\_\_\_  
Name Address Telephone

Nearby Relative: \_\_\_\_\_  
Name Address Telephone

Does your child have a health concern that we should be aware of? Yes ( ) No ( )

If yes, please explain \_\_\_\_\_

### OTHER:

Allergies	Yes	No	Details: _____
Seizures/Epilepsy	Yes	No	_____
Asthma	Yes	No	_____
Diabetes	Yes	No	_____
Vision: Glasses	Yes	No	_____
Contacts	Yes	No	_____
Hearing concerns	Yes	No	_____

In case of emergency every effort will be made to notify parents or guardians before transporting the child for treatment. In the event that the school is unable to contact a parent/guardian, please sign the following authorization so we may take the necessary action.

I authorize Maple Leaf International School to send or take \_\_\_\_\_ for emergency treatment to:

St. Clair Medical Centre, St. Clair	Yes ( )	No ( )
West Shore Medical	Yes ( )	No ( )
Other _____	Yes ( )	No ( )

We also agree to reimburse Maple Leaf International School for any or all medical expenses incurred.

.....  
Parent Signature (s)

.....  
Date

## **Code of Student Behaviour**

In the interest of maintaining a school dedicated to allowing students to learn and to make the most of their educational opportunities, a code of behaviour has been developed which outlines the responsibilities and expectations of the members of the Maple Leaf community.

### **RESPECT towards every person who enters the school**

This means recognizing the equality of all persons:

- according respect to members of every race, religion, culture, gender and age
- using language which reflects due respect for self and others
- bullying and intimidation, play fighting of any sort, and any “hands-on” behaviour will not be tolerated.
- harassment in regards of sexuality or race will be dealt with seriously.

### **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

### **RESPECT for oneself**

Student responsibilities include:

- arriving on time and prepared for classes
- attending regularly
- providing notes for absences
- observing the regulations prohibiting the use of alcohol and drugs
- observing a smoke-free environment

Maple Leaf recognizes that the majority of students are self-disciplined; that corrective actions suggested by this code will apply only to a minority of students; and that motivation and self-control are essential for positive growth to occur.

Guidance by all staff is intended to convey to students, as clearly as possible, that students are being helped to learn to be co-operative, fulfilled citizens, while maintaining their own individuality.

To serve the interests of students, a variety of strategies are employed. Students who do not exhibit self-discipline are counselled by school personnel to ensure that the standard of behaviour expected is clearly understood. Disciplinary actions, such as specific task assignments, an interview with the Principal, withdrawal of specific privileges, involvement of parents, suspension or permanent removal from school, will take into account the nature of the offence and the individual circumstances involved

## **SCHOOL POLICY AND PROCEDURES**

## **ACADEMIC HONESTY**

It is the responsibility of students to be academically honest in all aspects of their school work. A student who cheats on tests, or presents the work done by others as if it were his-her own (plagiarizes), is being academically dishonest. It is the responsibility of the school to educate the students about this policy and provide support and consequences.

## **ACCIDENTS**

Accidents are reported to the office. If medical attention is required, parents will be contacted.

## **ADDRESS CHANGE**

Changes of home address, telephone number and other pertinent information must be reported immediately to the office in writing.

## **ATTENDANCE AND PUNCTUALITY**

**The Ministry of Education requires a daily record of attendance for all students. The attendance in regularly scheduled classes will be the information used for Ministry requirements.**

**We at Maple Leaf place a high priority on classroom attendance for establishing the basis of quality learning and evaluation. Regular attendance is an essential component of all courses; in the secondary school, irregular attendance may result in failure to earn a credit.**

To experience success regular, punctual attendance is expected. There is a definite correlation between unauthorized absences and inability to succeed. Students have a responsibility to self, parents and teachers to attend regularly and punctually. High absenteeism is usually a symptom of other problems. It is strongly advised that, if a student is experiencing one of these problems, the student should seek counsel as soon as possible.

### **Student responsibilities re: absences and late**

All absences for students must be explained in writing or by telephone by a parent /guardian. The teacher or attendance clerk will note the fact that the absence / late was explained.

The following information is required for absences

- (a) student's name (printed)
- (b) date(s) of absence including the times for part of a day
- (c) reason for absence or lateness
- (d) signature/name of parent or guardian

Students should consult with teachers immediately upon return from any absences to arrange for missed assignments.

In the case of a lengthy illness, parents should advise the school so that work can be provided for home study, where appropriate.

### **Consequences of lack of attendance**

1. If an acceptable explanation has not been provided, a parent/guardian will be contacted.
2. If late and/or absences for classes or for homeroom accumulate, teachers will contact parents. If this continues a student will be referred to the Principal or Vice Principal.
3. If the attendance pattern does not improve a parental interview with the Principal or Vice Principal will be required.
4. Where unauthorized absences or lates continue to occur, loss of credit or withdrawal from school may result.

## **LATES**

Students are expected to be on time for school and for all classes. Tardiness is disruptive to teaching and is not acceptable. Occasional late arrivals due to unusual circumstances will happen to everyone; when this happens during the school day, students are expected to report directly to the office for a "late slip" and for entry into class.

## **EARLY LEAVES**

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 Early slip. A parental note must be produced. Students who leave the school property without authorization from the office will be considered as skipping classes and will face the appropriate consequences.

## **BREAK TIME/LUNCH**

The school will provide a lunch area and water fountains, as well as a cafeteria. Vendors will not be permitted on the school premises nor will students be permitted to leave the school to purchase food/drinks etc. from vendors, snack bars, fast-food outlets, etc. Students in grade 11 and 12 are offered the privilege of accessing the food outlets in the adjacent mall.

**Students will not be permitted to receive food from fast-food outlets by delivery to the school.**

## **COMMUNICATION DEVICES**

Students may use their cell phones outside any of our buildings. Cell phones must be off and not visible in any classroom, hallway, gym, or interior school space. If students are found with a visible cell phone inside the school, it is assumed that they are sending or receiving messages, and the phone will be confiscated. A parent will be notified, and the phone will be returned to the parent. If a student continues to have difficulty following the rules, they will be dealt with as in the code of conduct of the school which may result in a suspension from school.

## **DETENTIONS**

The teacher supervises his/her own assigned detentions. Parents will be informed if these will occur after school hours. From time to time, the office will assign detentions; again, parents will be informed of these.

## **DISHONESTY**

For a community to be effective, an atmosphere of trust and honesty must prevail. At Maple Leaf International School personal integrity is cherished above all else, and lying or stealing will not be tolerated. The definition of stealing includes taking possessions of another student, teacher or the school without permission. Cheating is not excusable under any circumstance.

## **DROPPED COURSES**

**Please consult Ontario Student Transcript for Full Disclosure information.**

Students in Grade 9, 10 and 11 must carry a full load of courses each semester. Grade 12 students may have one spare per semester if they have accumulated 24 credits in grades 9 – 11.

## **EATING AND DRINKING**

Food and drink may not be consumed in the public or academic areas of the school. All such items are restricted to the eating area. This is enforced so that the cleaning staff does not spend unnecessary time and effort in this regard and to keep the school free from unwelcome "creatures."

## **FINAL EVALUATIONS AND EXAMINATIONS**

Courses in grades 9 – 12 all have final evaluations worth 30% of the final mark. Most final evaluations include an examination which must be written by the students. A student may only be excused from an examination due to illness (supported by a doctor's note) or a death in the student's family. The parent must inform the school principal if either of these situations occur.

## **EXTRA HELP**

Students do not learn all things at the same pace. Teachers regularly make themselves available after school to consult with students and to provide academic assistance. Students must take the initiative in seeking such assistance.

## **FAMILY VACATIONS**

Family vacations should be scheduled during the school's vacation periods; they are not an appropriate reason for a student missing school time. It is not the teacher's responsibility to provide work or extra classes for students who miss school because of vacation. The courses in grades 9 – 12 all have final evaluations worth 30% of the final mark. Most final evaluations will include examinations which must be written by the students. Parents should review the school year calendar before planning extended vacations.

## **FIRE DRILLS AND SECURITY**

When the alarm sounds, students must move quickly and quietly to the exit as indicated in each room. Students must remain with their class and teacher and remain in the designated area away from the school buildings until advised to return to the buildings.

Any tampering with our security and fire protection system including alarms and extinguishers places the entire community in a vulnerable position. **This is strictly forbidden and will result in immediate expulsion.**

## **FUNDRAISING**

Fundraising is conducted for special projects and special school sponsored activities. Students are encouraged to become involved in approved ventures, which aid the school. Fundraising requires the approval of the principal who works with the PTA to determine which activities are approved.

## **LOST AND FOUND**

Any articles found in the school compound are to be handed in to the office. Society depends on the honesty of its members to ensure that the rightful owners of articles get lost items returned. If something is lost, please inquire in the office; however, the school is not responsible for lost or stolen items.

## **PHYSICAL AND HEALTH EDUCATION**

The official physical education uniform must be worn properly to all classes. Since these courses are activity based, students must participate daily. Students who are too ill to participate should not be in school at all. Students who cannot actively participate because of injury must still participate through observation or by helping the teacher in a managerial role.

## **SMOKING, DRUGS AND ALCOHOL**

**Smoking is not permitted on school property or anywhere while in school uniform.** Consequences will include parental contact and suspension from school.

Students are advised that it is the intention of the school to take appropriate action in response to alcohol and drug related incidents in accordance with the Board Policy on Alcohol and Drug abuse. Any possession or use of any prohibited substances, drug or alcohol, will result in mandatory participation in a substance abuse program, paid for by the parents and arranged by the school. Suspension will result if the program is not entered or completed by the student.

Students involved in such incidents at any school activity may be expelled. School activities include daily classes, field trips, extra curricular activities

## **TRESPASSERS**

All students have a responsibility for maintaining a safe environment. If you notice a person who is not a Maple Leaf student in the school, please report this to the Principal's office immediately.

## **VISITORS TO THE SCHOOL**

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

## **WEAPONS AND FACSIMILIES OF WEAPONS**

Students must not bring weapons or facsimiles of weapons, of any nature to school under any circumstances. The danger presented to the student and others is such as to warrant suspension and/or prosecution and/or expulsion.

## **SUSPENSION FROM SCHOOL**

Education is a service offered to all that are interested. To benefit from the service certain guidelines must be followed. Failure to do so may result in suspension. Reasons for suspension are the follows:

- Persistent Truancy and Persistent Opposition to Authority
- Habitual Neglect of Duty
- Wilful Destruction of School Property
- Use of Profane or Improper Language
- Conduct Injurious to the Moral Tone of the School
- Conduct injurious to the Physical or Mental Well Being of Others

## **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, The Falls, Westmoorings, Tel. # 633-4424**. This company is the exclusive agent for the school uniform.

### **ONLY UNIFORMS SUPPLIED BY ESPREE ARE ACCEPTABLE**

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

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

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

Students in grades JK – 8 may wear the P.E uniform everyday, all day.

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

**THE PROPER WEARING OF THE SCHOOL UNIFORM IS FULLY SUPPORTED BY THE COMMUNITY OF MAPLE LEAF. Students who enrol 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 and 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                      Boys - Regulation uniform pants (only) with a black belt worn at the waist.  
Girls' pants must hang straight from the hips and not be tight in the legs.

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 with hair above the collar and clean. Female students are to have their hair neatly groomed and clean.
Shoes	Shoes are to be completely black, fully closed and clean. No sandals or beach shoes.
Jewellery	The ONLY jewellery permitted for females is one pair of small hoops 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	Zippered Maple Leaf cardigan or pullover may be worn.
Belts	A black belt is required for long or short pants.

**Failure to comply with these regulations may result in the student being sent home, or removed from class, items being confiscated, possible detention and/or suspension.**