

**MAPLE LEAF INTERNATIONAL SCHOOL**  
**([www.mapleleaf-school.com](http://www.mapleleaf-school.com))**

**STUDENT HANDBOOK**

**2011 - 2012**

**BELIEFS AND VALUES**

**Belief Statements**

Maple Leaf International School was established to meet the needs of parents, guardians and students who wish to have the benefit of a Canadian system of educational beliefs and best practices.

We are a community of learners in which student success is the most important job. The measure of success is not only academic but also includes the development of personal and ethical dimensions.

To achieve our goals, we embrace parents as our partners. We expect the highest professional standards of our teachers. Students accept personal responsibility for their learning and behaviour.

Our program invites success employing a balanced curriculum in which students grow academically, socially and physically according to the needs of each. On-going assessment creates valid and reliable evaluation which provides for students to be corrected, re-focused and guided to success. Teachers are friendly, supportive and interact with students as mentors, coaches and academic facilitators. Through our character education program, students, teachers, parents and community role models combine to explore, model and instruct on importance of ethics in our lives.

Maple Leaf International School provides an education based on how students learn and live in the present for participation as a productive healthy member of the international community in the future.

**Affiliation**

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

The secondary school (Grades 9 - 12 or ages 14 -18 years) is an inspected private school. The Ontario Ministry carries out the inspection each year. The program is based on Ministry documents: Ontario Secondary Schools Grades 9 to 12, Program and Diploma Requirements 1999; The Ontario Curriculum Grades 9 to 12 Program and Planning Assessment 2000; Ontario Secondary Schools Grades 9 and 10, 11 and 12 appropriate Curriculum Documents 1999-2008. Textbooks are selected from the Trillium List of approved textbooks for use in Ontario secondary schools.

**Admission Policy**

Maple Leaf International School admits students of any nationality who have the ability to successfully participate in the program. 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 our programming. Forms for admission are available at the school office or on our website ([www.mapleleaf-school.com](http://www.mapleleaf-school.com)).

### **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 with regards to 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 policy 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**

### **PERSONAL BELONGINGS**

Any personal belongings brought to school by students are the sole responsibility of students.

**LOCKERS** – Students are provided lockers which remain the property of the school and are subject to search by the administration at any time. Students may secure their lockers with a combination lock. They are required to inform the school office of the combination. Students are expected to use lockers to secure their personal items.

### **LAPTOPS**

All personal lap tops and PDA's using the school network must be registered with our Information and Technology department. A Lap Top Use Agreement is available and must be signed by the student and parent indicating acceptance of terms of use.

### **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 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 in advance 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 lates 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 to be 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 at HiLo 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 not use their cell phones on the school compound. Cell phones may only be used after school and in the designated area adjacent to the Guard booth. Cell phones must be off and not visible. If students are found with a visible cell phone, 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 in advance so appropriate transportation arrangements may be made.

### **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 the 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 hall or academic areas of the school. All such items are restricted to the cafeteria and outside. This helps 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 occurs.

## **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 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 on the school’s website before planning extended vacations.

## **EMERGENCY PROCEDURES AND SECURITY**

When the alarm sounds, students must move quickly and quietly to the exit as indicated on the sign in each room. Students must remain with their classes and teachers in the designated area away from the school buildings until advised to return to the buildings. Teachers will review emergency procedures with their classes at the beginning of each semester or term.

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.

### **PERSONAL LISTENING DEVICES**

Personal Listening Devices such as I-Pods may not be used on the school compound. Such items are the personal responsibility of the owner. The school assumes no responsibility for loss or damage.

### **PHYSICAL AND HEALTH EDUCATION**

The official physical education uniform must be worn properly to all physical education 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 Substance Abuse. This policy is available on the school's website [www.mapleleaf-school.com](http://www.mapleleaf-school.com).

School policy allows administration to conduct a drug test on any student who is deemed suspect. For more details, please read the entire school drug policy available at the school office or in the Parent Handbook.

### **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 farther. 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 who are interested. To benefit from the service, certain guidelines must be followed. Failure to do so may result in suspension. Reasons for suspension are as 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 skort, navy long pants, blue shirt, fully closed black shoes, white or black socks. A zipped Maple Leaf cardigan may be worn.

**Boys:** long navy blue pants (Grade 6-12); short navy blue pants (JK-Grade 5); black belt; blue shirt; fully closed black shoes, white or black socks. A zippered 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 daily unless required to wear the dress uniform for specific occasions.

**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 MAPLE LEAF COMMUNITY. 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.
Pants	Regulation uniform pants (only) with a black belt worn at the waist. (Girls in grades 6-12 may wear the uniform pants on days that are not dress uniform days.)
Shirt	The shirts are designed to be worn on the outside.
Hair	Male students are to be neatly groomed with clean hair which is worn above the collar. 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 emblem may be hidden under the shirt. Any inappropriate jewellery may be confiscated and held in the office at the Principal's discretion. Senior students who have purchased a Maple Leaf ring as part of their graduation may wear this ring.
Makeup	No makeup or nail polish is permitted.
Sweaters	A 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.**