



# GUIDE TO SUCCESS HANDBOOK

## MAPLE LEAF INTERNATIONAL SCHOOL

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# WELCOME

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Dear Parents and Students,

Welcome to Maple Leaf International School.

Thank you for deciding to join our School and to educationally journey with the Maple Leaf Community. We are passionate about our school and committed to its purpose.

We are one of only 19 private schools in the world, outside of Ontario, which are inspected by the Ontario Ministry of Education. Our students graduate with an Ontario Secondary School Diploma (OSSD) which is recognized and accepted by colleges and universities worldwide.

We recognize that formal education is not static or one-dimensional. Rather, it is dynamic, engaging, and differentiated. Our sole commitment then, is to engage our students in a world class educational system, and regardless of their gifts or talents, have them emerge equipped with the knowledge and skills they will need to be independent, happy, healthy and resourceful lifelong learners.

This “Guide to Success” is intended to assist both parents/guardians and students in understanding Maple Leaf’s operational practices and procedures. In reviewing this document, if you have any questions, ideas or thoughts, we invite you to contact us.

On behalf of the educational community of Maple Leaf, we welcome you to our School.

The Administration.

# FOUNDATION AND BELIEFS

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Maple Leaf International School was started by a small group of visionary parents to provide an alternative educational experience to that which is found in the local system. Our philosophy is founded on excellence in providing an authentic Ontario educational experience, which promotes character development and child-centered learning.

We appreciate that it is a major decision to switch from the local system of education and to enroll into Maple Leaf. Those who have made this transition, have continually watched their children blossom under the Ontario system of education. Parents and guardians are confident that their children are the beneficiaries of this positive learning experience.

It is our belief that life is not a set of instructions, but rather a series of experiences and learning processes that promotes engaged, independent learners. We are proud of the fact that the majority of our graduates eagerly pursue post-secondary learning opportunities at renowned universities and institutions around the globe. Our focus is on preparing our students for higher learning opportunities.

We also believe that by encouraging our students to become involved in school life through our extra-curricular programs, social events, and community service, we help foster well-rounded individuals destined to be positive and contributing members of our society at large. Through student engagement, we support our students in refining those necessary skills, knowledge and attitudes necessary to go out and make a difference in the world.

We are grateful to the many parents, guardians and teachers who have come and gone, supporting students in their learning, and for those who today continue the programs and traditions of Maple Leaf International School.

We remain, 'Committed to Excellence'!

## MISSION

To be recognized as the premier elementary and secondary school in Trinidad and Tobago.

## VISION

Maple Leaf International School develops self-directed learners who demonstrate excellence and integrity in becoming leaders and well-balanced contributors to the global community.

## PURPOSE/GOAL

Maple Leaf International School is an authentic Ontario Private International School that is 'Committed to Excellence'.

At Maple Leaf, we cherish and respect:

- personal integrity
- honourable conduct and consideration of others, both in school and in the broader community
- striving for academic excellence
- the development of a high degree of self-discipline
- student engagement
- parents/guardians as support partners

## BOARD OF DIRECTORS

As a non-profit organization, Maple Leaf is governed by an elected Board of Directors who meet monthly to review School operations. The Board provides leadership and operates with care and deliberation. It is responsible for the short, and long-term strategic advancement of the Mission and Values of Maple Leaf International School.

## PARENT TEACHER ASSOCIATION (P.T.A.)

Parental involvement makes an essential contribution to any school. Our P.T.A. is very active and instrumental in supporting the many initiatives of the School. The P.T.A. Executive, along with the Principal/Vice Principal, meet monthly to discuss these initiatives.

P.T.A. Grade Representatives assist in communication and other tasks for classes. Should you wish to volunteer to be a Grade Representative, you may email directly [topta@mapleleaf.edu.tt](mailto:topta@mapleleaf.edu.tt)

Annual dues are \$300 per family and are payable at the beginning of the school year or upon entrance, if a student joins the school after the commencement of classes in September.

## STAFF

At both the Elementary and Secondary divisions, Maple Leaf offers a balance of academic excellence as well as character development through involvement in our co-curricular, House League Program.

Our teaching faculty is a balance of local and foreign teachers. Eighty percent of the Secondary teaching faculty holds certification from the Ontario College of Teachers. In the Elementary school, many teachers are similarly qualified. By policy, it is an expectation at Maple Leaf, that to be employed as a teacher, faculty members must hold a Bachelor of Education degree. To support the school's operations as well as student safety and success, the school employs a Principal, a Vice Principal, a Finance & Operations Manager, Guidance Staff, a Marketing Coordinator, Administrative Personnel, Security as well as Maintenance and Custodial Staff, all of whom add to the professionalism of the operation.



# AN ONTARIO EDUCATION

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Maple Leaf International School is committed to providing excellence in education. We offer within Trinidad, the Ontario Educational System for all of our students. The Ontario system is committed to ensuring that all children and young people, regardless of their circumstances, have the opportunity to participate and engage in a world-class educational system.

Our programs are in keeping with what would be expected of an Ontario school.

Our curriculum is based on those academic standards and expectations that are established by the Ontario Ministry of Education. The purpose of the Ontario assessment practice is to improve student learning. Teachers share the expected learning goals with their students. Together teacher and students co-construct the lessons' Success Criteria. By being student focused our classes are small and child centered with interactive, engaging learning opportunities.

Our Elementary School supports students from 4 to 14 years of age. The instructional day comprises of 300-320 minutes of classroom instruction, which encompasses a well-balanced curriculum of English, Spanish, Math, Science, Social Studies, Physical Education, Music, Art, Health and Drama. Three terms, with three official reporting periods comprise the academic year.

The Ontario Secondary School system is designed around a combination of required courses of study and student electives. Two semesters of 4 courses each comprise the academic year at the Secondary level. Each course requires 110 hours of instruction, and the subjects covered include Language (English, Spanish, French); Arts (Visual Art, Music, Drama); Self and Society (Geography, History, Physical and Health Education, Business); and Science and Technology (Mathematics, Science, Computers).

# SCHOOL SCHEDULE & PROCEDURES

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## OFFICE HOURS

The School's Administration Office is open daily, Monday to Friday, 7:00 a.m. to 3:00 p.m. when school is in session. Outside of the school term, the Office remains open and hours may vary. The School's Office is located on the 2nd Floor of Building A.

## SCHOOL WEBSITE

Our school website [www.mapleleaf.edu.tt](http://www.mapleleaf.edu.tt) has up-to-date information including important dates, parent/student information, supply lists, staff members, etc.

## SCHOOL FEES - School Enrollment Fee Guidelines

A copy of the current Fee Schedule (Local/Foreign) is posted on our website: [www.mapleleaf.edu.tt](http://www.mapleleaf.edu.tt).

### Local Students:

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

### Family Discount:

One subsequent sibling discount of 5% is given on the lowest tuition fee.

### Payment Options

Parents must pay a Non-refundable Enrollment Deposit of 10% of the Annual Tuition Fee due on or before June 1, followed by one of the options below:

Option 1: Annual Tuition (less enrollment deposit) payable on or before September 1.

Option 2: Grades JK to 8 ONLY  
30% of Annual Tuition due September 1.  
30% of Annual Tuition due January 1.  
30% of Annual Tuition due April 1.

Grades 9 to 12 ONLY  
45% of Annual Tuition due September 1.  
45% of Annual Tuition due February 1.

### Late Payment of Fees:

Failure of Maple Leaf to promptly issue invoices will not operate as a waiver for timely payment of Tuition Fees. Failure of the parent/guardian to abide by the Payment Option due dates, by 10 calendar days following past due day, will result in a charge of \$1,000.00 TTD or 12% interest per annum, whichever is greater. Late payments are payable by banker's draft only.

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

A service charge of \$100.00 will be applied for any dishonoured cheques.

## SCHOOL YEAR CALENDAR

A copy of the School Year Calendar may be found on our website: [www.mapleleaf.edu.tt](http://www.mapleleaf.edu.tt)

It highlights the instructional days as well as examination days, public holidays including Board Approved Holidays. Family holidays should be planned to coincide with the school breaks, so that students have the greatest opportunity for success in their studies.

## SCHOOL HOURS

### Before School Supervision

Supervision at the School begins at 7:15 a.m. Parents are asked to note that although the School Security is on the premises from 6:00 a.m., they are not responsible for the supervision of the students.

### Arrival:

The first bell rings at 7:35 a.m. and students are expected to proceed to their classrooms. The second bell rings at 7:40 a.m. at which time students are expected to be seated in their classrooms awaiting the daily announcements. All classes begin promptly at 7:40 a.m. following the announcements.

Students are considered late for school if they are not present in their classroom at 7:40 a.m. Late arrivals disrupt established routines and classroom schedules.

### Instructional Times:

School begins at 7:40 a.m.

Subject/course period times are as follows:

Grades JK-3	7:40 - 9:40 / 10:00 - 11:20 / 12:00 - 1:45
Grades 4-8	7:40 - 9:40 / 10:00 - 11:20 / 12:00 - 2:00
Grades 9-12	7:40 - 9:00 / 9:15 - 10:35 / 10:40 - 12:00 / 12:40 - 2:00

### Break/Lunch Times:

Our cafeteria is located in Building B, as well as designated eating areas with picnic tables and benches, water fountains, and water refill stations for use by the students. Vendors are not permitted on the school premises. Only students in Grades 11 and 12, returning from classes in Building C, with parental consent, are offered the privilege of accessing the food at Massy Stores in the adjacent plaza. Fast food deliveries are not permitted to the school..

Hours of Break/Lunch periods are as follows:

#### Grades JK-8

- Nutrition 9:40 - 10:00
- Lunch 11:20 – 12:00

#### Grades 9-12

- Nutrition 9:00 - 9:15
- Lunch 12:00 – 12:40

### Dismissal:

Students are dismissed at staggered intervals:

- Grades JK-3 1:45 p.m.
- Grades 4-12 2:00 p.m.

## ATTENDANCE AND PUNCTUALITY

Students show a positive commitment to learning when they arrive to class punctually and well prepared.

At Maple Leaf, we place a high priority on classroom attendance for establishing the basis of quality learning and evaluation. To experience success, regular, punctual attendance is expected. There is a definite correlation between regular attendance and student success.

In our continuing efforts to ensure the safety and security of our students, Junior Kindergarten to Grade 8 teachers take attendance during the first few minutes of the day and again after lunch. Secondary student attendance is tracked and recorded in each period of the day by the teacher.

Parents/Guardians are required to provide an explanation for a student's lateness or absence. This may be done with a written note sent to the teacher or by a phone call or email to the office. Messages will be passed on to the teacher and recorded appropriately. Students should consult with teachers immediately upon return from any absences to follow up on missed assignments.

### LATE TO SCHOOL OR CLASS

Students are expected to be on time for school and for all classes as tardiness is disruptive to teaching. Occasional late arrivals due to unusual circumstances will happen. Students arriving late to school are expected to report directly to class where the teacher will record their attendance status. Students arriving after attendance has been taken will be directed to the office for an admit slip.

While teachers will manage the occasional late arrival to class with appropriate consequences, persistent lateness or absences (five or more) are dealt with in accordance with the disciplinary rules and consequences. **Students arriving late to class six times will be referred to the vice-principal and/or principal for follow up. are expected to serve an after-school detention. See Appendix 1.** Both Elementary and Secondary students have attendance and late attendance recorded on their report cards.

### ABSENCE FROM SCHOOL

All absences for students must be explained in writing (note or email) or via telephone call from a parent/legal guardian.

Students should consult with teachers immediately upon return from any absence from school, to arrange to make up missed assignments and any other outstanding work. In the case of a lengthy illness, parents/legal guardians should advise the school in advance so that work may be provided for home study, where appropriate.

### EXTENDED ABSENCE FROM SCHOOL

A student is considered on extended absence from school if the student will miss more than 2 academic days consecutively. This may be due to voluntary absence for a sports event, extended school holiday, etc. In this instance, an 'Extended Absence from School Form' should be completed by the student and submitted to the office.. This Form is available at the office or in guidance.

All attempts will be made to provide work and assignments to enable students to keep up with their course work. Electronic communication may assist both the teacher and student. Students will not be penalized for legitimate extended absences, such as illness, in which case, a doctor's note must be submitted.

It is recommended whenever possible, that family vacations be scheduled during the school's vacation periods. Parents/legal guardians are encouraged to review the School Year Calendar on the school's website: [www.mapleleaf.edu.tt](http://www.mapleleaf.edu.tt) before planning extended vacations.

Parents/legal guardians and students are reminded that 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 students.

## LEAVING SCHOOL DURING THE DAY

All students must be on the school's compound during the academic day (7:40 a.m. to 2:00 p.m.). Parental permission is required for students leaving the school compound during the school day.. For the safety and security of students, the security guards will not allow any student to leave the school premises. The following procedure is put in place for those occasions when a student needs to depart before the end of the school day.

- If a student must leave the school during the school day, he/she must go to the Office to obtain a 'Permission Slip to Leave School Premises' (green slip) with the official School Stamp.
- A note/email from the parent/legal guardian must be received in advance at by the office or classroom/homeroom teacher with an explanation for the student leaving school early.
- Prior to leaving, the student must sign out at the Register Attendance book provided at the reception desk.
- This stamped green slip is then given to a security guard at the front gate upon departure from the school premises.
- If parents arrive unannounced to pick up their child, they are to go directly to the Office. The green slip will be prepared and stamped at the Office. Only then is the student allowed to leave the school premises.
- In the infrequent situation where the student/parent/legal guardian has forgotten the permission note/email, the Office staff will call the parent/guardian to obtain verbal verification and permission, in order to prepare a stamped 'Permission Slip to Leave School Premises' slip.
- Grade 12 students who do not have a last period class may request permission to leave school following their period three class. The request for permission to leave can be made by the parent or guardian via email to the administration and security will be informed accordingly.

## NUT FREE ENVIRONMENT

As part of the ongoing safety awareness at Maple Leaf, the School STRICTLY adheres to a TOTAL NUT FREE environment throughout the entire school. This includes school camps and all other school-related activities, including extra-curricular activities. Parents/legal guardians and children need to be mindful of any products containing nuts when preparing lunches or snacks. Parents/legal guardians of children, who, historically, have suffered any anaphylactic reaction to any foods or insect bites, need to provide the school with an up-to-date medical action plan, signed by their treating doctor.

## 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. Therefore, we ask all drivers to be patient and to adhere to the traffic procedures as follows:

### Parking

Parking at Maple Leaf is limited. Therefore, parking spaces are allotted to teachers and administrative staff. **Students are discouraged from driving to school. Parking on neighbouring streets must be done respecting the residents access to their driveways.** We strongly suggest carpooling if and when possible.

### Morning Traffic:

Guards are present to assist with off-loading your child(ren) 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.

### Procedure:

- Please drive right down to the first available drop off spot.
- Please do not block the entrance or the exit while your child(ren) 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.

### Afternoon Traffic

Below are some guidelines to assist you. Courtesy and patience, as well as the safety of our students, have guided these steps:

- Please do not arrive before 1:30 p.m. to pick up your children. The primary students are not dismissed until 1:45 p.m. and the older students are in class until 2:00 p.m.
- Parking along Alyce Heights Drive obstructs 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(ren) or to secure a parking spot at any time.
- Once inside the school compound please shut off your engines while waiting. The noise from idling cars and the exhaust fumes are hazardous to the health of our students and staff.
- 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 again for a second attempt.
- All Elementary (JK - Grade 8) students must be picked up inside the school, by an adult. Only students from Grades 9-12 are allowed to wait outside the Guard Booth. We strongly discourage having our younger students cross Alyce Heights Drive to access the plaza without direct parent involvement.
- If you have been shopping and are parked in the Massy Stores car park, you will need to walk into the school, collect your child(ren) 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.

Parents/legal guardians may encounter some traffic along the Morne Coco Road to the school, which may be due to an earlier dismissal.

We all need to acknowledge that no school is free of traffic issues 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 child(ren) on your behalf.

# STUDENT SAFETY AND SECURITY

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## HEALTH AND SAFETY

At the foundation of Maple Leaf's Health and Safety procedures is up-to-date contact information as well as current medical history for each student. Maple Leaf has up-to-date and thorough Health and Safety procedures for emergencies on a variety of possible events. Teachers will review emergency procedures with their classes at the beginning of each term/semester, and the school will practice evacuation in the event of fire or an earthquake. Students and staff will also rehearse safety procedures in response to other threats such as intruders.

## SECURITY

Procedures are implemented so that students never leave the compound without knowledge of personnel in the main office or without parental/legal guardian knowledge and permission. (see "Leaving School during the Day").

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 assigned Supervision Duty to oversee students during break and lunch times.

## ENGINES OFF

Parents/guardians/drivers are asked to **turn off car engines** while waiting to pick up students in the School's Drop Off and Pick-Up Zone, as the vehicle noise and fumes are hazardous to the students' health.

## VISITORS TO THE SCHOOL

All visitors must check in with Security. Visitors must then go directly to the School Office in Building A and check in with Reception. Permission must be obtained before being allowed further. Students may not invite friends to spend time on the school's premises. Parents/legal guardians are not permitted to enter Building B or Building C or any classrooms without approval from the Administration. Parents/legal guardians wanting to meet with teachers must do so by appointment and meetings will be scheduled in a meeting room in Building A.

## EMERGENCY PROCEDURES

When the alarm sounds, or when an announcement is made, students must follow the directions of the teacher and 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.

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 suspension.



## **POWER OUTAGE**

- During a power outage all students will remain in their classrooms unless directed otherwise by Administration.
- If a power outage occurs during a break or lunch, school will continue following the regular schedule. Students will move to their next class at the appropriate time.
- No calls are to be made to parents/legal guardians for pick up unless directed by Administration.
- School policy dictates that Administration will make a decision on whether to close the school or not, once the power has been off for more than an hour.
- If the power outage results in school dismissal, parents will be notified by the Grade Representatives for each class, usually via the class WhatsApp group. A confirmation email from the Administration will be sent as soon as possible, based on internet availability.

## **PROHIBITED ITEMS**

### Weapons and Facsimiles of Weapons

Students must not bring weapons or facsimiles of weapons of any nature (including slingshots) 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.

Toy guns and other toy weapons are forbidden for use as props in skits, class videos, dramas, dress up days, etc.

### Matches and Lighters

No Matches or Lighters may be brought onto the school's premises by any student nor is any student to be found in possession of or using any of these. Any student who violates this fire hazard is in serious breach of school rules and subject to suspension or expulsion.

### Smoking, Vaping, Drugs and Alcohol

Smoking and vaping are not permitted on school property. Students are not permitted to smoke/vape anywhere at school or outside of school, on school field trips, excursions, events or activities away from the school's premises.

The possession, consumption, distribution or being under the influence of alcoholic beverages and/or any drug, including "vapes", is strictly prohibited on the school premises. This applies to all Maple Leaf sponsored and/or Maple Leaf related activities, on or off of the school's premises.

While the above rules refer to school and school related activities the same restrictions and expectations are in force outside of school when wearing the Maple Leaf school uniform.

Board Policy permits Administration to conduct a drug test on any student who is deemed suspect.

### White Out/Liquid Paper

The use of White Out/Liquid Paper or other correction fluid by Elementary students (Grades K to 8) is prohibited. This has resulted due to misuse.

### Gum

Chewing gum is not permitted on the school's premises or on school field trips, excursions, activities or school events away from the school's premises, while in school uniform.

### Glass Bottles/Containers

Glass bottles/containers are not allowed on the school's premises at any time, either during regular school hours and/or during after school activities.



# ACADEMIC ACHIEVEMENTS

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## ACADEMIC PROGRAM AT MAPLE LEAF

Maple Leaf International School is an Ontario Curriculum school, and as such, is expected to comply with the regulations set forth by the Ontario Ministry of Education.

The Ontario Curriculum outlines the content standards, knowledge and skills that students are expected to develop, and demonstrate in their class work, on tests and in various other activities, through which achievement is assessed and evaluated. All elementary curriculum expectations from each relevant curriculum document by grade, and all secondary curriculum expectations by course, must be accounted for when planning the classroom program. Performance standards are Ontario province-wide guides and are used by all teachers as a framework within which to assess and evaluate student achievement of the expectations in the particular subject or discipline. This allows teachers to make consistent judgements about the quality of student learning, based on clear performance standards and on a body of evidence collected over time.

The categories of knowledge and skills are:

- Knowledge and Understanding: Subject-specific content acquired in each grade/course (knowledge), and the comprehension of its meaning and significance (understanding)
- Thinking: The use of critical and creative thinking and/or processes
- Communication: The conveying of meaning through various forms
- Application: The use of knowledge and skills to make connections within and between various contexts.

In addition to the curriculum expectations, teachers must address the Learning Skills and work habits described in the Ministry's, *Growing Success: Assessment, Evaluation, and Reporting in Ontario Schools, 2010*.

## ASSESSMENT AND EVALUATION

The primary purpose of assessment is to improve student learning.

In the Ontario System of Education, assessment for the purpose of improving student learning is seen as both "assessment for learning", and "assessment as learning". In these situations, assessment is a process of seeking and interpreting evidence for use by students and their teachers to determine where the students are in the learning process. Learning goals provide a focus, while success criteria allow students to assess their own progress. Timely, frequent and ongoing feedback by the teacher is a critical element of the assessment cycle.

Evaluation is often referred to as, "assessment of the learner." This is the assessment that becomes public, and results in a grade, level or a mark on a report card indicating the student's achievement.

The following strategies/tasks are generally and frequently used in the assessment/evaluation process:

- Student Portfolio
- Anecdotal records
- Observations
- Exemplars
- Verbal and Written Feedback
- Performances
- Demonstrations
- Tests/Quizzes
- Examinations/Culminating Activities
- Rubrics
- Presentations - Written, Oral and Multi-media
- Peer/Self Assessment
- Debates/role playing situations
- Benchmarks

## SECONDARY FINAL EVALUATIONS AND EXAMINATIONS

Courses in Grades 9 to 12 all have some form of final evaluation worth 30% of the final mark. Final evaluations can consist of an exam, a culminating activity or a combination of the two. Students will be permitted to write a make-up exam in the two circumstances listed here otherwise they will be assigned mark of zero.

- a) Illness, supported by a doctor's note indicating the dates that the student is unable to attend;
- b) A death in the family.

## REPORT CARDS

In keeping with the Ontario Ministry of Education, Maple Leaf uses two types of reports which keeps parents/guardians informed of their child's progress and achievement. Maple Leaf uses the reports designed for the public schools in Ontario, Canada. All reports are emailed to parents.

In the Elementary grades, Learning Skills Reports and Progress Reports chart a student's progress. The Official Report Card charts a student's achievements.

In the Secondary grades, Learning Skills Reports and Mid-semester Reports chart a student's progress. The Official Report Card charts a student's achievements.

## PROGRESS REPORTING

### Provincial Progress Reports

These reports are intended to give parents of Elementary students some feedback on both the academic and Learning Skills progress their child is making mid-way through the first term. These reports go home at the end of October/early November. Following the issuance of these reports, parents/guardians have an opportunity to meet with teachers to discuss any concerns regarding their child's progress.

### Learning Skills Reports

These reports focus on the six Learning Skills that students need for success. Reports go home at the end of September for all grades one through 12 and at the end of February for secondary school students' semester two courses. This is an opportunity for teachers to share information with parents/guardians about the student's adjustment to the class and early learning in each term/semester.

### Mid-semester Reports

These reports are intended to give parents/guardians of Secondary students some feedback on the academic and Learning Skills progress their child is making mid-way through each semester. These reports go home at the end of October/early November for the first semester and in April for the second semester

Parents/guardians are given the opportunity to meet with their child's teachers to review and discuss any concerns they may have regarding the student's progress during the Parent-Teacher Interview nights. Parents can also schedule an appointment at any time with a teacher, outside of Parent-Teacher Interviews.

## ACHIEVEMENT REPORTING

### Provincial Report Cards

The Provincial Report Cards are used to report on a student's achievement. For Secondary students, these are final reports for each Semester, once final evaluations and exams have been completed. These reports are issued at the end of each semester, first week of February the first week of July. Copies of these reports are kept in the students' Ontario Student Record files as a permanent and ongoing record of their schooling.

## ACADEMIC HONOURS

Maple Leaf encourages and acknowledges Students' 'Commitment to Excellence'. At the end of Term 1 and 3 for Elementary and at the end of Semester 1 and 2 for Secondary, students in Grades 7 to 12 may earn:

### Award of Excellence

Criteria: 90% Mark Average or higher on final report cards with Learning Skills of all "E" rating.

### Honour Roll

Criteria: 85% Mark Average or higher on final report cards with Learning Skills of "G" or "E" rating.

### Award of Merit

Criteria: Learning Skills of All "G" or "E" rating.

## TRANSCRIPTS AND ADDITIONAL COPIES OF REPORT CARDS

Students graduate with an original Diploma issued by the Ontario Ministry of Education, Canada. If a student misplaces his/her Diploma, the school can provide a letter to support that the student did graduate as well as provide a photocopy of the Diploma, if available.

One copy of the transcript is given to each student upon graduation. Additional copies of official transcripts cost \$25.00 each. Students may request any number of transcripts. A copy of a lost or misplaced report card will be provided upon written request. Students 18 years of age or older may request to receive their own transcript. The request must be in writing and if necessary, authorization for someone to collect same on their behalf.

## GRADUATION REQUIREMENTS

### Diplomas – Grades 9 to 12\*

Maple Leaf graduates earn the Ontario Secondary School Diploma (O.S.S.D.). There are 4 requirements for an O.S.S.D.

1. Academic Credits: The academic requirements for an O.S.S.D. are 30 credit courses earned; 18 compulsory and 12 optional credits. Details of the specific diploma requirements can be found in the Maple Leaf Course Calendar or at [edu.gov.on.ca](http://edu.gov.on.ca)
2. Ontario Literacy Test: The Ontario Secondary School Literacy Test (O.S.S.L.T.) is a test of reading and writing which must be passed to earn an O.S.S.D. This test is set by the Ontario Ministry of Education and is usually written in Grade 10. The test is administered twice annually. Once in November for new Grade 11 and 12 students and again in the spring, usually in March, for Grade 10 students. Maple Leaf will administer a practice test and provide support for students prior to the test. Students who are unsuccessful, may write the test a second time, and if still unsuccessful may complete a credit course to improve their literacy and meet this requirement.
3. Community Volunteer Hours: A third requirement of the O.S.S.D. is the completion of 40 hours of community service. Students will volunteer in a community, not-for-profit organization for a minimum of 40 hours over the 4 years of high school. Students may start accumulating these hours in the summer after Grade 8. Hours are recorded in the Maple Leaf Community Service Passport available from Student Services. Examples of allowable community service opportunities include coaching younger students, charitable organizations, Red Cross, T.T.S.P.C.A., church events, helping at after-school events, etc. For further information please contact Student Services Department.

4. Students are required to earn two of their 30 credits online. This requirement can be opted out at parent's request. Opt-out form is available from the guidance counsellor.

\*\* Additional graduation requirements for students entering Grade 9 in 2024 or later.

\*\*5. Students entering Grade 9 in 2024 or later are required to earn a 19<sup>th</sup> compulsory credit in Technology curriculum at the Grade 9 or 10 level.

### **FIELD TRIPS/EXCURSIONS**

Field Trips are linked to curriculum expectations. They are therefore organized to complement the theme/topic of study being pursued in the classroom. It is through firsthand experiences that students develop a new dimension of understanding of some aspects of the curriculum. Field Trips facilitate research and observation for education.

Excursions are considered school-sanctioned events and while they may or may not have a direct connection to the curriculum, they are excellent opportunities to learn and explore and serve to enhance the school experience.

Field trips and excursions require the approval of Administration, after which a form will be sent home requesting parental/guardian permission for the student to participate. Parental/legal guardian permission must be given by completing this form and returning it to the office, along with the payment of the applicable fees, before the student may participate in any Field Trip/Excursion. Maxis/buses may be used for trips. All vehicles used for Field Trips/Excursions are outfitted with seat belts. All students must board the maxi/bus going on the field trip/excursion at school and must return to school on the maxi/bus. Students will not be picked up or dropped off on route.

# MEDICAL

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## MEDICAL FILE

The school keeps a medical form on each student detailing up-to-date medical and emergency contact information as well as highlighting any medical condition a student may have. This form is referred to if an emergency occurs. Each medical form requires photo identification of the student. Parents are asked to periodically update their child(ren)'s photographs and advise of any changes in a student's medical status, for these files.

The school has a basic First Aid kit for minor injuries. We do not carry and will not administer any form of medication to students. The school however recognizes that there may be cases where a student may suffer from a serious condition that may require the student to be medicated in cases of emergency. If that is so and the parent/legal guardian of the student requires the school to be in a position to medicate the student, the parent/legal guardian **MUST** provide the Administration with the medication in a Ziplock bag properly labeled with the student's name, Grade/Homeroom, date of birth and dosage instructions.

Most 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 a first responder capacity.

## HEALTH

### Pediculosis

If the school has reason to believe that a student has head lice or nits, the student will be checked and if confirmed, the student will be sent home to prevent the spread among other students. Students will not be readmitted to school until all evidence of head lice or nits (live or dead) is gone. Additionally, other parents of the class will be notified so that they can do personal checks of their children. Please also notify the school immediately if your child or any siblings at home have been found to have head lice/nits.

### Illness

If a student who is at school and appears to the teacher, to be too ill to stay at school, the teacher or Office will contact the parent/guardian, explaining the situation and will ask the parent/guardian to come and collect the child. We encourage parents not to send their child back to school unless he or she is completely cured of any illness etc., so as to prevent other students in the class from becoming ill.

## ACCIDENTS

Accidents are reported to the school's office. An accident form is filled out by the teacher on duty, reviewed and signed by the vice-principal or principal, and filed. Where there are areas of concern or if medical attention is required, parents are contacted.

# STUDENT LIFE

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## HOUSE LEAGUE SYSTEM

House League was initiated to foster student connectedness, promote school spirit and lay the foundation for a safe, collegial and engaged school environment. Schools provide a strong foundation for student learning when student engagement and well-being are made a priority. Student engagement and school connectedness underpin effective student learning.

The House League System embraces all aspects of Student Life. Through participation in athletics, academic achievement, the arts, student leadership, school-based clubs/activities and volunteerism/citizenship, students earn “points” for their House Team.

Each student upon entry into Maple Leaf is assigned to one of the four Houses. All siblings are placed in the same House, and remains in the same House for the duration of their time at Maple Leaf. All students are expected to purchase a house t-shirt from Espree Rainbow at The Falls at Westmall. These t-shirts will be worn on those days when there is a Spirit Assembly and at Sports days.

Phoenix House – Red; Hercules House – Yellow; Perseus House – Blue; Orion House – Green

## SPIRIT ASSEMBLY

Assemblies are held monthly usually on the first Monday of the month and bring the entire school together not only to recognize and celebrate accomplishments and achievements by members of the school community but to build school spirit among our students. We also introduce the character trait for the month. While all ten character traits are important, each month we focus on one.

Students who have best exemplified the character trait of the previous month are recognized with a certificate and applause from their peers. Guest speakers are periodically invited to share knowledge or give testimonies in an effort to educate student awareness about a particular theme/topic.

## EXTRA CURRICULAR AND CO-CURRICULAR ACTIVITIES

There is a broad range of activities in which the students at Maple Leaf may become involved. These activities are a means of healthy recreation and social interaction, and offer opportunities for the development of enhanced leadership and self-discipline skills; as well as enhanced learning experiences.

### Co-curricular Activities

(Activities which the school hosts and promotes to complement student life and the academic curriculum, held at lunch or after regular school hours and usually operated by staff)

- Intramural sports are offered from time to time at school during lunch or after school, such as Dodgeball, Football and other fun activities.
- In the Arts department: a Pan Ensemble
- Library Clubs: “What’s Your Write?” writing competition, “Learning Tree Challenge” reading competition, Numeracy month
- Student Leadership for the Elementary grades El STUCO and Student Council for Secondary STUCO
- Model United Nations
- Yearbook Club (Secondary)
- University of Waterloo Math competitions
- Team Sports: The school also encourages school team sports in which students currently represent the school in volleyball, swimming, football, and running

### Extra-Curricular Activities

(Approved student activities connected with the school but not part of the regular course of study. They form part of student growth in many ways. The school allows these activities to be offered (for enrollment) through the school. Some activities are run by school staff and others by external providers. Extra-Curricular Activities for the most part occur outside of school hours. This is a sample of some of the activities that have been offered previously. The offering varies term to term and year to year.

- Volleyball
- Hockey
- Basketball
- Martial Arts
- Yoga
- Swimming
- Robotics
- Pan Ensemble
- Book Club
- Chess Club
- Art Club
- Cooking Club
- Yearbook Club

### **THE SCHOOL UNIFORM**

Maple Leaf International School considers it important that students appear neat, clean and well-groomed at all times. Students must wear the approved school uniform on all days save for those days which are specifically exempted by the Administration.

Uniforms are available from Espree Rainbow, The Falls at Westmall, Westmoorings, contact number 633-4424. This retailer is the exclusive agent for the school uniform. Only uniforms supplied by Espree are acceptable.

The proper wearing and maintenance of the school uniform is fully supported by the Maple Leaf community and is expected ON and OFF campus. 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/Guardians of students who are not dressed in the complete and full uniform will be notified via email, the student will be given a warning and a uniform infraction will be recorded. The uniform is expected to be corrected by the following day. On the second infraction, students will receive a demerit, and the infraction again is recorded. Students will be required to correct the uniform by the following school day or the following Monday if a purchase is required. On the third infraction a student will be directed to the office to see an administrator. See Appendix: Uniform Disciplinary Consequences

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

In the Elementary School, the full dress (formal) uniform is to be worn on the first day of each term, on special occasions and on Field Trips/Excursions, unless otherwise specified in advance.

#### Girls Dress Uniform

JK to Grade 8: Light blue 'Maple Leaf' shirt, Navy blue skort 2" above knee, all white or all black socks that are visible, fully closed all black shoes.

Grade 9 to 12: Light blue 'Maple Leaf' shirt, Navy blue skirt or skort no more than two inches above the knee or long navy-blue pants with an all black belt, all white or all black socks that are visible, fully closed all black shoes.



### Boys Dress Uniform

JK to Grade 5: Light blue 'Maple Leaf' shirt, short navy blue pants, all white or all black socks that are visible, fully closed all black shoes.

Grade 6 to 12: Light blue 'Maple Leaf' shirt, long navy-blue pants, all black belt, fully closed all black shoes, all white or all black socks that are visible.

Sweater: Only a navy blue 'Maple Leaf' zippered hoodie may be worn.

Physical Education: For boys and girls - grey 'Maple Leaf' t-shirts, navy-blue 'Maple Leaf' PE shorts, running shoes.

- Students in JK to 3 may wear the P.E. uniform daily unless required to wear the dress uniform for specific occasions.
- Students in Grades 4 to 6 may wear the P.E. uniform for the entire school day on the day when Physical Education class is scheduled.
- Students in Grades 7 to 12 must wear the dress uniform daily and will change into their P.E. uniforms for the P.E. class only.

House T-Shirts: A t-shirt in the students' house colour is required for House Assemblies and Sports events.

### Uniform Guidelines and Physical Appearance

Skort /Skirt	Regulation uniform only. No shortening of the hem or rolling over of the waist is permitted. Skirts and skorts are not to be more than 2" above the knee.
Undershirts	Undershirts are optional, however the following applies: - Must be white. - Must not extend past sleeves and/or hem of uniform shirt.
Pants	Regulation uniform only with a black belt worn at the waist. Trousers must hang straight from the hips and not be tight in the legs. Long pants are the uniform requirement from Grades 6 through 12.
Shirt	The shirts must be clean, ironed and worn on the outside and not tucked in.
Hair	Hair must be neatly groomed. Boys hair must be worn above the collar. Long hair must be neatly tied back above the collar line and away from the face. Girls are allowed small hair accessories of white, black or blue only. Other colours are not allowed.
Shoes	Shoes are to be fully closed, all black and clean. No boots eg. Timberlands. No sandals, beach shoes or wheelies. All white or all black socks that are visible, are required.
Jewelry	The ONLY jewelry permitted for girls is one pair of small hoops or stud earrings (one in each ear lobe) and a watch; for male students, the ONLY jewelry permitted is a watch. Secondary school boys are permitted a single small stud in one ear. A small religious emblem may be worn, hidden under the shirt. Any inappropriate jewelry may be confiscated and held in the office at the principal's discretion.
Tattoos	No visible tattoos are permitted.
Makeup	Makeup and nail polish (gel, shellac included) are not permitted.
Sweaters	A navy blue Maple Leaf zippered hoodie is the only permitted sweater to be worn with the uniform.



**Belts** An all black belt is required to be worn for short or long pants.

### **LOCKERS (School Lockers/Combination Locks)**

All students in Grades 7 to 12 are assigned a locker. The school requires that students with lockers purchase a combination lock from the school's office, Operations Department. Each lock has a designated combination and serial number that is logged and recorded by Maple Leaf.

The cost of the lock is a one-time fee. Students will retain their lock for their tenure at Maple Leaf. The charge for the lock is payable at the same time as school fees, at the beginning of the school year.

Should a student lose or damage his/her assigned lock, a replacement lock will need to be purchased. If a lock is defective, the school will replace the lock at no cost to the student.

Lockers are the property of Maple Leaf and the school's administration reserve the right to enter a student's locker in the interest of safety and/or security at any time.

All lockers are numbered and are designated to specific students. No student shall switch or change lockers without the prior permission/approval from the office, Operations Department.

Books and supplies should be collected for classes before the start of the first class, at break or after lunch. This procedure will ensure that students will be on time for class. During the lunch break books and laptops should be left in lockers, and not in the hallways. Students are expected to keep their lockers clean and locked at all times. It is strongly recommended that students do not share their combination codes with other students, as students are solely liable for the contents of their respective lockers.

### **CAFETERIA SERVICE**

The cafeteria operates on the compound in Building B. The hours of operation are 7:00 a.m. to 12:40 p.m. The cafeteria offers a variety of food items for breakfast, lunch as well as snacks. The menu, with prices, is provided to parents via email, and is circulated weekly. Please direct all cafeteria enquiries to Maurice at 303-1100 or email [habrscuisine@gmail.com](mailto:habrscuisine@gmail.com).

### **EATING AND DRINKING**

Food and drink (with the exception of water) may not be consumed in the buildings and are restricted to the cafeteria area and open areas such as the courtyard. Glass bottles/containers are not permitted. Students are welcome to bring their own lunches, please remember that Maple Leaf is a nut free environment. There are five microwaves available for student use in the cafeteria area.

### **PERSONAL BELONGINGS**

Any personal belongings brought to school by students are the sole responsibility of students. Students should secure their possessions in their assigned lockers at all times. The school is not responsible for any loss or damage to personal property. Valuables, such as smartphones and large sums of money, should not be brought to the school.

### **USE OF CELLULAR PHONES**

Maple Leaf recognizes that cell phones, tablets and laptops can be useful tools to students both in and out of class. We believe that students should learn to use their devices in a polite and respectful way, without distracting themselves or others.

1. Cell phones may not be used inside any building. They can be used outside before school, at morning break, at lunch and after school.
2. Headphones/earbuds can only be used outside the building, in the cafeteria and library.

3. Cell phones should be turned off and headphones/earbuds taken out/off before entering any building. Cell phones can only be used in the classroom/library with permission from teacher/librarian.
4. The use of social media or messaging/texting during class time is prohibited.
5. Videotaping or photographing another person without their permission is strictly prohibited.
6. Failure to accept the responsibility of reasonable use will result in the device being confiscated by staff and sent to the office. On the first offence, students may retrieve the device after school. On the second offence, students receive a demerit and the device must be retrieved by a parent. On the third offence, students will be referred to the office to see an administrator. See Appendix: Disciplinary Consequences.

### **LOST AND FOUND**

Lost items are turned into the lost and found located outside the office of the Finance and Operations Manager in Building A. Any item of value, such as money, wallets, cellphones, should be turned into the school's receptionist.

### **SCHOOL SUPPLY LISTS**

Textbooks are provided to all students during their time of study at Maple Leaf. The school supply list of requirements for each grade can be found on our website or obtained from the school's office. Parents/Guardians are required to purchase the items on the Supply List.

### **STUDENT AGENDA**

An official Maple Leaf Student agenda (Academic Planner) is provided to each student in Grades 2 to 5 during the first week of September. Every student is encouraged to use the academic planner. If it is lost or damaged, a new one may be purchased at the office. Use of the planner encourages effective organizational skills and work habits.

# LIBRARY

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Our library is a vibrant and dynamic part of our school and integral to the success of our students by providing support, resources and engagement.

The library is fully automated using the electronic Follett Destiny Library Manager which controls the circulation of our library materials using barcodes.

Instruction on the use of various online databases is provided, enabling students to search millions of information sources online, at school and home. The library also provides the service of Selected Dissemination of Information (S.D.I.) where users' specific information requests are met. The library supports teachers by providing timely instruction such as library and research skills and technological applications. Information on plagiarism and citing information using the American Psychology Association (A.P.A.) and the Modern Language Association (M.L.A.) styles are also provided.

## Library Resources:

Our collection of print material and electronic resources puts the world at your fingertips. Fiction and non-fiction books may be borrowed for 2-week loan periods with the option of renewal. Students are responsible for returning borrowed materials on time. Borrowing resource material is a privilege. Replacement costs for lost items are calculated in accordance with the actual costs of those items.

Students may purchase additional print credits at the library for all printing, and photocopying tasks. These credits can be purchased in increments of TT\$10.00 which equals 40 credits.

## Facilities:

- Computers
- Printers
- Scanners
- Binding machine to bind projects - \$9.00 to \$20.00 depending on size of spine
- Photocopier - 1 credit per page
- Laminations \$10.00 per sheet (letter/legal)
- Black and white printing: 1 credit per page
- Colour prints: 5 credits per page (letter/legal)

## General Guidelines

Students should keep the following general guidelines in mind:

- Leave the Library study areas in good order before leaving
- an academic tone must be maintained in the library
- misuse or removal of ANY MATERIAL from the library without signing them out is a serious breach of discipline
- returned materials are given in to the teacher-librarian
- headphones must be worn while listening to audio files

The library is a learning space for research, reading and collaboration.

We invite you to explore your world in our library during the hours:

Monday - Friday from 7:00 a.m. to 3:00 p.m.

Our teacher-librarian is ready to help with any questions.

Throughout the year, the library also conducts programs and events that assist in educating and bringing the school population together. By engaging in such activities, the library champions the cause of literacy and assists in building school spirit.

Library programs and events include: Author Visits, Workshops, Numeracy Month, Learning Tree Reading Challenge and What's Your Write? writing contest.

### **TEXTBOOKS**

The library circulates textbooks to all students in Grades 7 through 12 at no additional cost. These books remain the property of the school and must be returned in good condition at the end of the year, term or semester, or upon leaving the school.

Our textbooks are numbered upon arrival and assigned to students by the teacher-librarian. These books are scanned on the students' names in the library's system and the name of the student is written on the inside. If a textbook is lost, unreturned or damaged, report cards and transcripts are withheld until the book is found or the cost of replacement paid. Replacement cost is calculated on the value of the book at the time of replacement plus any other charges incurred i.e. shipping and handling costs. The cost of the textbook is written in the inside of the book to give an approximate current value. Students should keep their books under lock and key, since they are very valuable and sometimes difficult /costly to replace.

# COMMUNICATION

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Maple Leaf recognizes that frequent, regular and ongoing communication is an ingredient of an effective school. In keeping with this belief, we provide the following as part of our communication practices:

- Marketing and Communications Coordinator
  - Maple Leaf website: [www.mapleleaf.edu.tt](http://www.mapleleaf.edu.tt)
  - Maple Leaf Facebook page: [www.facebook.com/mapleleafschoo](http://www.facebook.com/mapleleafschoo)
  - Maple Leaf Instagram Page: [@mapleleaf\\_tt](https://www.instagram.com/mapleleaf_tt)
  - Maple Connect weekly newsletter
  - School generated e-mail communications
- Maple Vision – Current information and photos of school activities and events are displayed on a screen in the Great Hall.
- Classroom Teacher Communications
  - newsletter
  - e-mails
  - phone calls
  - letters and forms on excursions etc.
  - teacher’s website
  - Google Classroom
- Formal Dedicated Meetings and Events
  - Curriculum Night – Elementary School
  - Secondary School Curriculum Nights – Semester 1 and 2
  - Report Cards
  - Parent/Teacher Interviews
- Social Events
  - PTA Meet and Greet
  - School Events such as Christmas Concert, Arts Showcase, Grade 12 Art Exhibit
  - PTA November to Remember Fundraiser Party

## OPEN LINES OF COMMUNICATION

At Maple Leaf we are service oriented, and strive to resolve any matter that may occur in a timely fashion. In order to bring understanding and satisfactory resolution to any issue, it is best if it is addressed at the closest contact point. Therefore, please use the following guide when resolving questions or concerns.

- Classroom matters: Please schedule a meeting with your child’s teacher. The teacher is in the best position to know and understand your child’s needs. Most problems will be resolved at this level.

Teachers can be contacted via e-mail, or through the school’s office.

- When the question or concern is not resolved with the teacher, kindly make an appointment with the vice-principal, or the principal.

### **CONTACT INFORMATION CHANGE**

In order to ensure that our contact information is always current, we ask that you submit a Parent Update Information Form if there are any changes to your contact details. This is available at the school's office.

Additionally, if there is a change in custody of a student, the office is to be notified in writing, as soon as possible and supplied with the appropriate supporting documentation.

### **SECONDARY CURRICULUM NIGHTS**

A Curriculum Night is held in each Semester. This session gives parents/guardians the opportunity, by following their child's timetable, to meet the respective teachers for each of the courses. It is very important that parents/guardians know what their child will be studying as well as the associated expectations.

During these sessions, parents/guardians will be briefed on the objectives of each course and have a chance to interact with staff. Any questions concerning course work and student evaluation can be answered at that time.

### **ELEMENTARY CURRICULUM NIGHTS**

Held at the beginning of the school year so parents can meet the homeroom and specialist teachers and find out what their child will learn in the upcoming school year.

### **PARENT TEACHER CONFERENCES**

Secondary Parent-Teacher conferences are held after the mid-semester reports are issued. For Semester 1 in November and for Semester 2 in April. For Elementary students, Parent Teacher conferences are held in November and February. Closer to the date of interviews a letter will be sent to parents via email outlining the interview time slots available and how to sign up.

Parent-Teacher conferences allow parents/guardians to meet with teachers individually, to discuss the progress of their children. It is the opportunity to discuss any concern a parent/ guardian may have and to find out how their child is coping in the classroom/school.

# STUDENT SUPPORT SERVICES

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Maple Leaf International School is committed to supporting the success of each of our students through our dynamic and supportive learning environment. This includes differentiated instruction in the classroom, limited withdrawal for specific skills and in-class support from Educational Assistants. The Student Support Services teachers provide services to students with identified learning disabilities, students with attention difficulties (ADD/ADHD), English Language Learners (ESL/ELL) and students who seem to be struggling to achieve the Ontario Curriculum expectations.

The Student Services Support Team consists of: Teachers, Guidance Counsellor, Vice Principal or Principal, and other outside agencies as required.

- The Student Support Services teachers work in consultation and collaboration with classroom teachers, parents/guardians and administration. The team makes recommendations for program accommodations and teaching/learning strategies to be employed in meeting the learning and educational needs of individual students.
- The procedure consists of the following:
  - Pre-referral for Support Services stating the area(s) of concern
  - Observation of student or review of student file and samples of work
  - Informal or formal in-school team meetings
  - Suggested teaching strategies, accommodations, interventions or further support
  - Occasionally, the team may recommend a full educational assessment administered by an outside professional in order to determine the student's specific areas(s) of academic need and corresponding accommodations or support required
  - An Individual Learning Plan (I.L.P.) may be developed based on the needs of the student.
- Teacher and Parent/Guardian input are necessary throughout the process, as their support is critical to student success.

## ENGLISH LANGUAGE LEARNERS (Students new to English)

Maple Leaf International School provides limited support to English Language Learners. Instruction is within the regular classroom, allowing for full immersion into the academic and social constructs of the English language. Students with no English language background may require intense language instruction prior to or in conjunction with the regular academic programme. Some in-class support may be provided by an Educational Assistant as recommended by the Student Support Services team.

Depending on the level of support needed, parents/guardians may be required to seek additional English language support outside of school. This will be an additional financial responsibility to the parents/guardians. Maple Leaf can provide names and contact information for English Language tutors.

## STUDENT SERVICES/GUIDANCE DEPARTMENT

Maple Leaf students and families can expect to receive assistance with appropriate course selection in pursuit of a chosen post-secondary pathway by our full-time guidance counsellor. In consultation with parents/guardians and school staff, each student will have the opportunity to develop their own personal plan to make themselves as competitive as possible for their chosen destination/field.

As the student progresses through his or her educational path, the Support and Guidance staff are available to provide research assistance in career selection, community service expectations, interpreting credit obligations and assisting with the application process for universities/colleges. Students will also have opportunities to attend presentations by American and Canadian colleges and

universities, at our University & College Fair in October/November, as well as at various other times throughout the year.

Student Services at Maple Leaf will help with all aspects of documentation for application to universities/colleges. These include transcripts, letters of reference, personal information profiles, etc. Student Services can also provide direction on scholarships and assist students with guidance in the preparation of their scholarship/university applications, supplementary forms and documentation, and any other aspects of preparation for post-secondary studies.

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

As well as post-secondary support, the Guidance Counsellor provides support to students, parents/guardians and teachers, for academic and personal issues.

Maple Leaf International School is an official S.A.T. Test Centre, and administers the October, November, December, January, May, and June tests.



# CODE OF CONDUCT

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Maple Leaf's "Code of Conduct" is founded on two pillars:

- Student behaviour
- Academic integrity

## STUDENT BEHAVIOURAL RESPONSIBILITIES

Maple Leaf's Code of Conduct acknowledges the importance of personal conduct and deportment to our educational community. Effective schools are schools which understand that student achievement is a complex affair, and is affected by several factors. One factor that can never be underestimated, is an individual's sense of safety and well-being.

Embodied within our Code of Conduct is our intention to ensure that everyone at Maple Leaf is respected, and that they feel safe and connected at all times through modeling, constant and frequent dialogues, and discussions on appropriate behaviour; an environment of trust among staff, students and the parent community is achieved.

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

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

RESPECT for oneself

This pertains to student responsibilities which include, inter alia:

- arriving on time and prepared for classes
- regular attendance
- providing notes from parents/guardians for absences
- observing the policy prohibiting the use of alcohol, vaping and drugs
- observing a smoke-free environment
- wearing the uniform appropriately
- giving your best effort at all times

Maple Leaf recognizes that the majority of students are self-disciplined and that corrective actions suggested by this Code will apply only to a minority of students. This Code serves as a reminder of what is expected and will aid to motivate self-control as an essential and positive attitude.

Guidance by all staff is intended to convey to students, as clearly as possible, that students are being supported in becoming co-operative and fulfilled citizens, while maintaining their own individualities.

### CONSEQUENCES FOR LACK OF ATTENDANCE

See Appendix: Disciplinary Consequences

- 1) If an acceptable explanation has not been provided, a parent/guardian will be contacted.
- 2) If late attendance and/or absences for classes or for homeroom accumulate, teachers will contact parents. Once a student has accumulated five lates to any class, they will receive a demerit.
- 3) If the attendance pattern does not improve, students will be referred to the Vice Principal or Principal.
- 4) Where unauthorized absences or late attendance continue to occur, students may be placed on academic probation, and loss of credit or withdrawal from school may result.

### HARASSMENT AND/OR DISCRIMINATION

All students at Maple Leaf have the right to equal treatment with respect and courtesy being shown. No student is allowed to harass or discriminate against another student(s) because of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, family status, or disability.

The intent of discipline at Maple Leaf is to teach and to guide. Harassment is a form of discrimination and is not tolerated at Maple Leaf. Harassment may take many forms and include:

- physical (or other unwelcomed contact)
- verbal (belittling, offensive remarks, threats, insults, jokes or hostile comments)
- physical or verbal teasing (including derogatory nicknames)
- written or visual (graffiti or display of offensive and hurtful materials designed to exclude or marginalize their target)
- intimidating (leering or obscene/offensive gestures)
- inquiries or comments about a sexual gender
- practical jokes which cause awkwardness or embarrassment, endanger safety or negatively affect others
- unwelcomed physical or sexual contact
- inappropriate use of the Internet to harass, intimidate or bully

Incidents of violence/abuse will be investigated and students will be consequenced accordingly. The school promotes an atmosphere where students feel safe and welcomed and are treated with due respect and courtesy.

## ACADEMIC HONESTY

### 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, uses Artificial Intelligence (AI) to produce their work or presents the work done by others as if it were his/her own (plagiarism), is being academically dishonest. It is the responsibility of the school to educate the students about the Academic Integrity Policy and provide support and consequences.

We require that the faculty at Maple Leaf International School be responsible to:

- teach the students to function with academic integrity
- teach proper referencing of resources used by them
- use technology that ensures that students hand in original work, avoiding plagiarism
- practice the Academic Honesty Policy that has been put in place, taking into consideration the unique nature of each situation
- ensure that new students are abreast of the expectations and skills required at the respective grade level at which they are entering.

We believe that our students:

- must demonstrate honesty in all academic endeavours as students of Maple Leaf
- must take an active role in the learning process
- have a responsibility to understand and abide by the Academic Honesty Policy

## INAPPROPRIATE BEHAVIOUR

We believe that students learn more effectively in an environment in which appropriate behaviour is consistently expected. This greater sense of security and well-being is a fundamental precept for student achievement.

When inappropriate behaviour occurs, teachers, counsellors or administration will confer with the student(s). The parent may be contacted, and a further meeting arranged in more serious or repeated situations. As a result of the discussion process, one or more of the following consequences may occur:

- detention
- restitution: financial or other
- behaviour contract
- loss of grade
- suspension
- expulsion

The suspension or expulsion of a student is the result of a serious breach of conduct or a series of repeated breaches of conduct.

The suspension or expulsion of a student may occur in any of the following circumstances:

- Leaving the school's premises without authorized permission
- Habitual neglect of duty
- Willful tampering or destruction of school property, including fire safety equipment
- Use of profane or improper verbal or body language
- Conduct injurious to the moral tone of the school
- Conduct injurious to the physical or mental well-being of others
- Purchase, possession, distribution or use of tobacco products, vaping products or controlled drugs/substances or drug paraphernalia or any attempt to circumvent the drug testing process.
- Possession of any weapon, fireworks, or facsimile of a weapon (Toy weapons are forbidden for use in skits, class videos, dramas etc.)
- Engaging in dangerous pranks or other activities that pose a threat to the safety of that student or others
- Theft
- Where the student's behaviour seriously jeopardizes the ability of the school to guarantee the dignity or safety of its students, or interferes with learning due to acts of discrimination or harassment or other prejudices.

The Withdrawal of a student may occur when:

- A student disregards or does not abide by the rules and regulations of the school
- The school determines that the student's conduct or performance demonstrates an unwillingness or inability to be productive within the school community
- A parent/guardian or other individual closely associated with the student fails to cooperate with the school or disregards or does not abide by the rules and regulations of the school
- The school determines that the continued attendance of the student in the school is not in the best interest of the other students of the school
- The school determines that the continued involvement of a parent/legal guardian with the school is not in the best interest of the student, the student body or of the school
- Unsatisfactory academic performance
- When the student is no longer able to benefit from the program provided by the school
- Other reasons as determined by the sole discretion of the school

**SCHOOL'S JURISDICTION**

The area of jurisdiction includes school property, school functions off campus, and all other school related events including excursions, field trips or any other school related activity when students are off school property. The school's jurisdiction extends beyond the above if a student's conduct concerns the use of alcohol, controlled drugs/weapons, the commission of a criminal offence or conduct amounting to a criminal offence or if the student's conduct brings or tends to bring the name of the school into disrepute.

# TECHNOLOGY

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## SCHOOL AND STUDENT EQUIPMENT

Technology today has taken us to heightened advancements in the methods and tools of teaching. We now do not only require but enjoy, a greater variety of learning strategies in the classroom. Teachers and students now have increased access to the internet and a variety of software and apps which de g more creative teaching and learning options.

### Laptops

In keeping with our school's thrust towards greater integration of technology in our classrooms, all **students in Grades 5 to 12 are expected to bring their own laptop**, fully charged to school daily. Students in Grades 2 through 4 will have access to Chromebooks provided by the school. Students in Kindergarten and Grade 1 will have access to iPads.

The recommended laptop specifications are available on the school supply list and may be updated over time.

Parents are also asked to ensure that laptops bear some form of identification, such as engraving, and are asked to please impress upon their son or daughter to keep their laptop in their locker when they are not using it, such as during break and lunch. The school will not be responsible if laptops are stolen or damaged while on the school's compound.

## SCHOOL & STUDENT EQUIPMENT USAGE

### Computers And Computer Networks

A Computer Use Agreement is in effect for students of Grades 4 to 12. This must be signed by both student and parent/guardian. Students requiring access to the school's wireless network must agree to abide by the terms of usage outlined. The Computer Use Agreement form is available from our IT technician.

### Email Usage

Students in Grades 4 to 12 are assigned a school personalized email address as well as a username and password.

It is expected that all students demonstrate proper internet and email etiquette whenever online. Failure to do so could result in the restriction of email privileges and network usage at the school.

Online bullying is unacceptable behaviour and Maple Leaf is willing to take steps to deal with it. Students should not use the internet to send abusive messages to anyone. This applies to people in our school, other schools or anywhere in the world.

### School's Domain – [mapleleaf.edu.tt](http://mapleleaf.edu.tt)

Students are reminded that all communication from the school including their personal Maple Leaf emails are generated using the Maple Leaf internet domain name of [mapleleaf.edu.tt](http://mapleleaf.edu.tt). They are therefore required to adhere to the following:

- **Responsibility:** Students are responsible for messages sent using their account, whether or not they wrote the messages.
- **Cheating:** Students must not use email to obtain copies of other student's work for the purposes of plagiarism or cheating.

- Suspensions: If a student's email is suspended, they are not allowed to use another user's account.
- Chain Letters: Students should not forward or author a chain letter.
- Attachments: Students should not send games, hacking utilities, pornography or any unacceptable material via email (executable, text, sound, image, or video).
- Large Attachments: Avoid sending large files as they may fill up your and other users' email storage quotas.
- Academic & Personal Use Only: Your email account is provided for your academic and private use. You should not use your account for any commercial or illegal activities.

### Internet Usage

**Web Filtering:** While on campus, our internet gateway performs website filtering which restricts the sites that students can visit on the world wide web. Web filtering is used to restrict student access to pornographic, gambling, hate, racist, weaponry sites, etc. While useful, this software will not block all browsing of offensive material. While off campus, there is no website filtering built-into the laptops. At their discretion, parents/guardians may want to do some form of web filtering at home.

Students must use professional judgement when sending, posting, or sharing content online and on social media to uphold a positive and professional image of themselves and the school.

**Bandwidth Management:** Firewall technology has been installed to monitor and control the flow of traffic on our Internet connection. This technology ensures that the bulk of our Internet traffic is devoted to academic use. It does this by limiting the amount of bandwidth consumed by online gaming and peer-to-peer file sharing. Students must not circumvent this technology.

**Internet Network Security:** A computer firewall sits between our network and the Internet to protect our computers from outside hackers. Students should in no way try to subvert this security or provide others with a means of attacking our network.

School emails are deactivated six months after leaving the school or graduating.

# APPENDIX

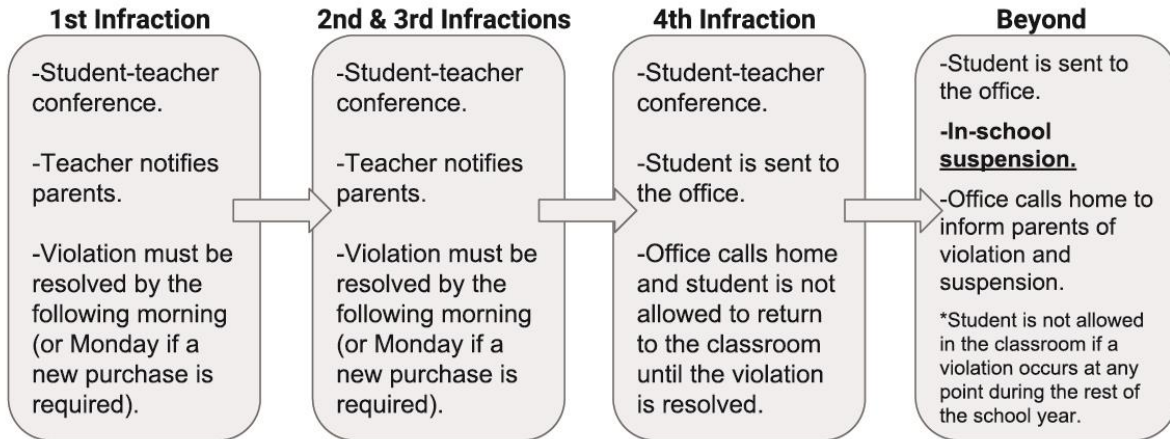
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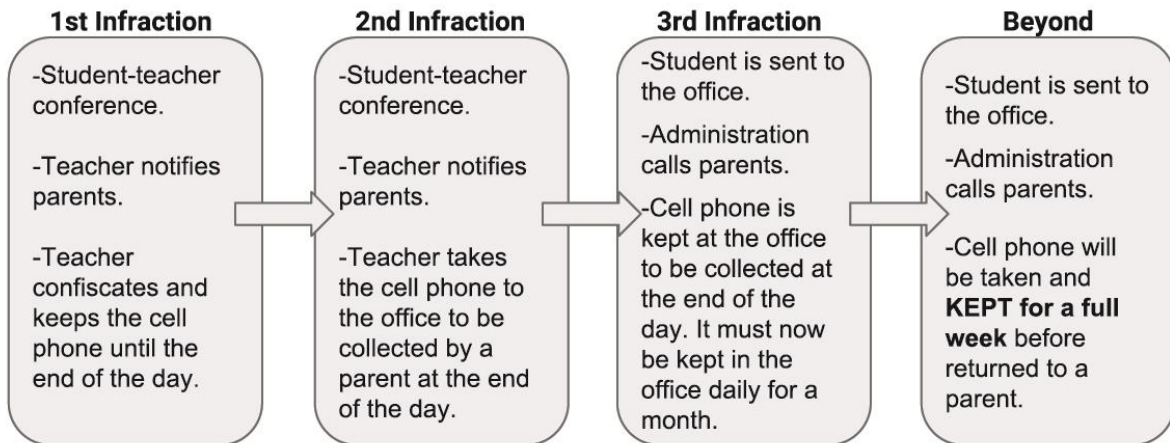
COMMITTED TO EXCELLENCE

# Disciplinary Consequences

## UNIFORM



## CELL PHONES



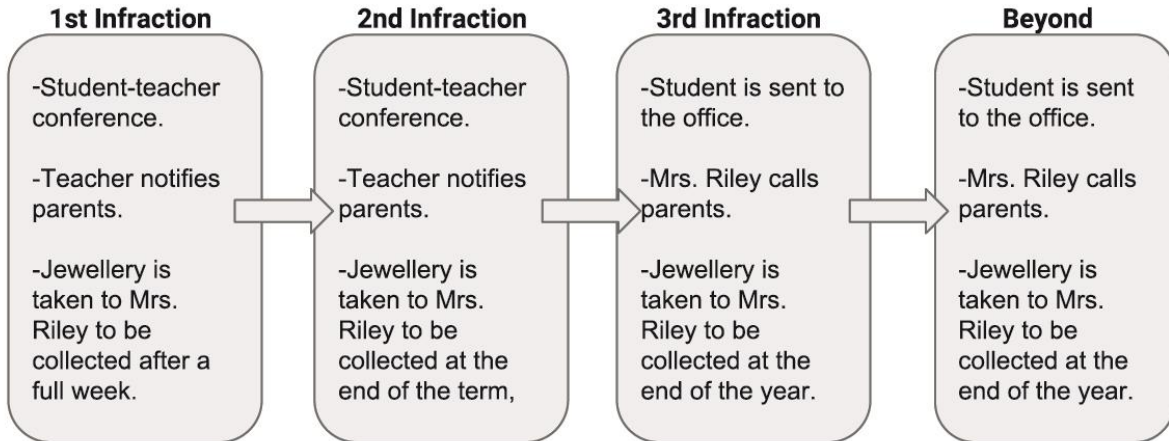




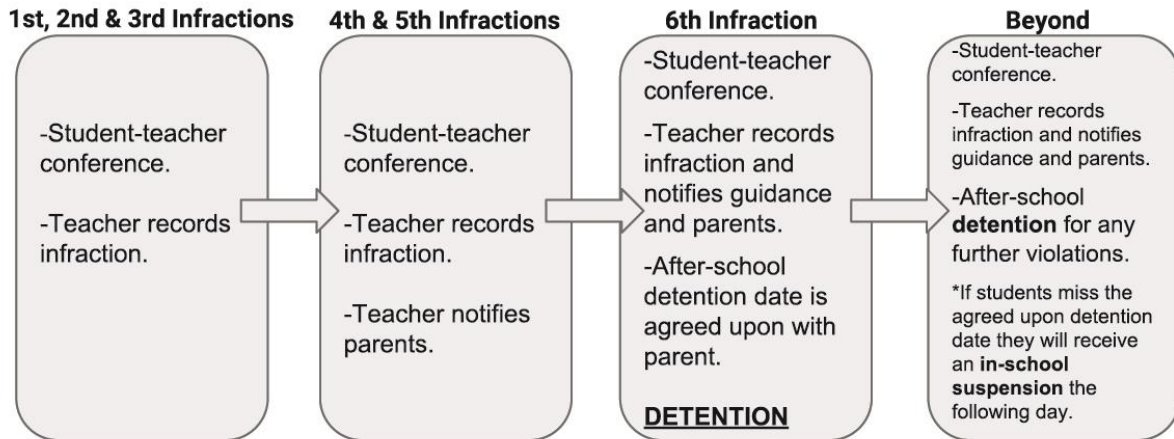
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# Disciplinary Consequences

## JEWELLERY



## LATES

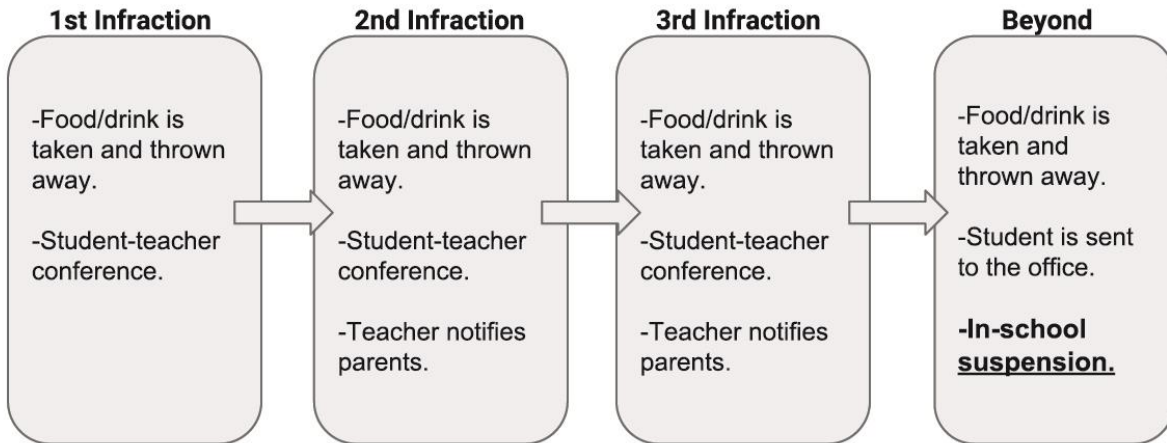




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# Disciplinary Consequences

## FOOD/DRINK



## DRESS UP

