



The Maples Academy

2018 - 2019 Parent/Student Handbook

The Maples Academy Student Handbook

Mission Statement

The Maples Academy is an independent IB school committed to high standards of scholarship, citizenship, and personal responsibility. Through a rigorous liberal arts curriculum, and extensive co-curricular program, The Maples encourages each student to develop an inquisitive and creative mind, sound body, and strong moral character. The Maples is in the heart of the country just minutes from Orangeville. The Maples inspires reflection, study and play, abiding friendships and a defining school spirit. A vibrant, ethical community that embraces diversity, The Maples prepares students for leadership in a rapidly changing world that requires global understanding, environmental stewardship, and dedication to service.

Staff Statement

We, the staff of The Maples Academy, are committed to the task of providing you, our students, with the best possible education. Our responsibility to you is challenging, yet it is exciting. We welcome this privilege because, together, we are creating a community of learners and teachers.

We acknowledge our commitment as follows:

1. We will carefully plan, teach and evaluate all assigned courses.
2. We will strive to maintain an environment in our classes and in school generally, which will enable you to grow and develop.
3. We will communicate information about your progress to you and to your parents.
4. We will endeavour to assist you with any difficulty you wish to share.

Finally, we promise that we will strive to challenge you to think, to examine, to listen, to speak out and to act in the spirit of humanity.

Enrolment

It is the policy of The Maples Academy to offer enrolment to eligible children after the prospective student has completed the following:

- Visited the school
- Met with the Head of School or designate
- Undergone initial assessment procedures

As well, the prospective student's parents must:

- Meet with the Head of School/Principal or Head of School/Principal Delegate
- Agree to the policies and procedures of The Maples Academy as outlined in the Student and Parent Handbook; as amended from time to time
- Agree to allow The Maples Academy access to the prospective student's previous school records or reports, as well as any other pertinent records
- Submit a valid piece of ID and the most recent copy of immunization
- Complete and sign the full registration package at the time of registration
- Complete an enrolment contract, and meet the financial commitments in regard to fees as prescribed in the enrolment contract.

Before and After School Care at The Maples Academy

Before and after school care is available as a service for families who are unable to drop off or pick up their children within the regular school hours. The program director operates the program from 7:00 to 8:30 a.m. and 3:30 to 5:30 p.m. each school day.

Students using the service in the morning must report directly to Room 8 and remain there under the program director's supervision. Students in after school care must go directly to the program room and remain there (or in an alternate location) under the program director's supervision until picked up.

When the students are signed out of the program, parents or the authorized person must come into the school to get their child/children and inform the program director. Any parent wishing an unauthorized person to pick up their child/children must send in a written notice or call the school office before 3:00 p.m. Families are responsible for providing drinks and snacks for their children while in after school care. Students who are not picked up by 3:40 p.m. will automatically be sent to after school care.

Before and After school care must be paid for in advance through the school office. A pre-paid punch card system, in amounts of 10 or 20 sessions, will be used at the rate of \$3 per session. Cards can be purchased at the office or paid for on-line. The cards will be kept at the school and returned to parents when they are full. Retain these cards for tax purposes. Families without pre-paid cards must pay on the day that the service is used at a rate of \$5.00 per session.

Pre-Paid Rates for 2017/2018

Before School:

7:00 to 7:30 - \$3.00

7:30 to 8:30 a.m. (or any part of the hour) - \$3.00

After School:

3:30 to 4:30 p.m. (or any part of) - \$3.00

4:30 to 5:30 p.m. (or any part of) - \$3.00

Teacher Blogs

Each teacher has their own blog page. Please ensure you check these pages regularly, as there will be a great deal of information posted on these, such as homework, special events, notices, etc. A full list of homeroom teachers, and specialist teacher blogs can be found on The Maples Academy website at www.TheMapleschool.com.

Illness

It is the policy of The Maples Academy that students who are ill may not attend school that day. Since it is expected that all students go outside for recess, students should not attend school if they are not well enough to go outdoors. Children suffering from communicable illnesses must remain out of school until they are no longer infectious. To avoid your child being sent back home, contact the office for details in regards to the infectious period of such illnesses as chicken pox. Should a child develop symptoms of illness after the parents/guardians have left the premises, they will be sent to the school office for observation and remain there until a further decision has been reached.

If a student is diagnosed with a communicable illness, the school sends a notice home to each family that has a child in that class.

Parents/guardians or the emergency form contact persons will be notified if a student has symptoms of a communicable illness or other symptoms including:

- An elevated temperature, flushing, or listlessness
- An acute cold, nasal discharge or coughing
- Vomiting or diarrhea
- Red or discharging eyes or ears
- Severe headache or dizziness

Head Lice

Head lice are a fact of life and are no reflection upon a family's hygiene. They spread easily among groups of children. It is essential that all families be vigilant in monitoring their children for head lice by checking heads regularly. When lice are discovered, the affected children are sent home immediately to undergo treatment. A notice is sent home to families with children in that class.

Upon returning to school, the student along with one parent must check in at the office.

Assessment and Evaluation Policy

The primary purpose of Assessment and Evaluation is to improve student learning.

Formative Assessment

Formative assessment refers to the on-going collection of information that occurs throughout the year that enables teachers to monitor and guide student's progress and improvement towards the achievement of expectations. This information may be reflected in the student's final mark.

Formative Assessment Skills

- Includes homework, quizzes, assignments, demonstrations, oral responses, journals, checklists and observations.
 - Provides ongoing feedback to students throughout a unit of instruction.
 - Guides their efforts to improve performance.
1. If a student legitimately misses a formative assessment activity that the teacher chooses to evaluate, the teacher may request that the student make up the activity.
 2. If a student misses a formative assessment activity due to an unexcused absence, a mark of zero will be assigned.

Summative Assessment

Summative assessment is used at the end of a unit, course, or term to measure the extent of student learning. It is a process by which a teacher measures a student's achievement.

Test Policy

1. Teachers will give sufficient notice (minimum of three days) for tests.
2. If a student is involved in a school-related activity on a test day, the student must give the teacher two days' notice prior to the test day so that alternate arrangements can be made. **If a student fails to make such arrangements, the student will receive a mark of zero.**
3. Parent(s) will contact the school if a student is legitimately absent on a formal assessment day. On the day of the student's return the student/parent shall make arrangements with the teacher to make-up the missed work. **If the student/parent fails to make such arrangements, the student will receive a mark of zero.**

Deadline Policy

1. It is the student's responsibility to ensure that the teacher is notified by a parent/guardian if she/he is going to miss a formal assessment prior to the assessment. It is the student's responsibility to make alternate arrangements.

2. The ability to meet deadlines, especially for major assignments and projects, is a life skill that is essential to success. Teachers will inform students of the timelines for major assignments and will give them ample time to complete and submit these.
3. For **major assignments**, students will have 3 school days after the initial deadline to submit the assignment with a penalty of 10% per day including weekends. **Failure to hand in the assignment after this date will result in a zero.**

Extended Absences

In the event of an extended absence due to medical reasons, family circumstances, late registration or other approved situations, modifications to the evaluation may be made after the teacher has been informed of the intended absence.

Methods of Reporting

Both parents and teachers are encouraged to contact one another at any time during the year to address any concerns or share praise. Report cards are issued each term.

Parent-Teacher Conferences

Parent-Teacher conferences are scheduled subsequent to the distribution of first term reports.

Academic Honesty/Plagiarism

Students must not plagiarize, cheat, copy, present work from previous school years, or deliberately present the language, ideas or thoughts of another individual as their own work. Students who plagiarize or assist others in plagiarizing will receive a zero for that assignment/test and parental contact will be made. Plagiarism is a serious offence. The Maples Academy emphasises respect and pride for one's own work and for the work of others. For this reason, cheating on quizzes, tests, exams and assignments is viewed as morally and academically unacceptable and will result in a mark of zero on that quiz, test, exam or assignment.

Attendance Procedures

Regular attendance is an important component of the process of learning and of the evaluation of student achievement. *Education is a process.* When the process and content of learning is disrupted by irregular attendance, both the individual student and his/her classmates suffer as a loss of experience that cannot be entirely regained. Students who habitually miss class will suffer in the evaluation process because their participation and achievement cannot be fully assessed.

To encourage regular attendance, teachers will:

- Discuss attendance with students and parents if it is detrimental to success.

In the event of a student absence, the parent/guardian should abide by the following procedures:

1. Parent/Guardian should contact the school at 519-942-3310 if a student is going to be absent for part or all of the day. If the parent/guardian fails to do so the school may contact the parent/guardian regarding the absence.
2. If the absence exceeds one day, the parent/guardian should keep in touch with the school regarding the absences; the number of days will be noted.
3. Parents may contact the school at any time if concerned about their son's/daughter's attendance.

Late Students:

Being on time for all classes is an important contributing factor to academic success. The learning environment of others is adversely affected when students are late to class.

- Upon arrival, students must go to the office prior to entering their classrooms.
- Students late to classes will have the late recorded on their Attendance Record.
- Habitual lateness adversely impacts academic achievement and will be referred to the Head of School or Principal.

Sign-Outs:

- A student who becomes sick during the day, will be required to contact a parent/guardian or emergency contact person. Only then will a student be given permission to leave school before the end of the school day.
- In the event that a student needs to be signed out early due to a scheduled appointment, please inform the student's home room teacher upon drop-off to allow for the student to be organized for an early dismissal.

Snow Days and School Closing:

- Check The Maples Academy website www.TheMapleschool.com.
- Snow day closures will be posted by 6:45 am. Please do not call the school to check for snow closures. The Maples will send an email when the school is closed.
- Parents will be contacted by phone and or email regarding school closing for any reason other than inclement weather.

Code of Student Behaviour and Discipline

The staff of The Maples Academy wish to outline the standards of behaviour that are expected of all our students. In order to maintain and enhance an environment that is safe, welcoming, and in which teaching and learning will flourish, students are expected to behave in a manner that is helpful, courteous, respectful and caring. The vast majority of our students conduct themselves accordingly. Students are encouraged to approach any staff member to report any incident they believe is not acceptable. Negative, disruptive and aggressive behaviour will not be tolerated. A variety of techniques will be employed where appropriate to discourage unacceptable behaviour. Disciplinary procedures, including suspension where deemed appropriate, will be enforced for those who do not comply with these standards. Suspension is the removal of a pupil from the school, by the Head of School/Principal or his delegate, for a specified period of time. Students are required to adhere to the following expectations at all times. Failure to comply with these will result in disciplinary action.

1. Respect For Staff

Students are expected to comply with the expectations and requests of all staff members. The verbal, physical or sexual abuse of any staff member will not be tolerated and could result in suspension and police involvement.

2. Respect For The Rights Of Others

Students must respect the rights of all members of the school community. Unacceptable behaviour includes: verbal assault, sexual harassment or assault, fighting, physical assault, trespassing, possession or use of weapons and dangerous articles. Such behaviour is dangerous and will not be tolerated. Inappropriate behaviour could result in police involvement and the initiation of expulsion proceedings.

Sexual Harassment Policy Statement

The Maples Academy are educational communities within which children, women and men stand with equal dignity and value. To work and learn together as equals in a respectful, non-threatening environment is the right of all. The schools therefore, expect that all its employees, students and volunteers will be free from sexual harassment. Sexual harassment is contrary to the law. The school supports The Ontario Human Rights Code which explicitly prohibits sexual harassment. It is the responsibility of all members of The Maples Academy to conduct themselves in accordance with this policy in order to create and maintain an environment free from sexual harassment. Anyone who feels that they have been a victim of sexual harassment should report this immediately to someone in authority.

Definition of Sexual Harassment: Sexual harassment is defined as any unwelcome sexual comment or conduct that intimidates, demeans or offends an individual. Sexual harassment may include: unwelcome sexual advances, inappropriate body contact, request for sexual favours, display of exploitive materials.

Race Relations Policy Statement: It is the policy of The Maples Academy, in keeping with the provisions of the Canadian Charter of Rights and Freedoms and the Ontario Human Rights Code, to condemn and to refuse to tolerate any expression of racial or ethnic bias in any form by its students, staff or trustees. The policy also states that the accompanying guidelines for handling racial incidents within the school be implemented.

What is a racial incident? It is any expression of physical, psychological or verbal abuse that impinges on the human rights of another person. This includes racial, religious or ethnic slurs, name calling, insults, ethnic jokes, teasing, physical abuse or violence.

Here are the terms defined:

Name Calling: can be used in anger, with the intent to hurt or in fun. It can serve as a bad example for listeners who may not realize that it is being done in fun; it may also offend others.

Teasing or Jokes: demeaning stories, jokes and comments. While humour may be intended, hurt feelings may be the result. Even if no members of the target group are present, negative stereotypes are perpetuated.

Slurs or Insults: statements that are meant to demean or degrade.

Graffiti: degrading or insulting words, messages, slogans, pictures, etc.

Composition and/or Distribution of Derogatory Material: material containing views which are biased and hateful.

Vandalism with Racial Overtones: destruction/damage of property.

Fighting or Physical Assault with Racial Overtones: engaging in or inciting physical contact that may inflict physical harm on a member of a specific group. Such action may be spontaneous or premeditated. Students who are victims of racist behaviour should report it to someone in authority for immediate action. A member of the school's administration should always be informed of such incidents. They will deal with the allegations quickly and appropriately.

3. **Respect For Self**

Drugs and Alcohol: The possession and/or use of alcohol or illicit drugs on school property or at any school related event is forbidden and/or unlawful. All school functions, school-sponsored trips and celebrations such as graduation, shall be free of alcohol and illicit drugs.

Smoking: The school recognizes the benefits to all persons of a smoke-free environment. Therefore, smoking is banned within school buildings, in school vehicles and on school property. Possession of tobacco products by students under nineteen years of age is illegal.

Proper Language: Students are expected to use language that is appropriate to their dignity and the dignity of others. Coarse, profane or vulgar language is unacceptable.

4. **Respect For The Safety Of Others**

Many aspects of the Code of Student Behaviour and Discipline are based on the acknowledged right of students to learn in a safe, orderly and stimulating environment. In addition to those items mentioned elsewhere in this policy, The Maples Academy shall endeavour to address specific incidents as they arise.

5. **Respect For The Property Of Others**

Students are expected to treat with respect the property within the community, the school grounds, the school buildings and all items belonging to the school, other students or staff. Vandalism and theft violate the spirit of respect and will be treated as serious offences. Such acts of dishonesty can lead to suspension and/or police involvement.

6. **Attendance and Punctuality (See Attendance Procedures)**

Regular Attendance on the part of the students is vital to the process of learning. Therefore, it is the responsibility of each student to be in attendance at all times and with the proper materials required for full participation. Persistent lates to class and/or unexplained absences will be dealt with by the administrative team.

Behaviour Reflection Sheet

Behaviour Reflection Sheets are issued to students for serious misbehaviour such as inappropriate language (including disrespect or impertinence to authority), and harmful behaviour (physical and oral). The students must report to the Disciplinary Teacher or

Teacher designate with their **Behaviour Reflection Sheet**. Incidents are recorded and kept on file. The Disciplinary Teacher or teacher's designate assigns consequences according to the severity and frequency of the misbehaviour. Parents must sign the **Behaviour Reflection Sheet** every time it is sent home.

Schoolyard Policies

Students must

- stay within the schoolyard boundaries
- seek yard supervisor's permission to re-enter the school
- obey the yard supervisor promptly
- avoid rough play and aggressive behaviour including: pushing, shoving, tripping, fighting or play fighting; threatening, taunting, profane language, racial slurs or other intimidation; throwing snow, ice, sand or gravel
- report all accidents, injuries or bullying incidents to the yard supervisor immediately
- line up immediately when the whistle is blown/bell is rung.
- line up with your class and await permission to enter the school
- use the door assigned to your class for entry and exit

The rules for use of the outdoor play structures are reviewed by the teachers with the classes.

Students are encouraged to bring their own equipment with the understanding that the school is not responsible for damage or loss.

If conflicts arise between students, they are encouraged to attempt, through discussion, to resolve the problem. If they are not able resolve the issue to everyone's satisfaction, they should seek assistance from the yard supervisor.

Uniform Policy

By choosing to attend The Maples Academy, students and their parents have made a commitment to private education. The uniform is part of that commitment. It is a reflection of who we are and how we see ourselves and how others see our school. As a student of The Maples, you are an ambassador of all that the schools symbolize. Because of this, the uniform should be worn proudly and in good repair. Though we recognize our individuality, the uniform at The Maples Academy is what unites us as one community. There are variations within the prescribed uniform, which allow for a touch of personal style. Like everything else in a larger society, there are rules and regulations pertaining to the uniform; since you agree to the wearing of a uniform by coming to our school, we ask that you respect, understand and comply with the following information.

School uniform items, as outlined in the school's policy, must be purchased from the approved supplier.

The Maples Academy Uniform Policy and Expectations

JK- Grade 4

Regular Uniform

Crested White Oxford (button down shirt)

Crested Polo Shirt (students may only wear polo shirts from September – October 13th, and from April - June as replacement for the oxfords)

Grey Pants (no jeans, no skinny pants)

Crested Tunic for girls (girls may wear pants or tunic)

Black Belt (or no belt, but no coloured belts)

Navy Socks or Navy Tights

Grey Shorts (optional from September – October 13th, and from April -June)

Crested Sweater (long sleeve or vest)

Black Dress Shoes (indoor, left at school)

Physical Education Uniform

Crested T-shirt

Crested Sweatshirt

Crested Gym Pants or Shorts

White Socks

Non-Outdoor Gym Shoes

Grade 5 - 8

Regular Uniform

Crested Blazer

Crested White Oxford (button-down shirt)

Crested Polo Shirt (students may only wear polo shirts from September – October 13th, and from April - June in replacement for the oxfords)

Grey Pants (no jeans, no skinny pants)

Grey Shorts (optional from September – October 13th, and from April - June in replacement for the pants)

Grey Skirt for girls (girls may wear pants or skirt)

Black belt (or no belt, but no coloured belts)

Navy socks or Navy Tights

Crested Sweater (long sleeve or vest)

Black Dress Shoes (indoor, left at school)

Academic Tie

House Tie (please see attached email for your child's house – house ties are worn every Friday)

Crested 3in1 Jacket

Physical Education Uniform

Crested T-shirt

Crested Sweatshirt

Crested Gym Pants or Shorts

White Socks

Non-Outdoor Gym Shoes

Dress Shoes

Dress shoes must be solid black, leather or leather-like and with no other colour visible on the shoe. Students are not to wear boots, sandals, running shoes, hiking boots or athletic shoes of any kind. The shoe must be a closed shoe (heel and toe) and be below the ankle. No clogs, open back or open toe shoes of any kind are permitted. If you are uncertain whether the style of your child's shoe meets these expectations, you are encouraged to bring the shoe in to show an administrator before wearing the shoes in school. Students are always free to wear whatever footwear they and their parents consider is appropriate when travelling to school in the morning or back home at the end of the day. However, at all times during school, while they are in classes, or anywhere in the building, students are expected to adhere to the black dress shoes only policy.

Guidelines

- 1. Students are to be in full uniform every day upon arrival at school until they leave the property. While in the school building, there will be no changing into other attire during school lunch hour except into a gym uniform.**
2. Coats and/or jackets are not to be worn in the class or lunch room; they are not to be worn in hallways or in the foyer unless students are entering or leaving the building.
3. Only plain white T-shirts may be worn under shirts/blouses (no writing, pictures, logos).
4. Baseball caps, hats, bandannas, head wraps (or other inappropriate headwear) are not permitted during school hours. If students choose to wear these items to and from school, they are to keep them in their lockers or personal knapsacks.
There are to be no hats worn in the building.
5. Shirts, and polo shirts, worn with kilts/dress slacks must be completely *tucked in and buttoned at all times* – in classrooms and in all areas of the school including the foyer, hallways and lunch room.
6. The uniform is to be kept in good repair (no, rips, no cut-off sleeves, no unhemmed pants, etc.). Students/parents are advised to use Casual Days, statutory holidays and weekends to have the uniform cleaned, repaired and/or laundered.

Casual Days

On these days, students have two choices: dress in casual clothing or wear the school uniform. As these days are requested on behalf of the students, the expectations of appropriate attire that govern all of us are still in place. Articles of clothing which do not comply with the principles outlined in the Code of Student Behaviour as defined by The Maples Academy and the moral standards of our schools are unacceptable at all times.

These would include slogans or items that The Maples would deem rude or offensive and which do not respect the rights of self or others. Clothing worn on a Casual Day, therefore, should be modest and appropriate to a school/classroom environment. Students who disregard these expectations will be given attire to wear and they jeopardize the future of such Casual Days.

Students who wish to participate on a Casual Day must pay a \$2 toll Payment can be made to the school either in one lump sum of \$20 or \$2 per day to allow a student to participate in Casual Days. These funds will be donated to a local charity.

School Trips

While on field trips, students are ambassadors of our school and must conduct themselves accordingly; thus, the school uniform is mandatory. Sometimes, however, alternative dress is appropriate. The teacher in charge, with permission from administration, will inform students if anything other than school uniform is proper for a specific activity.

Uniform Violations (see Uniform Policy/Expectations)

- A dress pass may be issued by the Head of School or Principal, if the student has appropriate documentation for being out of uniform (phone call/note from Parent or from Doctor).
- The note/call should be attended to before the school day begins by calling the school or by the student meeting with the Head of School or Principal prior to the beginning of classes.
- Medical notes will be requested.
- All classroom teachers will document students who are out of uniform and send it to the main desk.
- Students out of uniform will be given attire to wear at the parent's expense.
- If uniform violations persist, a phone call to parents will take place, and then a suspension will be issued.

Physical Education Uniform Requirements

The physical education uniform at The Maples is **mandatory** and must be worn in all physical education classes.

Other Concerns

1. All shorts/track pants must be worn above the waist.
2. Shirts, shorts, pants are not to be altered – i.e. no artwork, cut off sleeves, rolled up etc.
3. Shoes must be tied up when participating in athletics.
4. During physical education classes students perspire. Students may therefore choose to purchase two T-Shirts.
5. On casual days, students may wear appropriate alternate athletic wear.

P.E. Uniform Violations

1. If a student has appropriate documentation (parent/doctor's note) for being out of uniform, they will be allowed to participate with the replacement physical education clothes for the day.
2. Any student who is not in the appropriate physical education uniform will not be permitted to participate, and/or be given gym wear that will need to be washed and returned.

Other Expectations

Accidents

In case of an accident, it is crucial for all student data to be up-to-date and well documented. Whenever there is a change to a student's personal data, including registration information, address, telephone numbers or medical concerns, it is important that the school be notified as soon as possible. The Main Office should be alerted in the event of a serious accident; the parent/guardian will then be informed immediately and an Accident Report will be filed in the Main Office. It is important that current home, work and emergency contact phone numbers be on file.

Custodial and Access Parents

Students can only leave the school with a person named on their **Pick-up Permission Form**. The school must be notified **in writing** in the event that your child will be picked up by someone that is not on their **Pick-up Permission Form**.

Backpacks, Coats and Boots

- Students are asked to store their coats, backpacks and all other items of clothing aside from their school uniform in their assigned area.
- Outdoor shoes must be left inside the student's assigned area and indoor shoes must be worn in the classroom.

Lunch Time

While having lunch in their classrooms, it is expected that students will observe the following rules:

1. Students will be in full uniform.
2. Students will clear any table they use and put trash/recycling in receptacles provided. Cleanliness is everyone's responsibility.
3. Students will consume food and drinks only in their classroom.
4. Students will be asked to assist in keeping their classrooms tidy.
5. Students will bring their own utensils.
6. Students should wash their hands before eating.
7. Students are required to bring food and snacks, which are peanut and nut free.

Balanced and nutritious "Litterless" lunches are encouraged. Soft drinks, "junk food" and the sharing of lunches is prohibited. If parents wish to purchase (at their own expense) the hot lunch program, forms will be distributed the month before. If a child is away on a day they have ordered lunch, they will not be reimbursed.

Lost and Found

Students who have lost or misplaced an article of value should contact the Main Office for follow up. Also, they should look in the lost and found. Unclaimed items will be

donated to a local charity. The Maples Academy are not responsible for any lost or stolen items brought to school.

School Trips

All field trips are part of the regular curriculum at The Maples Academy. Students must realize that while on field trips they are ambassadors of our school and must conduct themselves accordingly. The school requires signed parental permission forms for any trip and all students must provide the forms one day before they can be included on the trip. Students are expected to travel to and from their trip destination on the bus provided under the direct supervision of their teacher.

Parent Volunteers (In-school)

Volunteers who work directly with the students must:

- Must provide a clean Criminal Record Search Certificate
- Read and sign Code of Conduct Policy
- Read and Sign the Abuse Prevention and Harassment Policy
- Sign in and out at the front desk with the secretary.
- Must volunteer in a classroom that is not their child's homeroom class.

Phones/Personal listening devices, etc.

In the school, there is a phone available for emergencies. Students with cell phones are *not permitted to have ringers on* in the building. Students who interrupt class with phones or who are found using cell phones in any location in the school, will be referred to the Principal. Personal listening devices and/or video games are **NOT PERMITTED** in classes, and must be put away until lunch or after school. iPods and tablets are allowed to be used in the classroom for academic reasons only. The school is not responsible for the loss or damage of these items. Failure to comply with this policy will result in consequences and may result in having the items confiscated.

Textbooks, Library Materials, School Equipment

The staff members are asked to follow textbook distribution and retrieval as required by each department. Since school materials are extremely costly and used by many students over the years, textbooks, library materials and other school equipment are loaned to students for their use. Students are expected to treat these materials with care and are responsible for payment for lost, stolen, or damaged materials. No report card or midterm report will be given to students who owe for lost, stolen or damaged school material.

Visitors

School policy requires that all visitors report to the main desk at once to seek permission to enter or use any part of the building. Students should not invite visitors to the school unless it is related to the school program.

Weapons (Actual or Replica)

Students are not permitted, for any reason, to be in possession of any weapons, or any replica of any weapons, while on school property or at any school sponsored activity. If however, due to a dramatic presentation, a replica may be required, permission must be obtained from the teacher and administration. The replica will be kept by the teacher/Principal until the presentation.

Computer Use and Protocols

1. Students should not attempt to access any files that are not their own unless instructed by a teacher.
2. Students are to use only the software approved by their teachers. Students may not install additional programs on the computers without prior approval.
3. Under no circumstances are students to transfer any files from a disk onto the system without subjecting them to a virus check.
4. Students are not to violate copyright rules.
5. Students should not eat or drink over computer keyboards.

These rules are to protect students from losing their work and from losing the use of the computers. It is an offence to copy programs that are protected by copyright. Failure to follow these rules will result in disciplinary measures. Students tampering with software and hardware may face legal prosecution.

By signing below, I indicate that I have read and understood the Student Handbook and the Code of Conduct at The Maples Academy.

Student Signature

Parent Signature

Homeroom Teacher