



COMMITTED TO EXCELLENCE

# CODE OF CONDUCT

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 frequent and consistent 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 means student responsibilities 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 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; that corrective actions suggested by this Code will apply only to a minority of students, and are only 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, fulfilled citizens, while maintaining their own individualities.

## **CONSEQUENCES OF LACK OF ATTENDANCE**

- 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. If this continues, a student will be referred to the Vice Principal or Principal.
- 3) If the attendance pattern does not improve, a parental interview with the Vice Principal or Principal will be required.
- 4) Where unauthorized absences or late attendance continue to occur, loss of credit or withdrawal from School may result.

## **HARASSMENT AND/OR DISCRIMINATION**

All students at Maple Leaf have a 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.

Although 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 unwelcome 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
- unwelcome physical or sexual contact
- inappropriate use of the Internet to harass or intimidate

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

## **ACADEMIC INTEGRITY**

### **Academic Honesty and Integrity**

It is the responsibility of students to be academically honest in all aspects of their school work. A student who cheats on tests, or presents the work done by others as if it were his/her own (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 Integrity 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 Integrity Policy

## **MAPLE LEAF'S POSITION ON 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 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 threats to personal or others, safety
- 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/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 programme 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.

*At the start of each school year, each Secondary student is presented with the Student Rules copied below which they are to read, sign and return to the Guidance Counsellor.*

Maple Leaf International School  
STUDENT RULES

I agree to:

- respect my fellow students and all staff of Maple Leaf International School.
- respect all school property and the property of the staff and students of Maple Leaf International School.
- behave with courtesy and consideration for others.
- refrain from all forms of bullying, intimidation, play fighting, harassment and 'hands on' behaviour.
- refrain from profane and improper verbal or body language.
- behave in a manner which does not endanger the health and safety of myself or others.
- uphold the reputation of the school by observing an appropriate standard of behaviour when wearing the school uniform on and off the school campus.
- maintain regular attendance, arrive to classes on time and refrain from skipping classes.
- accept the consequences for undue lateness and skipping classes.
- complete work set by teachers promptly and to the best of my ability.
- be academically honest and refrain from any copying or plagiarising.
- ensure the textbooks assigned to me are maintained and returned in good condition.
- wear the approved uniform as set out in the Guide to Success handbook (available on [www.mapleleaf-school.com](http://www.mapleleaf-school.com)).
- have my cell phone switched off and on the teacher's desk during class time.
- refrain from the use of social media, texting or messaging during class time.
- only use phones, headphones and ear-buds outside the school building and in the cafeteria.
- not photograph or record another person without their permission.
- refrain from the use or distribution of any tobacco products, alcohol products, e-cigarette products and controlled drugs/substances or drug paraphernalia at school, on school excursions, in transit between school and home or otherwise wearing school uniform.
- remain on the school compound during school hours unless given prior written authorization from my parent/guardian to leave.

Please note the detailed rules and Code of Conduct are listed in the Guide to Success handbook on the school website.

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Maple Leaf International School  
STUDENT RULES

I acknowledge I have read the above Student Rules in its entirety and understand that I am bound to them.

I agree to abide by the Rules/Code of Conduct.

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STUDENT NAME (Print Name)

\_\_\_\_\_  
GRADE

\_\_\_\_\_  
STUDENT SIGNATURE

\_\_\_\_\_  
DATE