

*English is your future*



*MLA is the key*

# *Maple Leaf Academy*

*ESL Student Handbook of  
Policies and Regulations*

*2017*

*Student Name:*

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*Date Received:*

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# O Canada

O Canada!  
Our home and native land!

True patriot love  
In all thy sons command.

With glowing hearts  
We see thee rise,

The True North  
Strong and free!

From far and wide,  
O Canada,

We stand on guard  
For thee.

God keep our land  
Glorious and free!

O Canada,  
We stand on guard for thee

O Canada,  
We stand on guard for thee.

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# **Mission Statement**

To assist students in understanding and using the English language through effective instruction, long lasting friendships, and community interaction

## **Philosophy**

Maple Leaf Academy is dedicated to providing students with quality ESL instruction.

We believe the most effective teaching takes place in a safe and caring environment.

The English language has many components. We believe in teaching students how to read, write, speak, and understand the English language and culture.

We believe in using proven teaching techniques and methods to instruct all levels of ESL learning.

We believe in accountability. Teachers, staff, and students all take responsibility for the effectiveness and quality of service given and received.

# POLICIES AND GUIDELINES

## GENERAL

Many cultures are represented in every class. Teachers and students will respect the rights of others. Please be courteous and polite at all times. Violation of this rule may cause a disciplinary action.

### Assembly

All daytime students will attend a weekly assembly in the atrium at 8:55 every Monday morning. During the assembly important announcements will be made. We will also sing “O Canada”: the National Anthem. If you are late, do not walk in until the national anthem is finished.

### Classroom

- Please do not remove tables or chairs from the classrooms.
- Speak only English. English only at school.

### Student Dress Code

- Modest clothing should always be worn in class.
- Ladies: No bare midriffs or backs. Skirts and shorts should be a modest length.
- Men: Head coverings for religious purposes only. No baseball caps. No saggy pants.

### Student Phone

The student phone in the lobby area is for convenience and emergencies. Please be courteous and limit your phone calls to two minutes.

### Cell Phones

No phone texting or phone calls are allowed during class time. Cell phones must be turned off during class time. Phones on vibrate are NOT OFF. Please turn them OFF. Give your family Maple Leaf Academy’s number (403-262-8851) and if there is an emergency, we will get you from your class.

### Recordings

Video or audio recordings of lessons are not permitted. Cell phones and cameras must be off during class time.

### Cleanliness

Everybody likes a clean school. Please respect our school and be considerate of others by cleaning up after yourself.

This means:

If you move a chair, put it back  
If you spill or drop something, clean/pick it up  
Report big spills to the reception desk

## **Food**

Food and drinks are not allowed in the computer labs. Only water is allowed in the classrooms.  
Please clean the tables after you eat and throw all your garbage in the garbage cans.

**No gum at school!**

## **Kitchen**

- The kitchen is for your convenience. Please clean up spills and wipe off the counter, tables and sinks.
- After you eat, slide your chair under the table or return it to the place where it came from.
- Do not leave noodles, rice, tea leaves or other food in the sink. It is disgusting to those who use the sink after you!

**DO NOT SPIT IN THE SINK**  
Spitting is a health hazard that is not acceptable.

## **Washrooms**

- Our washrooms are very busy. After using the washroom, please leave it clean for the next person. Flush the toilet and when necessary clean the toilet seat with toilet tissue (not paper towel).
- Paper towels and sanitary supplies plug the toilets. Do not put them in the toilets. Use the container provided in the cubicle for sanitary supplies.
- After drying your hands with paper towels, use the towel to clean excess water from the counter. Please discard paper towels in the garbage container – not on the floor or in the toilet.  
Please keep MLA clean!

## **Photocopies / Printings**

Students will be charged for personal photocopying and printings. Please ask the receptionist for help with your photocopy order. Maple Leaf Academy will not photocopy textbooks or Copyright© material.

## **No Smoking Policy**

- Smoking is prohibited in all Calgary educational institutions. "No person shall carry or possess a lit cigarette, cigar or pipe or burn tobacco in any manner on any public premises." Calgary bylaw.
- Smoke-free areas protected under the bylaw are within three metres of an entrance or exit to a building. The City of Calgary can fine you from \$100 to \$300 for smoking in public places.

# ACADEMIC POLICIES

## Assessment

- Upon registration, every student will be given a MLA test for the purpose of placement to the right class level. Entry Canadian Language Benchmarks will be assigned at the start of the program.
- Students completing the program will receive exiting Benchmarks on the last day of the semester.
- If a student leaves prior to mid-term, the student's benchmarks will not change. Students exiting after the mid-term point, but prior to the end of the program will receive Canadian Language Benchmarks on the last day of the program.

## Late Policy

- Students are expected to be on time for all classes.
- If you are more than 10 minutes late for the *first* period, you will be marked absent and should not enter the classroom without the teacher's permission. No leeway will be given for other classes throughout the day or evening.

## Attendance Policy

The school expects all students to attend classes every day and to come to **all classes on time**.

- Please phone the school if you will be absent.
- Your attendance is recorded hourly, at the start of each class period. If you are not in class, you will be marked absent even when you notify the school that you will be absent.
- Exceptions must be approved by administration.
- If you miss a day, it is your responsibility to talk to teachers about any missed tests or assignments. You will receive 0% *unless* you make arrangements *before* the test is given to write it when you return to school.
- Please make all medical and dental appointments outside of school hours.
- Absences for Personal Holidays must be pre-approved by Administration.
- If you must leave early, please fill out an absence slip at the reception desk.
- The Academy will act according to the laws of Canada. We will report any illegal misconduct to the proper authorities. Immediate termination of enrolment at MLA will occur. No refund will be given.

## Children at School

Please do not bring your children to school with you. If your children do not have school, you must provide child care for them. A responsible person must stay with a child who is under 12 years of age. It is against the law to leave a child alone under the age of 12 years.

## **No Cheating Policy**

Cheating on tests or assignments is dishonest and strictly prohibited. During a test, the teacher will tell you the things you can keep on your desk. Everything else must be removed. Cheating prevents teachers from accurately assessing your benchmark.

## **Private Academic Assistance**

- Tutoring will be provided to students wishing to increase their academic effectiveness for a fee of \$40.00 per hour.
- Your classroom teacher cannot be your paid tutor. Tutoring must be done by a teacher other than your classroom teacher.
- You may fill out the incident report form available on the next page.

## **Canadian Enrichment Activities and Field Trips**

- These activities are to help the student better understand Canada.
- Most of these activities will be held during regular class time.
- These activities are mandatory for you to attend.

## **Dismissal Policy**

The Academy reserves the right to dismiss any student, at any time, whose conduct or academic standing is deemed as undesirable.

## **Dispute Resolution and Appeal Process**

- The Academy students have access to an appeals process regarding both academic and non-academic decisions.
- The student has the right to continue in classes throughout the appeals process unless directed otherwise by the Academy's administration.
- The students can appeal informally or formally. It is recommended that initially the students communicate directly with the parties involved.
- In case the dispute cannot be resolved informally, the student can write a formal appeal to the Academy administration including Executive Director Toko Ishikawa.
- The student may choose to:
  - Contact Languages Canada at [www.languagescanada.ca](http://www.languagescanada.ca). Select "Contact Us" and complete the e-mail form,
  - or telephone 1-604-574-1532.

**The Incident Report Form is available on page 8 of the Handbook or at the reception desk.**



*Maple Leaf Academy*

INCIDENT / DISPUTE REPORT FORM

**Please report all incidents to Maple Leaf Academy within 24 hours.**

**Date:** \_\_\_\_\_ **Location:** \_\_\_\_\_

**Individuals Involved:** \_\_\_\_\_ **(Student + Class, Teacher, or Admin)**

**Person 1:** \_\_\_\_\_ **Position:** \_\_\_\_\_

**Person 2:** \_\_\_\_\_ **Position:** \_\_\_\_\_

**Person 3:** \_\_\_\_\_ **Position:** \_\_\_\_\_

**Details of the incident:**

**What caused the incident?**

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**Details of incident/dispute:**

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**Action taken resulting from incident/dispute:**

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**Resolution:**

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**Name: (Print)** \_\_\_\_\_

**Signature:** \_\_\_\_\_

## **Computer and Pronunciation Labs**

The computer labs may be used during your classes and the following hours:

08:00 am – 08:55 am

12:00 pm – 12:40 pm

03:00 pm – 05:25 pm

- All computers have Internet access. Please be considerate of others who may be waiting.
- Programs must not be downloaded onto any of the computers. The computer will freeze if you try to download material.
- Pornographic material is prohibited. Anyone caught accessing pornographic material will be expelled.
- For sanitary purposes, students must have their own headphones.

# Day Program Schedule

Monday – Thursday      09:00 am – 11:50 am  
    12:45 pm – 02:50 pm  
 Friday                              09:00 am – 01:00 pm

<b>Fall/Winter Semester</b>	<b>Spring/Summer Semester</b>
<b>November/December 2016</b>	<b>April 2017</b>
<p><b>Nov 28 Fall/Winter Classes begin</b></p> <p>Dec 26, 27, 28, 29, 30 No School</p>	<p><b>Apr 3 Spring/Summer Semester Part 1 Classes begin</b></p> <p>Apr 14 Good Friday* No School</p>
<b>January 2017</b>	<b>May 2017</b>
<p>Jan 2 New Years* No School</p>	<p>May 22 Victoria Day* No School</p>
<b>February 2017</b>	<b>June 2017</b>
<p>Feb 20 Family Day* No School</p>	<p><b>Jun 9 Spring/Summer Semester Part 1 ends</b>                      Jun 9 Professional Day                      No Classes                      Jun 12, 13, 14, 15, 16                      Mid-Term Break  <b>Jun 19 Spring/Summer Semester Part 2 Classes begin</b>                      Jun 30 Canada Day* (July 1)</p>
<b>March 2017</b>	<b>July/August 2017</b>
<p>Mar 22 Teacher Student Conferences</p> <p>Mar 23 Graduation Program/ LINC Certificates</p> <p>Mar 24 Professional Day No Classes</p>	<p>Aug 7 Civic Holiday* No School</p> <p>Aug 23 Teacher Student Conferences                      Aug 24 Graduation Program/                      LINC Certificates                      Aug 25 Professional Day                      No Classes</p> <p><b>Aug 25 Spring/Summer Semester Part 2 ends</b></p>
<p>The Spring/Summer Semester starts on April 3, 2017</p>	<p>The Fall/Winter Semester starts on September 4, 2017</p>

\*No school on these days

# Evening Program

Monday – Thursday: 5:30 pm – 8:00 pm

<b>Fall/Winter Semester</b>	<b>Spring/Summer Semester</b>
<b>November/December 2016</b>	<b>April 2017</b>
<p><b>Nov 28 Fall/Winter Classes begin</b></p> <p>Dec 26, 27, 28, 29, 30 No School</p>	<p><b>Apr 3 Spring/Summer Semester Part 1 Classes begin</b></p> <p>Apr 14 Good Friday* No School</p>
<b>January 2017</b>	<b>May 2017</b>
<p>Jan 2 New Years* No School</p>	<p>May 22 Victoria Day* No School</p>
<b>February 2017</b>	<b>June 2017</b>
<p>Feb 20 Family Day* No School</p>	<p><b>Jun 9 Spring/Summer Semester Part 1 ends</b></p> <p>Jun 12, 13, 14, 15, 16 Mid-Term Break</p> <p><b>Jun 19 Spring/Summer Semester Part 2 Classes begin</b></p> <p>Jun 30 Canada Day* (July 1)</p>
<b>March 2017</b>	<b>July/August 2017</b>
<p>Mar 21, 22 Teacher Student Conferences</p> <p>Mar 23 Graduation Program/ LINC Certificates</p>	<p>Aug 7 Civic Holiday* No School</p> <p>Aug 22, 23 Teacher Student Conferences</p> <p>Aug 24 Graduation Program/ LINC Certificates</p> <p><b>Aug 24 Spring/Summer Semester Part 2 ends</b></p>
<p>The Spring/Summer Semester starts on April 3, 2017</p>	<p>The Fall/Winter Semester starts on September 4, 2017</p>

\*No school on these days

# SAFETY

Your personal safety is a priority!

If you are afraid of something, or someone:

1. Go to a safe place immediately.
2. Ask for help. Talk to your teacher or administration if you're afraid.
3. Call 911 if necessary.

## Zero Tolerance Policy

**Violence or Aggression towards students and/or staff is not tolerated.**

- In order to provide the best service, in line with the educational goals of Maple Leaf academy, we are committed to the well being of our students and staff.
- We expect those accessing our services and premises to treat other classmates and staff with the courtesy and respect that they would expect to receive themselves.
- Verbal Abuse, Harassment and Violence are unacceptable. In the event of any of these occurring, Maple Leaf Academy will not hesitate to take action which could lead to prosecution and the withholding of educational services.

## First Aid

- Emergency first aid supplies (band-aids) and feminine supplies are available from the receptionist.
- We do not have medications for headaches or minor pains.
- The school will call 911 in case of medical emergencies.

## Fire Alarm Policy

**\*Always be aware of the evacuation routes posted in your classroom.**

**Follow the Fire Marshall's instructions.** Fire Marshals for daytime and evening fire drills and alarms are appointed. The Fire Marshall is in charge.

**Immediately** when you hear a fire alarm:

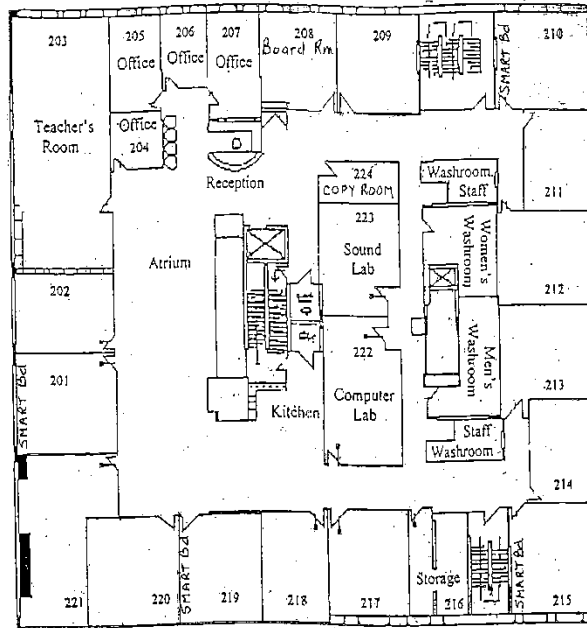
- Stop what you are doing and leave the building. Follow the teacher out of the building.
- Do not return to your classroom from another part of the building.
- Take personal belongings if they are quickly accessed. Do not take time to pack your backpack.
- Do not use the elevator.
- Use the stairway. Walk. Do not run.
- Go to a safe place, *away* from the building.
- Make room for firefighters and fire trucks. Do not stand in front of the building or in the alley.
- Return to the building when the Fire Marshall directs you to return.

**MAPLE LEAF ACADEMY WILL ALWAYS PHONE 911 FOR EMERGENCY SERVICES IN CASE OF FIRE, GAS, MEDICAL CONDITION, OR POLICE SERVICES**

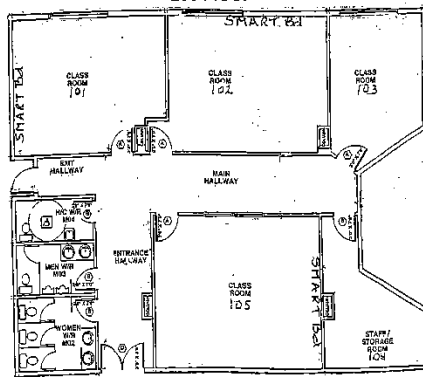
# Maple Leaf Academy Floor Plan

Semester: \_\_\_\_\_

## 2nd Floor



## 1st Floor



# IMMIGRATION

Government policies and regulations apply to all private applicants. MLA has no influence over government policies and regulations and MLA is under obligation to abide by the policies and regulations.

If students have concerns and are unable to clarify them at the program level, they may refer the matter to Languages Canada ([www.languagescanada.ca](http://www.languagescanada.ca)).

## Canadian Permit Information

### 1) Visitor Permit

A permit is needed to enter Canada from most countries.

Once you have entered Canada you may stay for up to six months from the entry date stamped in your passport.

- A Visitor's Permit allows a person to study full-time for a maximum of 24 weeks (6 months).
- You may attend part-time, non-credit courses, as long as you are in Canada.
- Full time courses consist of 20-25 hours of instruction a week.
- Part time courses have less than 20 hours of instruction a week.

### 2) Study Permit

A Study Permit is required to study full-time for more than 6 months.

A Student Permit allows a person to study for more than 20 hours a week and longer than 24 weeks (6 months).

The permit may specify one school, or a certain province. If this is the case, you must apply for a new permit to study in another province or at a different school. This means that you must receive a letter of acceptance from the new school.

When the period of study is finished, a Study permit will have the same conditions as a Visitor Permit.

When applying for an extension of a Study Permit, a student must be registered in a full time program.

\* For more information check [www.cic.gc.ca](http://www.cic.gc.ca).

## Medical Coverage and Health Care

- Each student must have medical insurance coverage.
- Non-Canadian students, who intend to stay in Alberta for more than 12 consecutive months, will be permitted to apply for Alberta Health Care Insurance coverage. When applying, you must submit a copy of your permit that must be valid up to three months with your application form.
- If you are in Alberta for less than 12 months, you are not eligible for the Alberta Health Care Insurance program, and must find alternate medical coverage. Travel insurance for emergencies can be obtained through Maple Leaf Academy after arrival in Canada.

## Withdrawal and Refund Policy

- If a student withdraws less than one week before the semester start date, or at anytime thereafter, no refund will be given.
- More information on withdrawal and refund policy see:  
[http://www.mapleleafacademy.com/sites/default/files/docs/refund\\_3.pdf](http://www.mapleleafacademy.com/sites/default/files/docs/refund_3.pdf)

## Living in Calgary

For general/specific information, go to

- <http://www.lifeincalgary.ca/>
- [http://www.calgary.ca/CSPS/CNS/Documents/Calgary\\_Community\\_Services\\_Guide.pdf](http://www.calgary.ca/CSPS/CNS/Documents/Calgary_Community_Services_Guide.pdf)
- <http://www.calgarytransit.com/>

You will find more links to services in Calgary on our website:

- <http://www.mapleleafacademy.com/links.htm>

## Policy Change

\*MLA reserves the right to change and act upon any of the above mentioned policies and regulations without prior notice.



## **Privacy of Information**

Maple Leaf Academy has a definite and ongoing commitment to protecting your privacy. The privacy and security of our students' and employees' personal information is understood and respected by Maple Leaf Academy.

We collect your personal information so we can better understand your needs and preferences, to serve you better, to contact you and to meet statutory or legal obligation. In all circumstances we try to limit our collection of personal information to only those items that are necessary in order for us to provide the best service to our employees and students.

Maple Leaf Academy is committed to safeguarding your personal information through the use of security standards and procedures appropriate to the sensitivity of the information. Your personal information will not be sold or given to any third party other than government agencies or companies with which we are negotiating, or contracted to, for the delivery of language services. We are committed to maintaining your personal information in strict confidence and will ensure that any such government agencies or companies, that we do business with, will secure your information with the same level of confidentiality as Maple Leaf Academy.

Students are responsible to inform the school if their address and phone number changes.

If you have any questions related to the Maple Leaf Academy Privacy Policy, collection, use, disclosure or security of your personal information, or should you wish to examine the personal information we have on file for you, please make your request in writing to Maple Leaf Academy.

# O Canada

O Canada!  
Terre de nos aïeux,  
Ton front est ceint de fleurons glorieux.

Car ton bras sait porter l'épée,  
Il sait porter la croix.

Ton histoire est une épopée,  
Des plus brillants exploits.

Et ta valeur, de foi trempée,  
Protégera nos foyers et nos droits.

Protégera nos foyers et nos droits.

# *Maple Leaf Academy*

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