



Student Handbook
2019
Maple Leaf Academy

Student Name:

Date:

Student Registration Information

Maple Leaf Academy

LINC Program

Semester Dates:

Full Time Classes (Day):

Winter Semester: Jan 7, 2019 – April 26, 2019
Spring/Summer Semester: May 6, 2019 – August 23, 2019
Fall Semester: September 2, 2019 – December 20, 2019

Part Time Classes (Evening):

Winter Semester: Jan 7, 2019 – April 25, 2019
Spring/Summer Semester: May 6, 2019 – August 22, 2019
Fall Semester: September 2, 2019 – December 19, 2019

Saturday Classes:

Winter Semester: Jan 12, 2019 – April 27, 2019
Spring/Summer Semester: May 11, 2019 – August 24, 2019
Fall Semester: September 7, 2019 – December 21, 2019

Registration Policy

Maple Leaf Academy accepts registration for our Wait List on
Tuesday, Wednesday and Thursday
10:00 AM to 6:00 PM
Enrolment is open continuously.

Required Documents

1. ILVARC referral to Maple Leaf Academy
2. Landing Paper or Permanent Resident (PR) card
3. ILVARC language assessment or
4. LINC Certificate from another school

Program Personnel

Executive Director:	Toko Ishikawa
Programs, Academic Manager:	Natasha Iskra
Programs Manager:	May Way
Full Time Student Registrar:	Shelley Keobke
Administrative Assistant:	Annie Bian
Data Entry/Program Support:	Denisse Galdamez
Part Time Evening Registrar:	Sahar Alkatnani
Program Support:	Tomoko Greff

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Mission Statement

To assist students in learning and using the English language and understanding the Canadian Culture through effective instruction, long-lasting friendship, 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.

STUDENT INFORMATION

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, including cancellation from the program.

Classroom

All classroom equipment is the property of Citizenship and Immigration Canada and cannot be removed. Please do not remove tables or chairs from the classrooms.

- Please speak English only at school.

Dress Code for Men and Women

Maple Leaf Academy is a *multicultural* school with students from around the world. Wearing appropriate clothing is a way to show respect for all who attend our school.

Modest clothing must always be worn in class.

This means:

- No bare backs, shoulders, stomachs or chests. Cleavage should be minimal.
- No tank tops, halter tops, or strapless tops unless a sweater is worn to cover backs and shoulders.
- Shorts and skirts must be a modest length.
- No baggy or saggy pants.

Head Coverings for religious purposes only.

- No baseball caps, toques, or other hats

If clothing is inappropriate you will be asked to go home and change clothing.

Personal Hygiene

Several students occupy a small space for several hours each day. Body odours can be disturbing. It is important to take a bath or shower regularly, (at least every other day). Use deodorant, brush your teeth often, and wear clean clothing.

Please do not wear perfumes or scented lotions as others may be allergic to them.

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

Phone texting and phone calls are not 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.

Valuables

Please do not leave your valuables in the classroom. If an item goes missing, Maple Leaf Academy will assist you in finding it, but MLA is not responsible for lost, missing, or stolen articles.

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. The school is for you to enjoy. 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 something, clean it up.

If you drop paper or anything, pick it up.

Please report big spills to the reception desk.

Food

Food and drinks are not allowed in the computer labs. Coffee, tea and juices are not allowed in the classrooms. Water only in the classrooms. Please clean the tables after you eat and throw all your garbage in the garbage cans.

Recycling

Recycling is mandatory; learn to recycle properly



Quick Reference Guide

 GREEN CART Pick up every week Food and yard waste	 BLUE CART Pick up every week Recyclables	 OTHER OPTIONS	 BLACK CART Pick up once every two weeks Garbage
Food 	Paper and cardboard 	Find out more ways to donate, recycle and safely dispose of your items at calgary.ca/whatgoeswhere .	Foam packaging 
Yard waste 	Plastic containers and packaging 	Household hazardous waste 	Rubber hoses 
Food-soiled paper 	Bundled plastic bags 	Electronics 	Used packaging 
Pet waste 	Food cans and foil 	Toys and clothing 	Diapers 
	Glass jars and bottles 		Plastic cutlery and straws 
			Toothpaste tubes 

Gum is our enemy!

Gum is not allowed at MLA!

Kitchen and eating area

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, OTHER FOOD OR GARBAGE 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 AND IS NOT ACCEPTABLE.

Bathrooms

Our bathrooms are very busy. After using the bathroom:

- Leave it clean for the next person.
- Flush the toilet.
- 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.

Students, we need your help. Please help us keep MLA clean!

Photocopies / Printing

Students will be charged for personal photocopying and printing. Ask the receptionist for help with your photocopy order. Maple Leaf Academy will not photocopy official documents, textbooks or Copyright © material.

Computer and Pronunciation Lab

The computer labs may be used during the following

Hours:

8:00 am – 8:55 am

12:00 pm – 12:40 pm

3:00 pm – 5:25 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 accessing pornographic material will be expelled.

For sanitary purposes, students must have their **own headphones**.

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."

Smoke-free areas protected under the bylaw are within five 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 (City of Calgary Bylaw 57M92).

No Cheating Policy

Cheating prevents teachers from accurately assessing your benchmark. Prior to a test, the teacher will tell you the things you can keep on your desk. Everything else must be removed. No talking during a test. A teacher may also stop your test, give you a "0" for the test, or expel you from the class.

Repeated cheating may result in your registration being cancelled.

Examples of Unacceptable Behaviour

- Student does not cooperate in class, as directed by teacher
- Student consistently speaks first language to other students
- Student slams books down
- Student leaves class unannounced
- Student is rude to or angry with teacher and/or classmates
- Students facial expressions are rude
- Student cheats on exams or other assignments
- Student continually complains about Canada, culture, people, poor job etc.
- Student who often argues about teacher's ability and knowledge
- Student who questions the relevance of the lessons, teaching materials, etc.
- Student who makes disapproving sounds

Zero Tolerance Policy

- 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, teachers and staff.
- We expect those accessing our services and premises to treat other classmates, teachers and staff with the courtesy and respect that they would expect to receive themselves.

- In the event of verbal abuse, bullying, discrimination, harassment or violence to classmates, teachers, or staff, Maple Leaf Academy will issue a warning letter to the offender. If a similar offence re-occurs, the student will be immediately expelled from the school. If physical abuse occurs, we will call 911 and the student will be expelled from MLA immediately.
- Procedure for a student to follow to resolve a problem: First, speak with your teachers. If more help is needed, speak to an administrator at the school.

Dismissal Policy

The Academy reserves the right to dismiss any student at any time

Late Policy

Students are expected to be on time for all classes.

Attendance Policy

IRCC requires that students who are registered in a LINC program must be **READY, WILLING and ABLE** to attend school.

Poor attendance will result in the cancellation of a student's registration.

- Maple Leaf Academy expects all students to attend all classes **on time, every day**.
- Your attendance is recorded 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.

- If you must leave early, please fill out an absence slip at the reception desk
- Medical / dental / job search appointments should be made **after** school hours.
- Personal holidays are not allowed.
- Requests for absences of up to one week or more will be reviewed individually and must be authorized by admin
- You *must* phone the school:
 - If you are ill. Illness longer than three days requires a Dr.'s note.
 - If you will be absent because of an emergency.
- If you miss school or are late to school, you may not be assessed. Consequently, your benchmark may be affected.
- If you are absent for three days without contacting Maple Leaf Academy, **your registration may be cancelled.**
- If you have personal problems affecting your attendance, please speak to administration. You may need to stop school.

Academic Policy

Students are expected to:

- Actively participate in classes.
- Complete all homework assignments.
- Improve their English language skills in Listening, Speaking, Reading, and Writing.

Maple Leaf Academy assists you by:

- Providing qualified and experienced ESL teachers.
- Teaching interesting and stimulating lessons.
- Providing a safe, comfortable environment conducive to learning.

Portfolio Based Language Assessment (PBLA)

The LINC Program in Canada has adopted Portfolio-Based language assessment. Portfolios are mandatory in the LINC program. Students refusing to maintain a portfolio are not allowed to study in the LINC program.

To track students' progress and to assign a Canadian Language Benchmark, MLA strictly follows the Portfolio-Based Language Assessment guidelines. The guidelines require eight-ten artifacts in a student portfolio to substantiate each Benchmark.

Students are responsible for their own portfolio:

- If lost, the portfolio and artifacts will not be replaced; it will result in that a student progress may not be assessed due to lack of artifacts.
- A student shall take his/her portfolio with them when leaving MLA.
- If a student misses school on the day of a scheduled task, he/she will not be assessed.
- Students must bring their Portfolios to school every day.
- If a student forgets a portfolio, he/she shall not get his/her assessed task back until the portfolio is at school.

Children at School

Children are not allowed in school. Please do not bring your children to school. If you do not have any child care, you must stay home with your child.

Assembly

Daytime students will attend a weekly assembly in the learning commons at 8:55 am each 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.

Canadian Enrichment Activities and Field Trips

- Field trips and activities help students understand Canada and its culture.
- All activities will be held during regular class time.
- Students must attend all activities and field trips.
- MLA plans field trips to places with no cost and within Calgary.
- Last minute changes may occur due to weather conditions.

Field Trip Guidelines:

1. Always stay with your group. Stragglers slow the group down and may prevent the teacher from completing the fully planned activity.
2. For the safety of all, obey all traffic signs and lights.
3. Dress appropriately for the activity and the weather. Walking shoes are always appropriate.
4. Cell phones are to be used only as cameras – not for texting, e-mailing or phone calls.

Living in Calgary

For general/specific information, go to:

- www.liveincalgary.com
- www.calgarystreetguide.ca

Semester End Schedule

On the last day of classes, the first four classes of the schedule will be taught from 9:00 am to 1:00 pm. There will not be a lunch break. At 1:00 pm classes are welcome to have pot-luck class parties.

Maple Leaf Academy does not have a license to serve alcohol. It is not allowed at the school at any time.

Day Time Program 2019

Monday – Thursday: 9:00 am – 11:50 am, 12:45 pm – 2:50 pm

Friday: 9:00 am – 1:00 pm

Winter Semester	Spring/Summer Semester
January 2019	May 2019
January 7 Winter Semester Begins	May 6 Spring/Summer Semester Begins May 20 "Victoria Day" No School
February 2019	June 2019
February 18 "Family Day" No School	
March 2019	July 2019
	July 1 "Canada Day" No School July 5 "Stampede Parade" No School
April 2019	August 2019
Apr 17 & 18 "Shortened class schedule" 9:00 am - 12:35 pm Apr 19 "Good Friday" No School Apr 23 "classes" 9:00 am-1:00 pm / Optional class potluck at 1:00 pm Apr 24 Student/Teacher conference Apr 25 "Graduation Day" at 9:30 am Apr 26 "PD Day" No School April 26 Winter Semester Ends	August 5 "Heritage Day" No School Aug 14 & 15 "Shortened class schedule" 9:00 am - 12:35 pm Aug 20 "classes" 9:00 am - 1:00 pm / Optional class potluck at 1:00 pm Aug 21 Student/Teacher conference Aug 22 "Graduation Day" at 9:30 am Aug 23 "PD Day" No School August 23 Spring/Summer Semester Ends
The Spring/Summer Semester starts on May 6, 2019	The Fall Semester starts on September 2, 2019

Evening Program 2019

Monday – Thursday: 5:30 pm – 8:00 pm

Winter Semester	Spring/Summer Semester
January 2019	May 2019
January 7 Winter Semester Begins	May 6 Spring/Summer Semester Begins May 20 "Victoria Day" No School
February 2019	June 2019
February 18 " Family Day" No School	
March 2019	July 2019
	July 1 "Canada Day" No School
April 2019	August 2019
April 15 - 18 "Shortened class schedule" 5:30 - 7:30 pm April 23 "classes" 5:30 - 6:40 pm / Optional class potluck at 6:50 pm Apr 24" Student/Teacher Conference" Apr 25 "Graduation Day" at 6:00 pm April 25 Winter Semester Evening classes Ends	August 5 "Heritage Day" No School Aug 12 - 15 "Shortened class schedule" 5:30 - 7:30 pm Aug 20 "classes" 5:30 - 6:40 pm / Optional class potluck at 6:50 pm Aug 21 "Student/Teacher Conference" Aug 22 "Graduation Day" at 6:00 pm August 22 Spring/Summer Semester Evening classes Ends
The Spring/Summer Semester starts on May 6, 2019	The Fall Semester starts on September 2, 2019

Saturday Program 2019

Saturday: 9:00 am – 1:00 pm

Winter Semester	Spring/Summer Semester
January 2019	May 2019
<p>January 12 Winter Saturday Classes Begin</p> <p>Classes will be held on: Jan 12, Jan 19, Jan 26</p>	<p>May 11 Spring/Summer Saturday Classes Begins</p> <p>Classes will be held on: May 11, May 18, May 25</p>
February 2019	June 2019
<p>Classes will be held on: Feb 2, Feb 9, Feb 16, Feb 23</p>	<p>Classes will be held on: Jun 1, Jun 8, Jun 15, Jun 22, Jun 29</p>
March 2019	July 2019
<p>Classes will be held on: March 2, March 9, March 16, March 23, March 30</p>	<p>Classes will be held on: July 6, July 13, July 20, July 27</p>
April 2019	August 2019
<p>Classes will be held on: Apr 6, Apr 13, Apr 20, Apr 27</p> <p>Apr 27 "Student/Teacher conference"</p> <p>April 27, 2019 Winter Saturday Classes Ends</p>	<p>Classes will be held on Aug 3, Aug 10, Aug 17, Aug 24</p> <p>Aug 24 "Student/Teacher conference"</p> <p>August 24, 2019 Spring/Summer Saturday Classes End</p>
<p>The Spring/Summer Semester starts on May 11, 2019</p>	<p>The Fall Semester starts on September 7, 2019</p>

Registration Policy

LINC Students

After a person registers for a program at MLA, that person is considered to be an active student. His/her information will be placed on the school records.

If a person registers for a semester and fails to show up, the person's name will be marked on Maple Leaf Academy's records as "*No Show*". That person will no longer be accepted for registration at MLA.

If you cannot finish the semester, please speak to the Registrar. If you will not be returning to Maple Leaf Academy, your file will be closed.

If you would like to return to Maple Leaf Academy at a later date, you must register again.

Note: there may not be a seat available when you want to return to school. Students who are currently attending courses have priority for seats in the next semester.

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

Student Placement

Student shall be placed in a class which is one Canadian Language Benchmark (CLB) higher than their lowest CLB official teacher benchmark.

- When assessed by ILVARC, placement is done assuming a CLB is at the beginning stage.
- When assessed by a TEACHER, placement is done assuming a CLB is completed.
- A completed CLB is assigned after a student has been assessed by a teacher.

LINC Certificates

- On the last day of the semester, if at least one Canadian Language Benchmark has changed, students completing a course will receive a LINC Certificate.
- Students leaving after the mid-term point, but prior to the end of the program will receive a new LINC Certificate with Canadian Language Benchmarks on the last day of the semester, if at least one benchmark has changed.
- Students leaving prior to mid-term will not receive a new LINC Certificate because their CLBs will not change.

Student Files

A file will be created for every registered student. The file contains:

- Student name, address, e-mail and phone number.
- Registration papers including your ILVARC Referral and Assessment
- A signed contract of acceptance of MLA's Rules
- LINC Training History
- PBLA Progress Reports
- PBLA LINC Certificates
- An identifying picture
- Information relevant to student and/or teacher concerns
- A signed General Media Consent Form

Note: Student pictures will be taken periodically and may be inserted into Maple Leaf Academy's website – mapleleafacademy.com. Media release forms will be signed by students who agree. Students who object to their picture being taken must inform the photographer and/or withdraw from the picture.

First Aid:

Emergency first aid supplies (band-aids) are available from the receptionist. We do not have medications for headaches or minor pains.

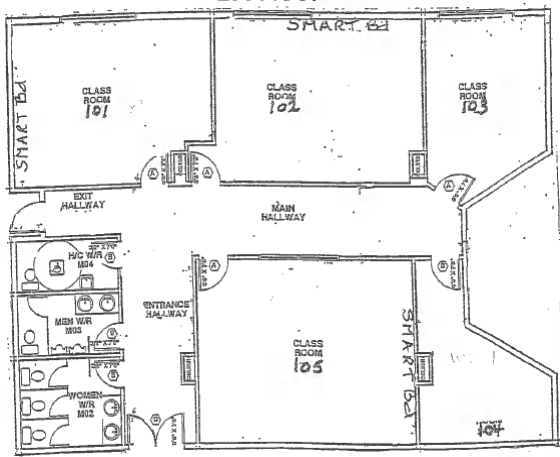
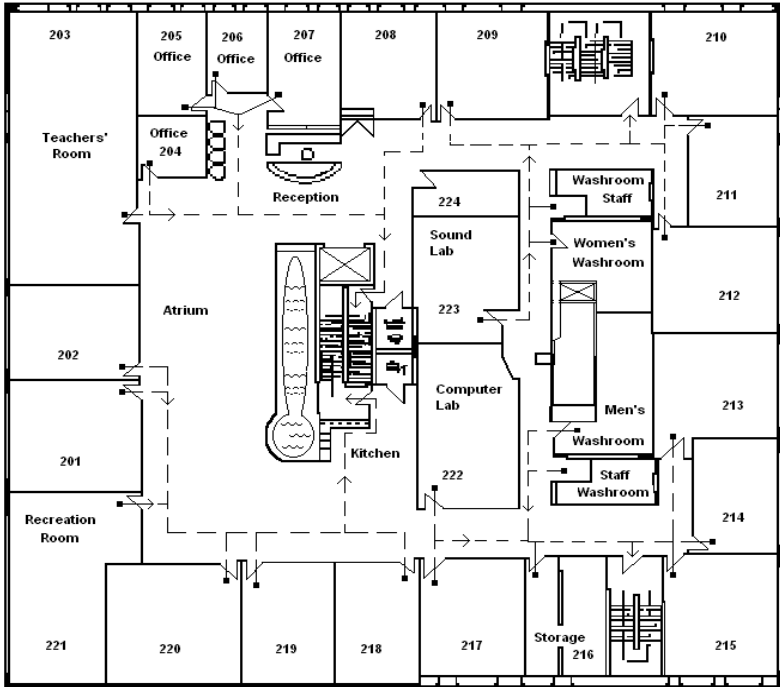
Emergency Services

Your **Personal Safety** is a Priority!

If you are afraid of something or someone:

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

Floor Map and Fire Escape Routes



**Maple Leaf Academy will always phone 911 for emergency services such as
Fire, Gas, Medical or Police Services**

Fire:

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

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

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. Proceed in an orderly manner to the outside. Stay clear of the building so firefighters have easy access to the building. You should wait at the MUSTER POINT in the parking lot close to the C-train platform.
- 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* Privacy Policy**

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 and is based on iCARE Security Requirements for Service Providers.

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 make every effort to ensure that all LINC agencies 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 personal information changes or if they become a Canadian Citizen.

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 Ca - na - da! Our home and na - tive land! True pa - triot
 Ô Ca - na - da! Ter - re de nos aï - eux, Ton front est
 Uu Ka - na - ta! Nang - mi - ni nu - na - vut! Pi - qu - ja -



love in all of us command. With glow - ing hearts we see thee rise, The
 ceint de fleurons glo - ri - eux! Car ton bras sait por - ter l'é - pé - e, Il
 tii na - lat - ti - aq - pa - vut. An - gi - gli - val - li - a - ju - ti, San -



True North strong and free! From far and wide, O Ca - na - da, We
 sait por - ter la croix! Ton histoire est une é - po - pé - e, Des
 ngi - ju - lu - til - lu. Nan - giq - pu - gu, Uu Ka - na - ta, Mi -



stand on guard for thee. God keep our land glo - rious and
 plus bril - lants ex - ploits. Et ta va - leur, de foi trem -
 a - ni - ri - plu - ti. Uu Ka - na - ta! Nu - nat - si -



free! O Ca - na - da, we stand on guard for thee.
 pée, Pro - té - ge - ra nos foy - ers et nos droits.
 a! Nan - giq - pu - gu mi - a - ni - ri - plu - ti,



O Ca - na - da, we stand on guard for thee.
 Pro - té - ge - ra nos foy - ers et nos droits.
 Uu Ka - na - ta, sa - la - gi - jau - qu - na!

O Canada

O Canada!
Our home and native land!

True patriot love
In all of us 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.

Many Cultures.....One Canada

“I am a Canadian,

free to speak without fear,
free to worship in my own way,
free to stand for what I think is right,
free to oppose what I believe wrong,
and
free to choose those who shall govern
my country.

John G. Diefenbaker

Maple Leaf Academy

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<https://www.facebook.com/mapleleafacademy1>