



**Student Handbook**  
2021 - 2022  
*Maple Leaf Academy*

Funded by:

Financé par :



Immigration, Refugees  
and Citizenship Canada

Immigration, Réfugiés  
et Citoyenneté Canada

# Student Registration Information

## *Maple Leaf Academy*

LINC Program

### Semester Dates:

#### Full Time Classes (Day):

Fall Semester: August 30 – December 17, 2021 (16 weeks)

Winter Semester: January 3 – April 22, 2022 (16 weeks)

#### Part Time Classes (Evening):

Fall Semester: August 30 – December 16, 2021 (16 weeks)

Winter Semester: January 3 – April 21, 2022 (16 weeks)

#### Saturday Classes:

Fall Semester: September 4 – December 18, 2021 (16 weeks)

Winter Semester: January 8 – April 23, 2022 (16 weeks)

### 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. C-LARC referral to Maple Leaf Academy
2. Landing Paper or Permanent Resident (PR) card
3. C-LARC language assessment OR  
LINC Certificate from another school

### Program Personnel

Executive Director:	Toko Ishikawa
Programs, Academic Manager:	Justin Maier
Financial Administrator:	Elisa Sluser
Registrar / Program Support	Shelley Keobke
i-Care / Program Support:	Denisse Galdamez
Program Support	Tomoko Greff
Evening Program Support:	Angie Zambrano Borja

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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.
- This will help you learn English faster

### 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**

When many students sit in a small classroom 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 polite 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 help 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.

## **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 TOO DIRTY FOR 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 garbage container provided in the cubicle for sanitary supplies.

After drying your hands with paper towels, use the towel to clean extra water from the counter. Please throw paper towels away 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.

**Pornography is prohibited. Anyone accessing pornographic material will be expelled.**

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

## **No Smoking Policy**

Smoking is not allowed in all 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' means handing in work (or parts of work) done by someone else and saying it is yours. This is dishonest and prevents teachers from accurately assessing your benchmark. Before 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 and no looking at other people's answers. A teacher may also stop your test, give you a "0" for the test, or cancel 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 without permission
- Student is rude to or angry with teacher and/or classmates
- Students makes rude facial expressions
- 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

## **Online Behaviour Expectations (for online students)**

- Mute your microphone if there are noises that will distract other students and when your teacher asks you to do so. Always have your camera on during class and especially during assessments.
- Be responsible for your own learning and do not submit other people's work as if it is your own.
- Be polite and allow others to share screen time and teacher time.
- If students do not have a lap-top, tablet or computer, they are encouraged to borrow a lap-top from the school. If they continue to use their phones, and they do not borrow a lap-top, then they will need to come into the school for all of their assessments.

## **Zero Tolerance Policy**

- In order to provide the best service, to meet the educational goals of Maple Leaf Academy, we are committed to the well being of our students, teachers and staff.
- We expect all those who visit the school (including relatives) to sign in at the reception and treat other classmates, teachers and staff with 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 teacher. If more help is needed, speak to a manager or 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.
- If your attendance drops below acceptable levels, **your registration may be cancelled.**
- You *must* phone the school for all absences, including::
  - If you are ill. Illness longer than three days requires a Dr.'s note.
  - If you will be absent because of an emergency.

Your absence will then be marked as “informed” but still deducted from your overall attendance. If you don’t inform us, we may believe you have cancelled yourself.

- If you miss school or are late to school, you may not be assessed. This means your benchmark may be affected.
- 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 (binders) which are mandatory in the LINC program. Students refusing to take care of 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 to ten artifacts in a student portfolio as proof of 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's 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 the 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](http://www.liveincalgary.com)
- [www.calgarystreetguide.ca](http://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 upon approval from their teacher.

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

# Day Time Program 2021 - 2022

## DAYTIME HOURS:

Mon. – Thurs.: 9:00 am – 11:50 am, 12:45 – 3:00 pm

Friday: 9:00 am – 1:00 pm

<b>Fall Semester</b>	<b>Winter Semester</b>
<b>August 2021</b>	<b>January 2022</b>
August 30 Fall Semester Begins	Jan 3 – Winter semester Begins
<b>September 2021</b>	<b>February 2022</b>
Sep 6 Labour Day, No School	Feb 21 Family Day, No school
<b>October 2021</b>	<b>March 2022</b>
October 11 Thanksgiving	March 13 – Daylight Savings begins
<b>November 2021</b>	<b>April 2022</b>
November 11 Remembrance Day	Apr. 13, 14 - Shortened class schedule 9:00 am - 12:35 pm
<b>December 2021</b>	Apr. 19 - Classes 9:00 am - 1:00 pm / Optional class potluck at 1:00 pm
Dec 8, 9 - Shortened class schedule 9:00 am - 12:35 pm	Apr. 20 - Student/Teacher conference
Dec 14 - Classes end 1:15 pm Optional class potluck at 1:15	Apr. 21 - Graduation Day 6:00 pm
Dec 15 – Student/Teacher conference	Apr. 22 - PD Day, No School
Dec 16 – Graduation Day 6:00 pm for all programs	<b>April 22 Winter Semester Ends</b>
Dec 17 – Professional Development Day No School	<b>The Spring/Summer Semester starts on May 2, 2022</b>
<b>December 17 – Fall Semester Ends</b>	
<b>The Winter Semester starts on January 3, 2022</b>	



# Evening Program 2021 - 2022

## EVENING HOURS:

Monday – Thursday: 5:30 pm – 8:00 pm

Fall Semester	Winter Semester
August 2021	January 2022
August 30 Fall Semester Begins	Jan 3 – Winter semester Begins
September 2021	February 2022
Sep 6 Labour Day, No School	Feb 21 Family Day, No school
October 2021	March 2022
October 11 Thanksgiving	March 13 – Daylight Savings begins
November 2021	April 2022
November 11 Remembrance Day	Apr. 13, 14 - Shortened class schedule 9:00 am - 12:35 pm
December 2021	Apr. 19 - Classes 9:00 am - 1:00 pm / Optional class potluck at 1:00 pm
Dec 6, 9 - Shortened class schedule 5:30 – 7:30	Apr. 20 - Student/Teacher conference
Dec 14 - Classes 5:30 – 7:00 pm Optional class potluck at 7:10 pm	Apr. 21 - Graduation Day 6:00 pm
Dec 15 - Student/Teacher Conferences	Apr. 21 - PD Day, No School
Dec 16 - Graduation Day at 6:00 pm	April 21 Winter Semester Ends
December 16 - Fall Semester Ends	The Spring/Summer Semester starts on May 2, 2022
The Winter Semester starts on January 3, 2022	

# Saturday Program 2021 - 2022

Saturday: 9:00 am – 1:00 pm

Fall Semester	Winter Semester
September 2021	January 2022
<p><b>Sep 4 Fall Saturday Classes Begins</b></p> <p>Classes will be held on: Sep 4, .11, 18, 25</p>	<p><b>Jan 8 Winter Saturday Classes Begins</b></p> <p>Classes will be held on: Jan 8, 15, 22, 29</p>
October 2021	February 2022
<p>Classes will be held on: Oct. 2, 9, 16, 23, 30</p>	<p>Classes will be held on: Feb 5, 12, 19, 26</p>
November 2021	March 2022
<p>Classes will be held on: Nov. 6, 13, 20, 27</p>	<p>Classes will be held on: March 5, 12, 19, 26</p>
December 2021	April 2022
<p>Classes will be held on: Dec. 4, 11, 18</p> <p>Dec 18 - Student/Teacher Conferences</p> <p><b>Dec 18 - Winter Saturday Classes Ends</b></p>	<p>Classes will be held on: Apr. 2, 9, 16, 23</p> <p>April 23 - Student/Teacher Conferences</p> <p><b>April 23 - Winter Saturday Classes Ends</b></p>
<p><b>The Winter Semester starts on January 8, 2022</b></p>	<p><b>The Spring/Summer Semester starts on May 7, 2022</b></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 does not show up, the person's name will be marked on Maple Leaf Academy's records as "*No Show*". That person will not 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

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

- When assessed by C-LARC, 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 before 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 before 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 C-LARC 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 sometimes be taken and may be put on Maple Leaf Academy's website – [mapleleafacademy.com](http://mapleleafacademy.com). Media release forms will be signed by students who agree that their picture may be taken. Students who do not agree to have their picture taken must tell the photographer and/or stay out 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. Ask for help. Talk to your teacher or administration if you are afraid.
2. Go to a safe place immediately.
3. Call 911 if necessary.

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

## Fire Evacuation Guidelines

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

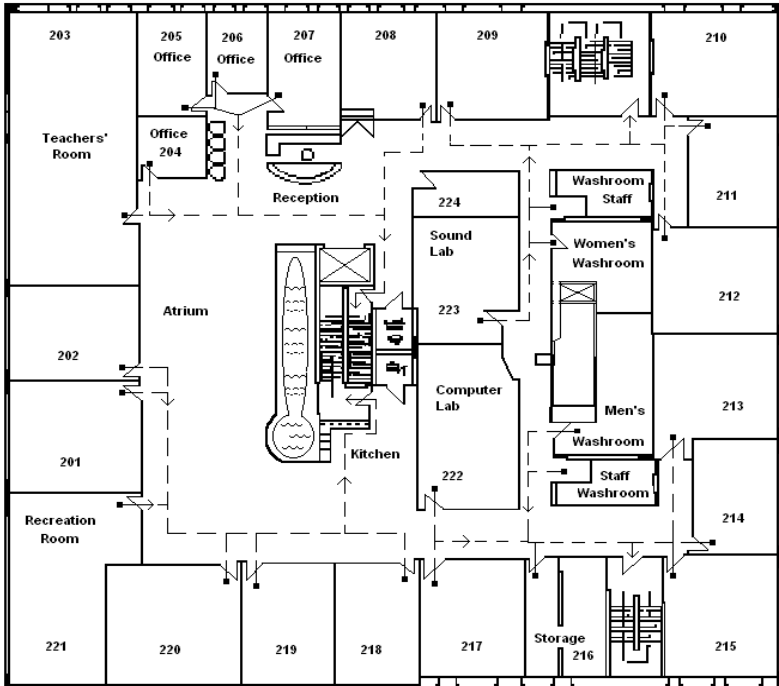
Fire Marshalls for daytime and evening fire drills and alarms are appointed. The Fire Marshall is in charge. **Follow the Fire Marshall's instructions.**

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

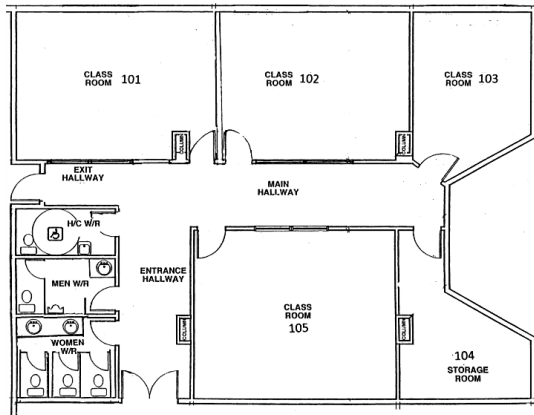
- Stop what you are doing and leave the building. Follow the teacher out of the building.
- Do not return to your classroom from another part of the building.
- Take personal belongings if you can take them quickly. Do not take time to pack your backpack.
- Do not use the elevator.
- Use the stairway. Walk. Do not run.
- Go to a safe place, **away** from the building in an orderly way to the outside. Stay away from 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 tells you it is safe to return.

# Floor Map and Fire Escape Routes

## Second Floor



## Second Floor



# ***Maple Leaf Academy* Privacy Policy**

Maple Leaf Academy is committed 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 cases 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 keep 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 about the Maple Leaf Academy Privacy Policy, collection, use, disclosure or security of your personal information, or should you wish to see 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 aî - eux, Ton front est  
Uu Ka - na - ta! Nang - mi - ni nu - na - vut! Pi - qu - ja -



love in all thy sons 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.