

English is your future



MLA is the key

**ESL
STUDENT HANDBOOK
2024**

Maple Leaf Academy

Maple Leaf Academy

ESL Program

Semester Dates:

Full Time Classes (Day):

Winter Semester: January 2, 2024 – April 19, 2024 (16 weeks)

Spring/Summer Semester: April 29, 2024 – August 16, 2024 (16 weeks)

Part Time Classes (Evening):

Winter Semester: January 2, 2024 – April 18, 2024 (16 weeks)

Spring/Summer Semester: April 29, 2024 – August 15, 2024 (16 weeks)

Saturday Classes:

Winter Semester: January 6, 2024 – April 20, 2024 (16 weeks)

Spring/Summer Semester: May 4, 2024 – August 17, 2024 (16 weeks)

Program Personnel

Executive Director

Programs, Academic Manager

Administrator

Program Support

Program Support

Toko Ishikawa

Justin Maier

Elisa Sluser

Denisse Galdamez

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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 Immigration, Refugees and Citizenship Canada and cannot be removed. Please do not remove tables or chairs from the classrooms.

- Please try to speak English only at school because;
 - a. Show kindness by including everyone with a common language, English.
 - b. By trying to speak English, then you will 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.

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. 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

Cellphones should only be used for emergencies during class time or to support classroom lessons.

If your cell phone use continues to be a problem in class, you may be asked to turn in your cell phone to the teacher or to a manager at Maple Leaf Academy.

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.

Recycling

Recycling is mandatory; learn to recycle properly

Calgary



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
<p>Food</p>  <p>Yard waste</p>  <p>Food-soiled paper</p>  <p>Pet waste</p> 	<p>Paper and cardboard</p>  <p>Plastic containers and packaging</p>  <p>Bundled plastic bags</p>  <p>Food cans and foil</p>  <p>Glass jars and bottles</p> 	<p>Find out more ways to donate, recycle and safely dispose of your items at calgary.ca/whatgoeswhere.</p> <p>Household hazardous waste</p>  <p>Electronics</p>  <p>Toys and clothing</p> 	<p>Foam packaging</p>  <p>Rubber hoses</p>  <p>Used packaging</p>  <p>Diapers</p>  <p>Plastic cutlery and straws</p>  <p>Toothpaste tubes</p> 

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." In addition, vaping, e-cigarettes, burning incense and open flames are not allowed in the school.

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.
- Our classes are offered in person and online. All of our teachers are the right to ask you to come in person for class and test to meet the required progress.
- Teachers have all the right to keep you at our school or change the school. Please discuss your progress with your teachers and try to find the best solution for each student.

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

Students are expected to do their best to attend all their classes.

- 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.
- Please phone the school for all absences, including::
 - If you are ill.
 - If you will be absent because of an emergency.Your absence will then be marked as “informed” but still deducted from your overall attendance.
- Our classes are all HyFlex/Hybrid (classes are online and in person at the same time), so you have the option of attending your classes online, but it is recommended that you attend your classes in person.

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.

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.
- Some activities may be held during regular class time, and some will be outside of class time.
- Students are encouraged to attend all activities and field trips.
- Some field trips will be free and some will not be free.
- 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.

Living in Calgary

For general/specific information, go to:

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

Day Time Program 2024

DAYTIME HOURS:

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

Friday: 9:00 am – 1:00 pm

Winter Semester 2024	Spring/Summer Semester 2024
January 2024	April 2024
January 2 – Winter semester begins	April 29 – Spring/Summer semester begins
February 2024	May 2024
Feb 19 – Family Day, No School	May 20 – Victoria Day, No School
March 2024	July 2024
March 29 – Good Friday, No School	July 1 – Canada Day, No School
April 2024	August 2024
April 19 – Potluck/Graduation Ceremony 12:00pm	Augusts 16 – Potluck/Graduation Ceremony 12:00pm
April 19 Winter Semester Ends	August 16 Spring/Summer Semester Ends
The Spring/Summer Semester starts on April 29, 2024	The Fall Semester starts on August 26, 2024

Evening Program 2024

EVENING HOURS:

Monday – Thursday: 5:30 pm – 8:00 pm

Winter Semester 2024	Spring/Summer Semester 2024
January 2024	April 2024
January 2 – Winter semester begins	April 29 – Spring/Summer semester begins
February 2024	May 2024
Feb 19 – Family Day, No School	May 20 – Victoria Day, No School
March 2024	July 2024
March 29 – Good Friday, No School	July 1 – Canada Day, No School
April 2024	August 2024
April 19 – Potluck/Graduation Ceremony 12:00pm	Augusts 16 – Potluck/Graduation Ceremony 12:00pm
April 19 Winter Semester Ends	August 16 Spring/Summer Semester Ends
The Spring/Summer Semester starts on April 29, 2024	The Fall Semester starts on August 26, 2024

Saturday Program 2024

SATURDAY: 9:00 am – 1:00 pm

Winter Semester 2024	Spring/Summer Semester 2024
January 2024	April 2024
January 6 – Winter semester begins	May 4 – Spring/Summer semester begins
April 2024	August 2024
<p>April 19 – Potluck/Graduation Ceremony 12:00pm</p> <p>April 20 Winter Semester Ends</p>	<p>Augusts 16 – Potluck/Graduation Ceremony 12:00pm</p> <p>August 17 Spring/Summer Semester Ends</p>
The Spring/Summer Semester starts on May 4, 2024	The Fall Semester starts on August 31, 2024

Student File Confidentiality

Student Files

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

- Student name, address, e-mail and phone number.
- A signed contract of acceptance of MLA's Rules
- MLA issued benchmarks or scores
- 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. 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.**

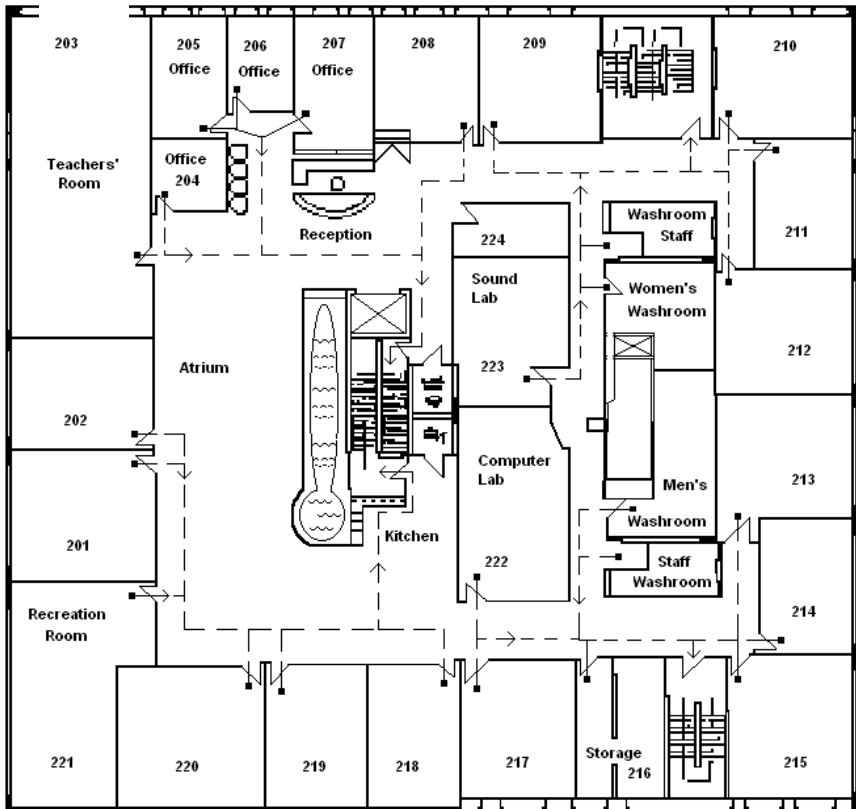
Fire Marshalls for daytime and evening fire drills and alarms are appointed. The Fire Marshall is in charge. **Follow the Fire Marshall's instructions.**

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



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).

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.

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: https://mapleleafacademy.com/sites/default/files/docs/MLA%20withdrawal%20and%20refund%20policy_092021.pdf
- Withdrawal Form: https://mapleleafacademy.com/sites/default/files/docs/Withdrawal%20Form_092021.pdf

Living in Calgary

For general/specific information, go to:

- <http://www.lifeincalgary.ca/>
- <http://calgarystreetguide.ca/>
- <http://www.calgarytransit.com/>

You will find more links to services in Calgary on our website:
<http://www.mapleleafacademy.com/links.htm>

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



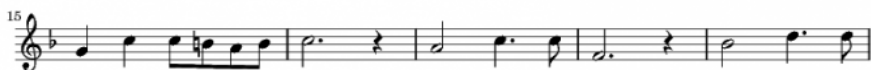
O Ca - na - da! Our home and na - tive land! True pa - triot
Ô Ca - na - da! Ter - re de nos aî - eux, Ton front est
Uu Ka - na - ta! Nang - mi - ni nu - na - vut! Pi - qu - ja -



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.

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>