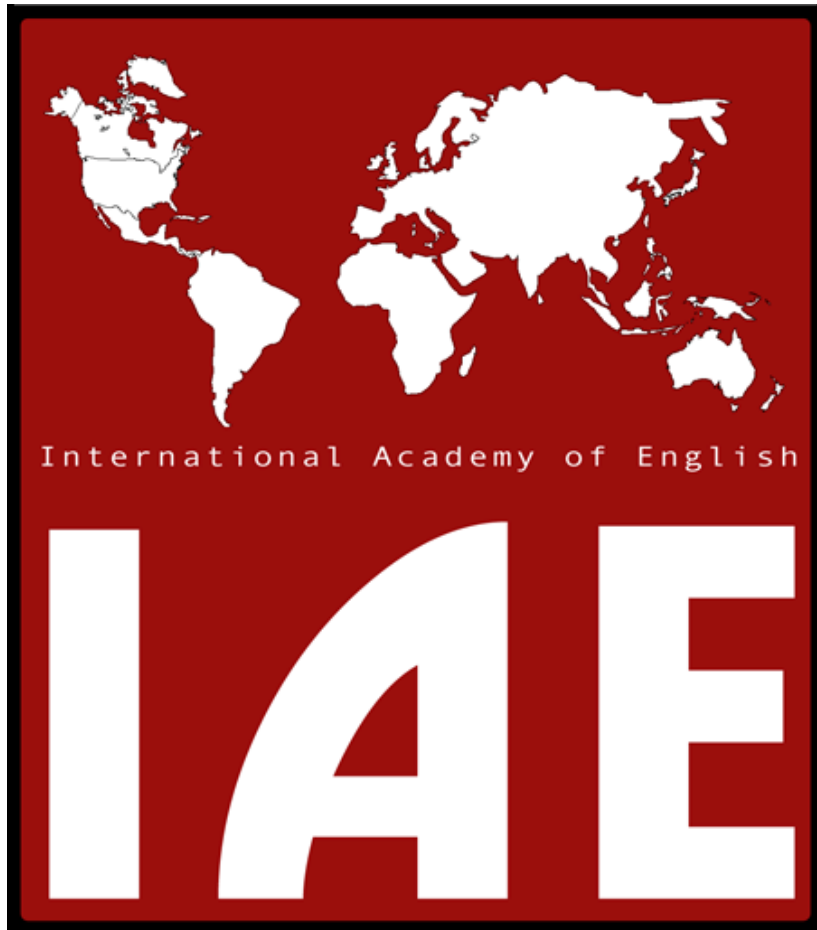


International Academy of English



Student Handbook 2012-2013

Updated: October 30, 2012



Student Handbook

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1. Welcome to the International Academy of English (IAE)

We hope you enjoy your time in Las Vegas or San Diego as well as the time and effort you put forth at our school. We at IAE want to ensure that your time with us is as comfortable and productive as possible. Mastering the English language is a challenging task and IAE is honored to be a part of your educational goals. This student handbook is designed to help you acquaint yourself with the policies and procedures of the school. Also included is general information about the cities in which our campuses are located, Las Vegas and San Diego, housing, parking, holidays and other useful information. Use the handbook for quick reference, but please feel free to ask an IAE staff member if you have further needs or questions. Below is IAE's mission statement, which includes our commitment to you as a student and our overall goal as an educational institution. We look forward to answering any questions you may have regarding our program, and wish you well in your studies. Again, welcome to IAE.

2. IAE Mission Statement

The mission of the International Academy of English is to provide non-native speakers with English language instruction of the highest quality in order to help them read, write, speak, and understand English at increasing levels of proficiency. We prepare students for success in their personal, academic, and professional pursuits in a friendly, supportive, culturally sensitive learning environment, which takes place in the classroom and through outside cultural experiences.

3. List of IAE Administrative Staff

| Title | Name |
|-------------------------|---------------|
| Executive Director | Carmen Tepper |
| Chancellor | John Tucker |
| Administrative Director | Denise Mastro |
| Academic Director | Mary Patton |

4. IAE Locations and Contact Information

| <i>Downtown San Diego</i> | <i>Las Vegas East</i> | <i>Las Vegas West</i> |
|---|---|---|
| Address: 1729 5th Avenue San Diego, California 92101 | Address: 6400 S. Eastern Ave., Suite 18 Las Vegas, NV 89119 | Address: 3100 W. Sahara Ave., Suite 110 Las Vegas, NV 89102 |
| Phone: +01.619.232.8768 | Phone: +01.702- 202-4624 | Phone: +01.702.383.4088 |
| Fax: +01.619.232.8758 | Fax: +01.619.704.1002 | Fax: +01.619.704.1002 |
| Email: info@sdiac.edu | Email: lve@sdiac.edu | Email: lvw@sdiac.edu |

5. Overview of Program

IAE offers six levels of instruction as well as TOEFL preparation classes. The core class lasts 3 hours each day while the topic classes last 1.5 hours and all are included in the basic tuition. The topic classes allow students to focus on a specifically needed skill, e.g., vocabulary, listening, writing, etc. A typical core or topic class consists of between 10 and 25 students of approximately the same skill level. IAE instructors employ a full range of grammatical, reading, writing, listening, and conversational elements on a daily basis in their classrooms. Each core class has its own required textbook, in addition to teacher-provided supplemental materials to enhance the learning process. Classes are offered in the morning, and minimum enrollment for students on an F-1 visa is one month.

6. Placement & Orientation Procedures

Upon receipt of initial payment and necessary legal paperwork by IAE, students are given a placement test, which includes grammar, listening, writing, and speaking, to determine their English language skills. Placement testing is done once per week. On the same day of placement testing, all new students are required to participate in a general orientation session to review several important topics such as schedules, books and materials, attendance policy, academic advancement, and other related matters. The importance of having health insurance while you are in the U.S. will also be stressed. Any students who leave IAE for longer than the 4 week break, are required to retake the placement test, and may in effect, be placed into a different level than the one they were in upon leaving.

Based on the results of the placement test, students are enrolled in the appropriate level of instruction as determined by the IAE Academic Director, Site Director, Head Teacher, and/or other designated instructor. On rare occasions, students who feel they have been placed at an inappropriate level may be able to move up or down one level based on the core teacher's recommendation, pending approval by the Site Director or Academic Director.

7. Level Progression

Classes are set up at IAE according to two 13-week-quarter cycles. Students are tested at the completion of each quarter and are eligible to take the Level-up Exam in weeks 6 or 7 of the quarter (Las Vegas East and West) or weeks 5, 6, or 7 (Downtown San Diego) after being enrolled in the class for a minimum of 4 weeks. If students pass the Final Course Exam at the end of the second quarter or the Level-up Exam when it is offered at their campus, they must to progress to the next level. Except in unusual circumstances, if students do not test at a sufficient level to move forward, they are permitted to repeat the level for two complete cycles, 4 quarters, until proper skills are developed and course mastery is demonstrated on the next Final Course Exam or Level-up Exam. Students are also given a Progress Exam, upon completion of the first 13-week cycle in order to check their progress toward the stated educational Goals, Objectives, and Student Learning Outcomes for that level.

The exceptions to this requirement are in the Advanced English Skills Development class (AESD), the most advanced level at IAE, and the TOEFL class. In order to ensure that all students are making satisfactory academic progress, a student may not remain in AESD or TOEFL for more than 2 quarters (1 cycle).

8. Quarterly Calendar

The quarterly schedule for 2012-2013 is as follows:

| Quarter | Date |
|--------------------------|-----------------|
| Winter Quarter 2012-2013 | Nov. 26–Feb. 14 |
| Interim Period | Feb. 18–Feb. 21 |
| Spring Quarter 2013 | Feb. 25–May 16 |
| Interim Period | May 20–May 23 |
| Summer Quarter 2013 | May 27–Aug. 15 |
| Interim Period | Aug. 19–Aug. 22 |
| Fall Quarter 2013 | Aug. 26–Nov. 14 |
| Interim Period | Nov. 18–Nov. 21 |
| Winter Quarter 2013-2014 | Nov. 25–Feb. 13 |
| Interim Period | Feb. 17–Feb. 20 |

9. Core Class Sequence and Required Textbooks

| Core Level | Course Textbook (Required) |
|-------------------|--|
| Beginning | <i>Focus on Grammar 1, 3rd edition</i> |
| High Beginning | <i>Focus on Grammar 2, 4th edition</i> |
| Intermediate | <i>Focus on Grammar 3, 4th edition</i> |
| High Intermediate | <i>Focus on Grammar 4, 4th edition</i> |
| Advanced | <i>Focus on Grammar 5, 4th edition</i> |
| TOEFL | <i>Delta's Next Generation Key to the TOEFL (with audio)</i> |
| AESD | <i>American Ways</i> |

Students are required to obtain the proper textbook(s) for their classes, which they should bring to each class on a daily basis. Students must have their textbooks by Monday of their second week of class. IAE will not photocopy textbooks for students. Students may choose to purchase textbooks from our inventory, from departing students, at a local bookstore, or online.

10. Program and Facility Information for Students

➤ Schedule Changes and Withdrawals

Any student desiring to change his or her class schedule must first obtain permission from the Academic Director, Site Director, or Head Teacher. Such permission is at the discretion of the school. Students on an I-20 must also contact the DSO in the event of any student status change.

➤ Topic Classes

Like core classes, students are **required** to attend topic classes. The topic gives each student a chance to focus on the use and practice of the methods learned in core classes. Topic levels correlate approximately with the student's core level. Additional classes may also be offered depending on students' needs.

➤ Appeals Procedures

Students who feel that they have been misplaced and/or their current program of study is not in line with their academic objectives may appeal to the Site Director and/or the Academic Director. In these cases, the Site Director and/or Academic Director will speak with the instructor and student individually and make a decision as to the best course of action for the student.

➤ **Normal Academic Progress**

In order to ensure all students are making satisfactory progress, all students are limited to two cycles, 4 quarters, in each level, except under legitimate mitigating circumstances to be explained to the P/DSO or if the student began the course in the second quarter. Students who begin the level in the second quarter of a level may take the course for an additional 5th quarter in order to ensure that they can achieve proficiency at that level. In addition, if students begin the level with 4 weeks or less left in the quarter, that quarter does not count against them in the 4 quarter limit. Students will be given a written report of their progress at the end of each quarter during a counseling session with their core teacher. At this counseling session, teachers will discuss the student's progress, strengths and weaknesses, and areas for improvement.

The exceptions to this 2 cycle, 4 quarter limit are in the Advanced English Skills Development class (AESD) and the TOEFL class, the most advanced levels at IAE. In order to ensure that all students are making satisfactory academic progress, a student may not remain in AESD or TOEFL for more than 2 quarters (1 cycle), unless they begin the course with 4 weeks or less left in the quarter, in which case that quarter does not count against them in their 2 quarter limit.

➤ **Completion of Program**

All students on F-1 visas are required to inform the P/DSO of their intention to complete their studies by the last day of their final period of study.

➤ **Vacation/Breaks**

Students are allowed to take 3 breaks per year. Each break consists of 2 weeks and can be taken after 12 weeks of continuous study. Students will pay the normal tuition fee for the month containing a vacation; however, a 2 week credit will appear on their files following their two week break. If they are away from the school more than 1 week without notifying the P/DSO, their I-20 will be terminated due to unauthorized withdrawal. Promotional rates are not eligible for refunds.

If students are enrolled for a 24-week continuous period, they are eligible for a 4 week break. Students will pay the normal tuition fee for the month containing a vacation; however, a 4 week credit will appear on their files following their 4 week break. If they are away from the school more than 1 week without notifying the P/DSO, their I-20 will be terminated due to unauthorized withdrawal. Promotional rates are not eligible for refunds. 4 weeks is the maximum amount of vacation that can be taken at once.

Students are not allowed to take a vacation during the scheduled exam week unless a make-up date has been approved by administration. Failure to take the scheduled exam will result in a 0 for the student.

➤ **Computer Resources**

IAE students have access to computers with Internet access. Students can check their email or surf the Internet in their free time. Students are asked not to change the computer settings, use zip drives, download anything that violates copyright law, or open attachments in order to reduce the chance of a virus. In addition, student computers do not have printing capabilities.

➤ **Lobby/Kitchen Access**

Students of IAE are encouraged to take advantage of the facility's kitchen area. For Downtown San Diego, this includes a coffeemaker, refrigerator, microwave oven, stove/oven, toaster oven, and sink. For Las Vegas East, this includes soda/snack vending machines, a refrigerator, a coffeemaker, microwave oven, and sink. For Las Vegas West, this includes soda/snack vending machines, a coffeemaker, microwave oven, and sink. Students are welcome to bring their lunch and dine in the kitchen area. IAE asks only that students clean up after themselves and that they not leave food in the refrigerator over the weekend.

➤ **Student Services Committee**

Each quarter one student is chosen by the faculty and staff at each campus to represent the student body on a Student Services Committee to meet in Week 2 or 3. The committee's goal is to address student concerns about the site. In addition to the student representative, the committee includes the Site Director, Head Teacher, DSO, and/or other members as determined by the Site Director.

➤ **Weekly Announcements**

If necessary, announcements are prepared for students to alert them about school policies, important procedures and upcoming events in Las Vegas or San Diego, depending on the campus location. These announcements are printed out and/or emailed to students. For major changes to policies or procedures, the announcements are read

during core class, as well. For smaller announcements, San Diego will post them on Facebook while Las Vegas reads them aloud to the class.

11. IAE Policies and Procedures

➤ Tuition/Payment and Checking Accounts

All payments are due in full at the time of enrollment. Acceptable means of payment are:

- 1) Personal check made out for the exact amount
- 2) Money order made out for the exact amount
- 3) Credit card (\$20 payment processing fee for charges of \$100 or more)

Four-Week Payment Structure

Tuition payment is due every 4th Thursday (every four weeks after starting date).

If tuition is not received by this deadline, a 10% fee will be added.

The program term is 4 weeks.

Continuing students who forget to pay their tuition and continue to attend classes are charged a late fee of 10% and are NOT allowed to attend class until tuition has been paid.

➤ Refund Policies

IAE's tuition refund policy is as follows:

Student cancellation, before attending any classes, is eligible for a full tuition refund, not including application fee and/or accommodation fees, overseas fee or courier fees.

Withdrawal from a course before the student has begun attending classes is eligible for a refund. There are no refunds for months in which a student has already attended class, though tuition paid for additional months in advance is eligible for a refund less any agent fees and/or discounts. Promotional rates are not eligible for refunds.

IAE reserves the right to cancel a class due to low enrollment or to refer a student to a different IAE campus if a particular level is being offered there. The same refund policies apply to classes canceled by IAE as those canceled by the student. Promotional rates are not eligible for refunds.

➤ Student Reporting

Each week, all students are evaluated by their teachers on a record that is referred to as an ISR (Individual Student Report). The student's core teacher will state the current level of the student; scores on weekly assessments in reading, writing, listening, and speaking; and quizzes. This record will be used if the student asks for a reference or when another institution contacts IAE in order to obtain academic information about the student. The scores on the weekly assessments in reading, writing, listening, and speaking will make up 25 percent of the final grade, with the other 75 percent coming from the Progress Exam or Final Course Exam.

➤ Complaint Procedures

Students are encouraged to speak with administration regarding any problems, questions, clarifications about visa status, etc., they may have. The Academic Director, Site Director, Head Teacher, and/or Student Services Director are all available for student assistance and guidance. For clarifications about visa status please see the P/DSO ONLY.

If you have a problem or complaint about a class, you should speak with the teacher first. If you are still not satisfied, make an appointment with the Head Teacher or Site Director. You may also see the Head Teacher or Site Director about general complaints or problems with your schedule. Additionally, there is a formal complaint form on the reception desk if you would like to submit a written complaint. The complaint form can be returned to the reception desk, to any administrative personnel or deposited in the suggestion box. The complaint will be addressed and a meeting will be scheduled to discuss and attempt to resolve the problem.

➤ **Smoking and Parking Policies**

Smoking is not permitted anywhere inside the building at IAE. However, students may smoke outside in designated areas. IAE asks that students use the provided ashtrays and trash cans to keep the area clean and fire safe.

At the downtown location, free parking is available in the southwest corner of Balboa Park—accessible from the main entrance to the park at El Prado/Laurel St.—just a short walk from IAE. Parking is restricted on Thursdays until 10:00, however. There is additional free parking on the 6th Ave. bridge over Interstate 5 directly behind the building as well as ample metered parking in front of and around the building. Metered parking has a two-hour time limit.

At the Las Vegas East and West campuses, free parking is available in the parking lots outside the buildings.

➤ **Alcohol and Drug Policy**

The possession, use and/or sale of alcohol and/or drugs on any part of the school's premises or at any school-sponsored event are prohibited. Students using illegal drugs or alcohol on any part of the school's premises or at any school-sponsored event will be terminated from the school and/or referred to appropriate rehabilitation agencies. Students selling drugs on any part of the school's premises or at any school-sponsored event will be terminated from school and referred to the appropriate legal authorities for prosecution.

➤ **Personal Property**

The school expressly disclaims all liability and responsibility of every kind and nature whatsoever for any loss, theft, damage, destruction, or other casualty to any personal property of any kind owned by any student, visitor, or other person. Students are advised and warned they must personally take full responsibility for the safekeeping of all their property on school premises and during any school activities. IAE administration maintains a lost and found. The school will dispose of any items left in the lost and found over 30 days.

12. IAE Proficiency Scale

It is the goal of IAE that by the end of each course, students will be able to:

| | Speaking and Listening | Reading | Writing | Culture |
|--------------------------|---|--|---|---|
| Beginning | Participate in beginning-level speaking situations and comprehend controlled listening selections. | Recognize and comprehend vocabulary from beginning-level texts. | Use beginning grammar structures and vocabulary in basic writing. | Show basic understanding of U.S.-American culture and cross-cultural differences. |
| High Beginning | Comprehend and contribute appropriately to high beginning conversations, to include personal, social, and school vocabulary. | Comprehend the main idea and vocabulary of high beginning texts. | Use high beginning vocabulary and sentences in writing. | Talk about basic concepts related to U.S.-American culture and the student's culture. |
| Intermediate | Comprehend speaking exchanges and participate appropriately at the multi-sentence level. | Comprehend intermediate reading selections and vocabulary. | Comprehend and respond to writing activities with intermediate grammar and vocabulary. | Discuss similarities and differences in the cultures of the U.S. and beyond. |
| High Intermediate | Demonstrate conversational fluency. Understand main ideas, details, and selected inferences. | Comprehend high intermediate vocabulary as well as main ideas, details, and selected inferences in academic texts. | Express opinions and demonstrate high intermediate vocabulary and grammatical structures at the paragraph level. | Understand and show sensitivity in cross-cultural communication. |
| Advanced | Comprehend advanced spoken activities and express complex ideas and opinions for debate and discussions in academic, social, and professional situations. | Comprehend advanced vocabulary and texts, including discourse strategies. | Use advanced grammar and vocabulary in essay writing. | Demonstrate understanding of potential advantages and disadvantages to cross-cultural communication. |
| AEED | Comprehend fluent and nuanced usages of the English language and display group leadership skills in extended formal and informal settings. | Comprehend authentic texts for academic purposes and in the popular media. | Skillfully use the English language, to paraphrase, summarize, and do citations, in formal written work. Use outside sources with academic integrity. | Address cross-cultural aspects of diversity in a sensitive manner. Show awareness of regional linguistic diversity in the U.S. and of World Englishes. Demonstrate advanced knowledge of U.S.-American culture. |

| | | | | |
|--------------|--|--|---|--|
| TOEFL | Demonstrate the highest level of comprehension and expression of the English language for the student's English level. | Demonstrate comprehension and synthesized use of academic reading. | Take notes, synthesize information from multiple sources, and respond in writing to academic prompts. | Understand culturally bound topics in conversations and academic lectures. |
|--------------|--|--|---|--|

13. Additional Services

➤ **Housing**

IAE offers accommodations at either off-campus apartments or with an American family in a Home Stay (Downtown San Diego only). Please contact the school for current prices and availability. IAE charges a non-refundable placement fee of \$150 which is due prior to placement.

➤ **Medical Insurance**

There are many risks associated with not having health insurance in the United States. Unlike many countries where health insurance is provided by the government, the United States does not guarantee medical coverage for any individual residing in this country, citizen or non-immigrant visitor alike. The costs of receiving medical attention without medical insurance in the U.S. are typically very high and can become a financial burden to an individual if extensive medical treatment is needed. Therefore, IAE strongly recommends that students obtain adequate health insurance for the duration of their stay in the U.S. You may check rates at <https://www.quote-and-apply.com/studentsecure/getquote.php?referid=24537> for more information. Or you may contact <https://www.ldsbenefits.com> to contact an insurance agent in California.

➤ **Student Identification Cards**

IAE issues student identification cards for full-time students who hold an I-20 through an organization called the **International Student Exchange**. All **ISE Cards** are valid for one full year from the date they are purchased. The card may be purchased at the reception desk with a check or Money Order in the amount of \$20.

14. Holidays 2013



| Holiday | Date | Day of Week | Classes | Administration Present |
|---|---------------------------|-------------|---------|------------------------|
| New Year's Day | January 1 st | Tuesday | No | No |
| Martin Luther King's Birthday | January 21 st | Monday | No | Yes |
| President's Day | February 18 th | Monday | No | Yes |
| Teacher Development Day I. | February 18 th | Monday | No | Yes |
| Memorial Day | May 27 th | Monday | No | No |
| Independence Day Observance | July 4 th | Thursday | No | No |
| Teacher Development Day II. | August 22nd | Thursday | No | Yes |
| Labor Day | September 2 nd | Monday | No | No |
| Veteran's Day Observance | November 11 th | Monday | No | Yes |
| Teacher Development Day III. | November 21 st | Thursday | No | Yes |
| Thanksgiving Day | November 28 th | Thursday | No | No |
| Day-After Thanksgiving | November 29 th | Friday | No | No |
| IAE/SSU Christmas Party (Employee) | TBD | | | |
| Christmas Eve | December 24 th | Tuesday | No | No |
| Christmas Day | December 25 th | Wednesday | No | No |
| New Year's Eve | December 31 st | Tuesday | No | No |

15a. About Las Vegas

Commonly known as *The Entertainment Capital of the World*, Las Vegas is the most populous city in the state of Nevada and is an internationally known resort, shopping, entertainment, and gambling destination. It was established in 1905 and officially became a city in 1911. The major attractions in Las Vegas are the hotel/casinos, the most famous of which line Las Vegas Boulevard South, also known as the Las Vegas Strip. For more information about Las Vegas, we recommend visiting the following websites:

<http://www.lasvegasnevada.gov/>
www.visitlasvegas.com/
http://wikitravel.org/en/Las_Vegas
<http://www.lvchamber.com/>

Las Vegas RTC Transit System: To obtain a bus schedule or for information about fares, look online at <http://www.rtcsonthernnevada.com>.

Las Vegas-Clark County Library District: Several public libraries offer the community a vast literary collection, electronic resources and innovative services. To find a location near you, visit <http://www.lvcclld.org>.

Local Las Vegas Events: Check out what's happening this week in Las Vegas at www.lasvegasweekly.com.

Special Deals for Locals: <http://www.vegas4locals.com/lasvegasevents.html>.

➤ NEVADA DRIVER'S LICENSE

If you plan to live in Nevada for an extended period of time and drive a motor vehicle, you should obtain a Nevada driver's license. Additionally, if you purchase a vehicle, you must register it with the Department of Motor Vehicles (DMV) and show proof of liability insurance.

To obtain a Nevada driver's license:

- 1) Visit this page of the DMV's website: <http://www.dmvnv.com/dlresidency.htm> and obtain the documents required for Proof of Residency (ASI Standards). These include the following: proof of identity and date of birth, evidence of no SSN (Form SSA L676 must be obtained from the Social Security office), and proof of a local address (two types of documentation are required).
- 2) Take a written test to prove you understand the NV driving rules. Study booklets are available at any DMV location.
- 3) Take a driving test. You must provide the car—the DMV will not provide one.

➤ Important Phone Numbers and Contacts

| | |
|---|----------------------------------|
| International Academy of English East | (702) 202-4624 |
| International Academy of English West | (702) 383-4088 |
| Emergency | 911 |
| Police (non-emergency) | 311 |
| HELP of Southern Nevada (general information and referrals for those in crisis) | (702) 369-4357 |
| National Suicide Prevention Hotline of NV | (877) 885-4673 |
| Rape Crisis Hotline | (702) 366-1640 |
| AIDS Hotline | (800) 342-2437 |
| Clark County Poison Control | (800) 222-1222 |
| Alcohol-Drug Treatment Referral | (800) 454-8966 |
| WestCare Detoxification Center | (702) 383-4044 |
| Domestic Violence 24-hour crisis line and Safe Nest emergency shelter | (800) 486-7282 or (702) 646-4981 |

15b. About San Diego

The eighth-largest city in the United States, San Diego is the southern-most major metropolitan area in California. San Diego's weather is unsurpassed anywhere in the world and the county has some of the best beaches in California as well as the best zoo in the nation. Additional attractions include Sea World, Coronado, Balboa Park, Downtown San Diego, San Diego Wild Animal Park, Mission Bay Park—and hundreds of miles of hiking, biking, and jogging trails for year-round outdoor activity and exercise. San Diego is a safe, clean city with lots to offer its residents and visitors. For more information, visit the following web sites: <http://www.sannet.gov/> and <http://www.sdchamber.org/>

➤ **San Diego Transit (SDT) Bus System:**

To obtain a bus schedule, or for information about fares, call (619) 233-3004 or look on-line [www.sdcommute.com]. IAE is located just a few blocks from downtown bus transfer stations and a ½ block from the stop at the corner of 5th Ave and Elm Street. You must have exact change to ride the bus or purchase a monthly pass from an MTS store or the Albertson's grocery store.

➤ **Library:**

San Diego's Central Library is located downtown at 820 E St., San Diego, CA. The phone number is (619) 236-5800. For hours of operation and additional locations, visit the web site at <http://www.sandiego.gov/public-library/>.

➤ **Mexico:**

The Mexico border is located only 15 miles south of IAE. Traveling to Mexico can be a fun and educational trip. There are lots of opportunities for shopping and exploring. Students should be aware, however, that they should bring two types of photo identification as well as their I-20 or other proof of student status when entering and returning from Mexico. U.S. Customs at the border is becoming increasingly strict, especially for non-U.S. citizens. Additionally, students should be aware that Mexico is NOT the U.S. and has different laws and customs. Students are encouraged to purchase Mexican auto insurance if they drive into Mexico. If any school related problems occur, please call the school at (619) 232-8768.

➤ **Driver's License:**

If you plan to be in California for an extended period of time and/or drive a motor vehicle, you should obtain a California driver's license. Additionally, if you purchase a vehicle you must register it with the DMV and show proof of liability insurance.

To obtain a California driver's license, follow these steps:

- 1) Go to the DMV (3960 Normal St. in Hillcrest or 4375 Derrick Drive in Clairemont) with your passport, I-20 and I-94.
- 2) Take a written test to prove you understand the CA driving rules. You may take the test in your native language.
- 3) Take a driving test. You must provide the car—DMV will not provide one.
- 4) You MUST bring your Passport/Visa and your Student I-20 with you to the DMV.

➤ **Important Phone Numbers and Contacts**

| | |
|--|----------------|
| International Academy of English | (619) 232-8768 |
| Emergency | 911 |
| Police (non-emergency) | (619) 531-2000 |
| San Diego Transit | (619) 233-3004 |
| San Diego County Mental Health Services (7 days a week, 24 hours--English, Spanish & interpreters for 140 languages) | (888) 724-7240 |
| Suicide Crisis Line (7 days a week, 24 hours) | (800) 479-3339 |
| CA Poison Control Hotline (7 days a week, 24 hours, language interpreters available) | (800) 222-1222 |

16. School Conduct Policy

The International Academy of English wants to provide the best possible learning opportunities for all students. Cooperation and respect among students and teachers builds a positive learning environment. To encourage and maintain this environment, IAE will take action against any disruptive behavior that occurs in class or anywhere on the school grounds.

“Disruptive behavior” means conduct which prevents other students from learning or from doing the required schoolwork. Words or actions which prevent the teacher from meeting the needs and goals of the class are also disruptive. Any action or word intended to hurt a teacher, another student, or school property is disruptive behavior.

The following is a list of some behaviors that are disruptive and therefore *unacceptable* at IAE:

1. Showing disrespect or lack of courtesy towards teachers, staff, or other students.
Some examples of such behavior are:
 - Refusing to complete assignments
 - Refusing to cooperate with teachers or other students in class work or outside assignments
 - Speaking on or using cell phones in the classroom
 - Using a laptop for something other than classwork
 - Refusing to bring the required textbook and materials to class
 - Sleeping in class
 - Denying other students an equal opportunity to participate in class
 - Being disrespectful of another person's culture
2. Arriving late to class repeatedly or abusing the late pass system.
3. Repeatedly speaking one’s native language during class.
4. Arriving at school under the influence of alcohol or drugs; using or distributing alcohol or drugs at school. No alcohol or drugs are allowed in IAE classrooms or on the school grounds.
5. Being violent. Any kind of physical violence or harassment will result in immediate expulsion from the program and must speak with a P/DSO immediately.

The actions and behaviors described above are unacceptable at IAE. A student who displays disruptive or unacceptable behavior, whether in his/her scheduled classes, on the school grounds or at any school-sponsored event, may be expelled from IAE and must speak with a P/DSO immediately.

IAE Classroom Do’s and Don’ts

- Please be prompt.
- Please come to class ready to learn.
- Please have your homework ready for class.
- Please do **NOT** smoke in the building.
- Please do **NOT** have your cell phone turned on.
- Please do **NOT** speak your native language in class.
- Please address your teachers in the manner that they request.

Teachers may adjust the classroom rules as they see fit. This is a guideline of general rules to follow when on the premises of the school.

17. International Academy of English Attendance Policy

The International Academy of English (IAE) adheres to a strict attendance policy for all students enrolled and admitted to the United States to study on an F-1 visa.

- Students are expected to attend 100% of their scheduled classes, 18 hours of instruction per week (12 hours of core class and 6 hours of topic class). Failure to maintain 70% attendance will result in termination of student status by the P/DSO. Tuition is non-refundable if a student is terminated.
- Official attendance reviews occur every four weeks and are taken cumulatively from the first date of study, minus breaks. Copies of all official reviews are placed in the student's file regardless of the attendance percentage. Students must sign the review if their attendance is between 70-79.9%.
- **Unofficial reviews occur at the end of the second week of study every month and may occur any time thereafter.** If a student's attendance is under 80% at the time of an unofficial review, the student will receive an attendance warning and a copy of this will be put in the student's file.
- Unofficial Reviews:
Attendance below 80% will result in a written warning.

Official Reviews:

Attendance of 70-79.9% will result in a written warning.

Attendance below 70% will result in termination by the P/DSO in SEVIS.

- If a student is sick, s/he must contact the P/DSO immediately to arrange to provide appropriate medical documentation from a licensed medical physician, doctor of osteopathy, or licensed clinical psychologist in order to be considered. To reduce confusion, it is suggested that before seeing a doctor students check with the P/DSO to ensure the proper procedures are followed and correct signatures are provided.
- Students with F-1 visas who fall below 70.0% attendance at the time of their official attendance review will be immediately terminated by the P/DSO.
- Students are allowed to take 3 breaks per year. Each break consists of 2 weeks and can be taken after 12 weeks of continuous study. Students will pay the normal tuition fee for the month containing a vacation; however, a 2 week credit will appear on their files following their two week break. If they are away from the school more than 1 week without notifying the P/DSO, their I-20 will be terminated due to unauthorized withdrawal. Promotional rates are not eligible for refunds.
- If students are enrolled for a 24-week continuous period, they are eligible for a 4 week break. Students will pay the normal tuition fee for the month containing a vacation; however, a 4 week credit will appear on their files following their 4 week break. If they are away from the school more than 1 week without notifying the P/DSO, their I-20 will be terminated due to unauthorized withdrawal. Promotional rates are not eligible for refunds.
- Students are not allowed to take a vacation during the scheduled exam week unless approved by administration and a **Test Make-Up Authorization Form** has been completed and included in the student file. Failure to take the scheduled exam results in a 0 for the student.
- If students plan to transfer to another school, they must provide the P/DSO with a transfer form and an acceptance letter from the new school. When students complete their studies at IAE, they have 60 days from the date of completion to leave the U.S.
- Students must notify the P/DSO when they plan to travel outside the United States or take a break. Students who do not attend class for more than eight consecutive class days without P/DSO approval can be terminated.
- P/DSOs at all times must adhere to SEVP policies and regulations.
- Late Arrival Policy

- Students are expected to arrive in class on time. If they arrive within the first 15 minutes of class of the first class ONLY, they may enter class with a late pass from administration. If they arrive after that time, they will not be allowed in class and will be marked absent for that class period.
- **IMPORTANT:** If a student arrives at 9:15 a.m., s/he will be allowed into the class with a late pass. Students who arrive at 9:16 a.m. or later are not allowed into the class until after the break. Students are expected to be in class on time after any breaks. If they are late, they will only be admitted to the class during the first 5 minutes and ONLY at the teacher's discretion. If a student arrives to any class more than 5 minutes late after a break, that student will not be allowed into the class and will be marked absent. Any student leaving school during class or during a break (and not returning) likewise will be marked absent.
- **IMPORTANT:** Except under unusual circumstances to be explained to the teacher, if a student leaves the class early, s/he will be marked absent for the entire class period.

18. Attendance Guide

| | MONDAY | TUESDAY | WEDNESDAY | THURSDAY |
|--------------------------|---------------|---------------|---------------|---------------|
| 9:00am - 10:15am | Core 1 | Core 1 | Core 1 | Core 1 |
| BREAK | | | | |
| 10:30am - 11:45am | Core 2 | Core 2 | Core 2 | Core 2 |
| BREAK | | | | |
| 12:00pm - 1:15pm | Topic | Topic | Topic | Topic |
| | | | | |

Teachers record attendance on a daily basis and students are expected to be in class, on time, every day. Students with an I-20 are required—by federal law—to attend 18 hours of school per week. If a student falls below 70% attendance, he/she will be terminated. 70% attendance means missing *no more than three class periods* per week. Topic classes are a required portion of the 18-hour school week.

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20. Release to Complete Student I-20



Release to Complete Student I-20

After a student completes his/her studies at the International Academy of English, his/her I-20 will be “shortened” by IAE administration. This means that U.S. Immigration will be made aware that the student is no longer studying and is expected to leave the country. If you plan to remain in the U.S. to study at another institution, or for any other reason, “shortening” may cause legal problems.

To make sure that we process your file correctly, please complete this form and return it to the campus administration **on or before your last day of attendance**. If you fail to return this notice before your last day of class, it will be considered permission to shorten your I-20.

Student Name: _____

Final Date of Study Period: _____

After finishing my studies at the International Academy of English:

I will complete my studies and leave the US. I plan to depart the US on _____(date).

I will transfer to another institution to continue my studies. Do not complete my I-20.*

Institution Name: _____

Expected Start Date: _____

I will apply for a change of visa status to _____. Do not complete my I-20.
(new visa status type)

Student Signature

Date

Approval Signature

Attendance Average

21. Waiver of Liability for Field Trips:



WAIVER OF LIABILITY FOR FIELD TRIPS

SPONSORED BY IAE

I understand that participation in any school-sponsored field trip is voluntary. Therefore, any loss or injury suffered by me or to my property because of my participation in any activity or use of equipment or facilities during this field trip is my sole responsibility. IAE, its Board of Directors, the field trip leader(s) and the field trip coordinator(s) will not be held liable for any such loss or damage to my person or property.

I have read the above agreement, understand and accept its terms and consequences, and freely, voluntarily and knowingly sign this waiver.

Student Name

Guardian Name (if under 18)

Student Signature

Guardian Signature (if under 18)

Student Email

Date

22. Receipt of *Student Handbook* including Attendance Policy:



I have received, read, and understood the International Academy of English *Student Handbook*, School Conduct Policy, and Attendance Policy. I know that it is my responsibility to keep in accordance with these policies and that if I do not, that my I-20 is in danger of termination without notice.

I also understand that if my level of English proficiency is not to the point that I can understand this, then it is my responsibility to get someone to read this to me in my native language so that I can understand it.

I understand that if I move, I MUST update my current living address whenever there are any changes.

I also understand that if I am sick, I must contact the P/DSO immediately to arrange to provide appropriate medical documentation from a licensed medical physician, doctor of osteopathy, or licensed clinical psychologist in order to be considered as an excused absence. Failure to prove this documentation will result in absences, and possibly put my I-20 in danger.

Finally, I understand that I am responsible for knowing the policies and procedures of IAE and to follow them completely. If any policies or procedures change, it is my responsibility to check my email to ensure that I am aware of the changes. I do not have to sign a new waiver to account for the change in policy or procedure.

Student Name

Guardian Name (if under 18)

Student Signature

Guardian Signature (if under 18)

Student Email

Date