



**THE ENGLISH ISLAND**

# **STUDENT HANDBOOK**

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(678) 324-8760**

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## **Introduction Section**

### **Welcome**

Welcome to the English Island. We are very pleased that you have chosen our ESL program and are incredibly excited to have you with us. As we begin each new term, we look forward to the opportunities it brings for friendships, new experiences, and meaningful learning. In our classrooms, you will learn not only about language and culture, but about yourself and your fellow students. We constantly strive for excellence in all we do and know that you will do the same. Good luck to you as you take your first steps on your lifelong journey of English learning. Thanks again for choosing us.

## **A. Mission Statement**

The mission of The English Island is to provide the level of English instruction necessary for students to achieve their personal and career goals on the pathway to success.

Our approach is one of devotion, passion, and integrity.

## **B. Staff and Faculty**

Billy Satterwhite (he/him) – Director [admin@theenglishisland.com](mailto:admin@theenglishisland.com)

Eric Jan (he/him) – Assistant School Director [eric@theenglishisland.com](mailto:eric@theenglishisland.com)

Melina Mello (she/her) – Office Manager--[melina@thelearningisland.com](mailto:melina@thelearningisland.com)

Alana Alvarenga (she/her) Morning Student Support Specialist and Ticianne Christofolli (she/her) Evening Student Support Specialist [sales@theenglishisland.com](mailto:sales@theenglishisland.com)

Paula McVicker (she/her) – Director of Curriculum and Instruction (DCI) [dcf@theenglishisland.com](mailto:dcf@theenglishisland.com)

Andrea Alexander (she/her) – Lead Teacher / Student Services Coordinator [lead@theenglishisland.com](mailto:lead@theenglishisland.com)

Ricky Prior (he/him) PDSO and Gloria Chan (she/her) DSO / Academic Liaison [DSOadmin@theenglishisland.com](mailto:DSOadmin@theenglishisland.com)

Mike Casey (he/him) – Global Sales and Marketing Manager [mc@theenglishisland.com](mailto:mc@theenglishisland.com)

Gracie Wallace (she/her) – Registrar [registrar@theenglishisland.com](mailto:registrar@theenglishisland.com)

Dylan Swint (he/him) – Administrative Assistant [dylan.tei.atl@gmail.com](mailto:dylan.tei.atl@gmail.com)

## **C. The English Island – Common Contacts**

Main Phone – 678-324-8760

WhatsApp Number – 404-410-1095

For personal problems, adjustment problems, or emotional health referrals, or for information about student activities:

Andrea Alexander - Student Services Coordinator [lead@theenglishisland.com](mailto:lead@theenglishisland.com)

For immigration questions:

PDSO Ricky Prior and Gloria Chan [DSOadmin@theenglishisland.com](mailto:DSOadmin@theenglishisland.com)

For questions about schedules, books, or technology issues:

Gracie Wallace – Registrar [registrar@theenglishisland.com](mailto:registrar@theenglishisland.com)

For all other general problems:

General email – [admin@theenglishisland.com](mailto:admin@theenglishisland.com)

Resources for Current Students – <https://www.theenglishisland.com/student-resources/>

## **D. School History**

The English Island began out of frustration. Our director, Billy Satterwhite, had been a teacher for over 15 years prior to starting the English Island. Throughout his career, he worked at many schools, universities, large and small companies. He realized that none of the schools ever truly took care of people the way they should have or the way they promised. The places that he worked for spent more time worrying about making their next dollar instead of making sure that their students got what they needed.

After more than 10 years of hearing the same complaints from students and clients about the lack of good teachers, he had had enough. He started The English Island in Atlanta, GA. He chose this location because of the desperate need for quality ESL instruction. He wanted The English Island to have the best team of ESL instructors, people who were not only well-educated and experienced, but who also had a passion for helping people.

Since the school's founding over a decade ago, The English Island has weathered many storms. It survived, and even thrived, during the COVID-19 pandemic. As the student body has grown, the campus, administrative team, and teachers have grown along with it.

Much has changed since The English Islands was started. What has not changed is our commitment to providing quality ESL instruction and making sure our students, faculty, and staff are valued and taken care of in the right way.

## **E. The English Island Academic Calendar**

### **2023**

#### Term 1

Jan 2 – Feb 9

Holiday: MLK Day Jan 16 – Make-up day Jan 20

*Last Day to Add New Students – Jan 12*

#### Term 2

Feb 13 – Mar 23

*Last Day to Add New Students – Feb 23*

#### Term 3

Mar 27 – May 11

School closed Apr 3 – 9

*Last Day to Add New Students – Apr 13*

Term 4

May 15 – Jun 22

Holiday: May 29 Memorial Day – Make-up day May 19

*Last Day to Add New Students – May 25*

Term 5

Jun 26 – Aug 3

Holiday: Independence Day Jul 4 – Make-up day Jul 7

*Last Day to Add New Students – Jul 7*

**School closed Aug 7 – 13**

Term 6

Aug 14 – Sep 21

Holiday: Labor Day Sep 4 – Make-up day Sep 8

*Last Day to Add New Students – Aug 24*

Term 7

Sep 25 – Nov 2

*Last Day to Add New Students – Oct 5*

Term 8

Nov 6 – Dec 21

Holiday: Thanksgiving Nov 20-26

*Last Day to Add New Students – Nov 16*

**School closed Dec 25 – Jan 7, 2024; classes resume Jan 8, 2024**

**2024**

Term 1

Jan 8 – Feb 16

Holiday: MLK Day Jan 15\*

*Last Day to Add New Students – Jan 20*

Term 2

Feb 19 – Mar 29

*Last Day to Add New Students – Mar 1*

**School closed Apr 1 – 7**

Term 3

Apr 8 – May 17

*Last Day to Add New Students – Apr 19*

Term 4

May 20 – Jun 28

Holiday: Memorial Day May 27\*\*

*Last Day to Add New Students – Jun 1*

Term 5

Jul 1 – Aug 9

Holiday: Independence Day Jul 4\*\*

*Last Day to Add New Students – Jul 13*

Term 6

Aug 12 – Sep 20

Holiday: Labor Day Sep 2\*\*

*Last Day to Add New Students – Aug 23*

Term 7

Sep 23 – Nov 1

*Last Day to Add New Students – Oct 4*

Term 8

Nov 4 – Dec 20

Holiday: Thanksgiving Nov 23 – Dec 2\*\*

*Last Day to Add New Students – Nov 14*

**School closed Dec 23 – Jan 5, 2025; classes resume Jan 6, 2025**

\*\* Starting in 2024, The English Island will no longer have make-up days for holidays. Instead, the school will offer “Island Time” study and tutoring sessions 1-2 days a week. Students must attend 3 of these sessions per term to make up for holidays.

### **F. Student Program Types (Group)**

The English Island has year-round programs for F1 and non-F1 visa students. These programs are listed below.



## International Student Program

### F1 Visa (18 hours per week total)

9-12 hours per week	General English
6-9 hours per week	Specialty classes (grammar, vocabulary, etc)

### Non-F1 Visa Programs (15 hours per week maximum)

9-12 hours per week	General English
3-6 hour per week	Specialty classes (grammar, vocabulary, etc)

### Private lessons

Hours and topics vary.

## Dental English

In addition to the programs above which run year-round, we have a month-long Dental English program which runs two or three times a year. The visa version of this program includes a total of 72 hours with an optional 24 hours of seminars and up to 18 hours of private lessons. Below is the breakdown of hours per week.

18 hours per week (Required)	8 hours of Grammar and Common Mistakes
	4 hours of Pronunciation
	4 hours of Public Speaking/Presentations
	2 hours of Presentation Practical Lab
Optional	6 hours of focus seminars on topics such as idioms, conversation, case studies, and business communication
	4 hours private or semi-private lesson

We also offer a non-visa version of this program which is 16 hours per week and 64 hours total. This version includes the same required classes listed above, but it does not include the presentation practical lab.

## **G. Admissions**

### F-1 Visa International Student Program (Group)

To enroll in our 18-hour per week international student program as an F-1 visa student, students must:

- be 18 years or older.
- have completed high school.
- be literate in their native language.
- have the financial capability to undertake our program.

Students must submit the application fee of \$185 along with an application packet to us which includes: an online application form, high school diploma or other proof of high school education, a copy of picture page of their passport, an online placement test, and proof of finances (bank records, pay statements, etc.) Please note that any students who want to bring dependents must also submit proof of relationship such as a marriage certificate and birth certificates. Within two weeks of the review of this package, the school will contact the student with an offer of admission or a denial. The offer of admission will include the program start date along with pre departure information. Once a student receives an offer of admission, they must apply for an F-1 student visa from their embassy and receive approval to begin our program.

### Non-F1 Visa

To enroll in our 18-hour per week international student program, 12-hour per week program, and 3/6 hour per week specialty classes as a non-F1 visa student, the student must:

- be 18 years or older.
- be literate in their native language.
- have the financial capability to undertake our program.

Students who do not meet some of these qualifications (particularly the literacy qualifications) may be enrolled in private lessons to work up to the level where they may apply for entrance to our group-class program. Private lesson packages are available to in-country students and, in some cases, to out-of-country students visiting the US on a tourist visa.

Group classes in the International Student Program for F1 and non-F1-visa students start every 6 weeks. In some cases, students can enter the class after the initial start date. If a student enters a class late, they are responsible for the material missed. It is the student's responsibility to get the material from the teacher. Students who start 3 days late or later may attend a free review session at the end of the first and second week of class. For more details or to attend these sessions, please contact the Lead Teacher.

### Dental English

To enroll in our Dental English program, students must meet the above criteria and must also demonstrate a level of NRS Low Intermediate or higher (B1 in the Common European Framework.) We will assess the student's level through an online written placement test as well as a speaking interview. Instead of the online written placement test, the following scores may be admissible as a way of demonstrating an appropriate level.

Test Name	B1 (Track I)	B2 (Track II)
IELTS	4	5.5
TOEIC Reading and Listening	550	785
TOEFL iBT	57	87
Cambridge PET or BEC Preliminary	Passing score	
Cambridge First Certificate		Passing score

Except in emergency situations, students are not allowed to start the Dental English program after the initial start date.

#### **H. The English Island Tuition and Fees**

A one-time \$50.00 application/registration fee is required for all non-F1 visa students applying to our International Student Program. F1-visa students applying to this program must pay \$185. The registration fee for Dental English program students is included in the tuition cost. Students returning to The English Island after more than a 12-month absence must pay the registration/application fee again.

All out-of-country F1-visa students for the ISP and the Dental English program must submit payment for the first term prior to beginning their courses. Payment deadlines for transfer students are at the discretion of the School Director. Students must pay for all additional terms according to the payment schedule. If The English Island cannot process a student's payment, we will contact the student immediately to resolve the problem. If an F-1 visa student does not resolve the payment issue within one week of contacting him/her, the English Island has the right to terminate their visa.

All non-F1-visa students must make the first tuition payment by or on the first day of their class. Students must pay for all additional terms based on the payment schedule.

Students who have not paid 100% of tuition may not be allowed in classes. Once tuition has been paid for any of our programs and a course has begun, refunds will generally not be offered. The only exception is for F1-visa students in the International Student Program who have already arrived in the US and have begun their courses. If one of these students is required (due to circumstances beyond their control) to return home before 30 percent of the lesson package has been completed, and it is not possible for the student to return at a later date to complete their course, a 70% refund for the percentage of the class that has not been completed may be considered. This possibility for a 70% refund does not apply to fees, books/materials, or tuition for: VIP courses, Dentistry English courses, or to F1-visa students who have not yet arrived in the US and who have not yet begun their course.

Provided the school is given 48 hours of notice, private course hours may be held for sickness or travel. Unused private course hours will be held for up to 30 days only and will be cancelled if students do not resume using them within the 30-day window.

The English Island reserves the right to change tuition and fees for non-F1-visa students without notice. Please ask the school administrative staff about current prices and session program dates.

### **I. Student Orientation**

All students in the International Student Program must attend a general orientation within the first 2 weeks of starting classes at The English Island. All F-1 visa students must attend both a general orientation and a cultural orientation. At the end of the orientation, all students must sign either the *F-1 Visa Signature Policy Sheet* or the *Non-F-1 Visa Policy Signature Sheet*. Copies of these forms are included in Appendix C. Dental English students must attend the Dental English general orientation as well as the cultural orientation. These students must sign the signature sheets as well. Private students do not need to attend an orientation. Students who do not attend Orientation by the deadline must watch a pre-recorded Orientation and take a quiz to prove they watched it. If necessary, students will be pulled out of class to complete Orientation.

### **J. Student Placement and Transfer**

#### **International Student Program**

Before entering class, students must take the Speaking Placement Test and the Written Placement Test to determine their levels. These exams place students in one of our designated levels—Beginning Literacy A1, Low Beginning A2, High Beginning A2, Low Intermediate B1, High Intermediate B1, or Advanced B2, Advanced C1, or Advanced C2. Students are eligible for general courses and electives based on their placement scores. Students who score Advanced on the Written Test or Speaking Test will also be given the Advanced Written Placement Test to place them into the most appropriate advanced level.

If you think your initial level after placement is too high for you, please tell your teacher. They will enter a request with the Lead Teacher to allow you to retake the entrance exam. If you think your initial level is too low, please tell your teacher. They can enter a request with the Lead Teacher to have you take a Skip Level Test for an opportunity to move up. If you pass this test, you may move into a higher level.

Moving levels in the middle of the term is generally not possible except in special cases.

#### **Private Lessons**

Private-lesson students also take our placement exam to determine the most appropriate level for the coursework. We create a syllabus based on the student's level and individual needs.

## Dental English

Dental English students will take the Ventures placement test and will have a speaking interview with a member of the academic administration. In lieu of the Ventures written test, the following standardized placement scores may be submitted to prove written level.

Test Name	B1 (Track I)	B2 (Track II)
IELTS	4	5.5
TOEIC Reading and Listening	550	785
TOEFL iBT	57	87
Cambridge PET or BEC Preliminary	Passing score	
Cambridge First Certificate		Passing score

Students who score B1 on both exams will be placed into Track 1. Students who score Advanced B2 on one of the exams will be placed in Track 2.

If a Dental English student feels they has been misplaced, they should talk to their teacher within the first 2 days of class. The teacher will complete a change of level form and submit it to the Director. The Director will retest the student and place them into a new course if needed.

## **K. Grades**

International Student Program and Dental English: Students receive grades of A, B, C, D, or F. Grades are based on quizzes and tests only—not on homework, participation, or attendance. Students will have weekly unit tests in general classes, a midterm, and a final. They will have weekly quizzes in specialty classes, a midterm exam, and final exam. Teachers and staff cannot discuss the grades of a student with any other student. They also can't share a student's grades with friends or family. If a student wants the school to share their grades with a specific person, they must complete a grade release form found in Appendix B.

A 90-100

B 80-89

C 70-79\*

\*A C average is equal to a 75

D 60-69

F 0-59

Private course students do not receive grades but are assessed throughout the lesson package.

## **L. Student Progress and Moving Up**

### International Student Program

Your grades consist of a midterm assessment, final, and weekly quizzes. **To move up to the next level, you must have an overall weighted average of 75 or higher each term using the standard US grading scale.** The weighted average is calculated by multiplying the individual course grade by the percentage of time you spend in that class. For example, if you spend 12 hours in a general course, the grade for that class is multiplied by (12/18). Please see below for the rest of the calculation.

Example 1: 12 hour per week general class and 2 specialty classes

Course Name	Grade	Percentage	
Level 8A	85	(12/18)	56.66
English Collocations	95	(3/18)	15.83
English Idioms	82	(3/18)	13.67
		TOTAL GRADE:	86.15

General Course x (12/18 or .67) =

Specialty Class 1 x (3/18 or .16) =

Specialty Class 2 x (3/18 or .16) =

Total Grade:

Example 2: 9 hour per week general class and 3 specialty classes

Course Name	Grade	Percentage	
Level 5A	85	(9/18)	42.50
Conversation HI B1A	95	(3/18)	15.83
Grammar 7	82	(3/18)	13.67
Reading 3A	75	(3/18)	12.50
		TOTAL GRADE:	84.50

General Course x (9/18 or 0.50) =  
 Specialty Class 1 x (3/18 or 0.16) =  
 Specialty Class 2 x (3/18 or 0.16) =  
 Specialty Class 3 x (3/18 or 0.16) =

Total Grade:

You will get a grade report every 3 weeks and will get academic counseling every 6 weeks. If you do not achieve an overall average of 75 during a term, you cannot move up to the next level or sublevel and must repeat the failed level or sublevel including the general class and all specialty classes. In the event that the specific failed specialty class is not available, you may take a specialty class of the same level in lieu of the failed class.

The consequences for all other instances involving lack of academic progress are listed in the chart below. If you have 3 terms of poor grades, you will be expelled from the school and if you are an F-1 visa student, have your visa terminated.

	Consequence
1 <sup>st</sup> term under 75 percent	1) 1 <sup>st</sup> written warning 2) Students must repeat failed level. 3) Student's name goes on Academic Warning List
2 <sup>nd</sup> term under 75 percent	1) 2 <sup>nd</sup> written warning 2) Students must repeat failed level. 3) Student's name moves to the "Second Warning" column of the Academic Warning List.
3 <sup>rd</sup> term under 75 percent	1) Final written warning 2) Student must repeat failed level 3) Student's name moves to the "Final Warning" column of the Academic Warning List.
4 <sup>th</sup> term under 75 percent	Expulsion from school/visa termination

### Private Lessons

To remain in good standing, you must attend all scheduled lessons and complete work as assigned. An assessment at the end of each lesson package will demonstrate your progress and whether you may advance to material at a higher level.

### Dental English

The Dental English program is only 4 weeks long, so we will monitor your grades weekly. You will have academic counseling after 2 weeks of class. To graduate from/complete this program, you must have a weighted overall average of 77 as well 80 percent attendance in each class. If

you fall below the attendance and/or grade minimums, we will counsel you and give you an improvement plan. If we don't see improvement, you can be dismissed, and your visa can be terminated. Please note that during this program, you will take only one level. So, you won't move up. You will complete one level of each class in 4 weeks.

### **M. Repeating Levels**

#### International Student Program

If you make lower than a 75 overall weighted average during a term, you have failed the level and must repeat it. Levels may be repeated only once. Students may repeat a maximum of 3 levels in a program. Students who need to repeat a 4<sup>th</sup> time or who fail a course twice will be dismissed from the course. F-1 visa students who need to repeat a 4<sup>th</sup> time or need to repeat a course twice will have their visas terminated. (Circumstances beyond a student's control, such as their next level being unavailable upon returning from vacation or classes being closed/merged due to low enrollment, do not count against the number of times a student may repeat a level.)

#### Dental English

Dental English students are not allowed to repeat any courses.

### **N. Missed Exams and Retaking Exams**

#### Missed Exams Policy

Missed exams must be made up during "Island Time" and within 1 week of when the assessment was originally given if at all possible. If a student knows in advance they will be absent for an exam, they should make arrangements with their teacher to take the exam early.

#### Retaking Exams Policy

Weekly quizzes cannot be retaken. Midterms and finals can be retaken only in exceptional situations. A student must have documentation on file of extenuating circumstances that would have negatively impacted their score, such as a medical hardship, bereavement, etc. All exam retakes must be proctored in person by a member of the faculty or admin. A student can retake an exam only 1 time and only if their initial score significantly impacted their final grade. Midterms must be retaken before the end of week 6. Finals must be retaken before the end of week 1 of the new term.

### **O. Homework**

Homework is a required part of the courses at The English Island. You should allow two to three hours outside of class each day for homework. You can do homework at home, in the library, or with other students.



## **P. Curriculum**

### **International Student Program**

All our classes align with the National Reporting Standards and the Common European Framework. The chart below gives a summary of our current classes and how they correspond to these standards. A more detailed explanation of the skills you master at each level is explained in the Student Achievement Scale section.

NRS	General	Pronunciation	Conversation/ Vocabulary	Grammar	Writing/ Reading
Beginning Literacy	Level 1A, 1B		BL Vocabulary 1 BL Vocabulary 2		Phonics 1 Phonics 2 Phonics 3 BL Reading A BL Reading B
Low Beginning (A1-A2)	Level 2A, 2B		Vocabulary and Speaking Low Beginning A Vocabulary and Speaking Low Beginning B	Grammar 1 Grammar 2	Reading & Vocabulary Intro A Reading & Vocabulary Intro B
High Beginning (A2)	Level 3A, 3B		Vocabulary and Speaking High Beginning A Vocabulary and Speaking High Beginning B	Grammar 3 Grammar 4	Reading & Vocabulary 1A Reading & Vocabulary 1B

Low Intermediate (B1)	Level 4A, 4B	Pronunciation 1 Pronunciation 2	Conversation Low Intermediate A Conversation Low Intermediate B	Grammar 5 Grammar 6	Reading & Vocabulary 2A Reading & Vocabulary 2B
High Intermediate (B1)	Level 5A, 5B	Pronunciation 3	Conversation High Intermediate A Conversation High Intermediate B	Grammar 7 Grammar 8	Reading & Vocabulary 2A Reading & Vocabulary 2B
Advanced (B2)	Level 6A, 6B		Phrasal Verbs Advanced B2-A Phrasal Verbs Advanced B2-B	Grammar 9 Grammar 10	Reading & Vocabulary 3A Reading & Vocabulary 3B
C1	Level 7A, 7B		Academic Vocabulary 1 Academic Vocabulary 2 Phrasal Verbs C1-A Phrasal Verbs C1-B	Grammar 11 Grammar 12 Grammar 13	Reading & Vocabulary 4A Reading & Vocabulary 4B
C2	Level 8A, 8B		Idioms 1 Idioms 2 Collocations 1 Collocations 2		

C1, C2	IELTS A				
	IELTS B				
	TOEFL A				
	TOEFL B				

Dental English

Dental English students will take Grammar and Common Mistakes (I or II), Public Speaking (I or II), and Pronunciation (I or II.)

Private

The curriculum for each private student varies based on that student’s needs. Once a student’s level has been assessed and the teacher has interviewed the student about their specific goals, the teacher will develop a course plan for the lesson package. This course plan will be aligned with the NRS or CEFR standards as needed. The teacher will then choose the material to align with the course plan.

**Q. Attendance**

International Student Program

All ESL students must be in class every day on time and must sign their names on the sign in sheet. Classes are divided into periods. Each period is 90 minutes. Each class is at least 1 period long. For example, a 90-minute specialty class would be 1 period. A 3-hour general class would be 2 periods.

If a student is more than 15 minutes late (or leaves more than 15 minutes early), they are marked “late” for the period they were late for. If a student misses more than half of a period, they are marked absent. If a student is late a total of 3 times (to any period), they are marked absent. Attendance in all classes is required. There are no excused absences for any reason.

Students must have a minimum of 80% overall attendance each term to remain in good standing. Students who don’t maintain 80 percent attendance will be on attendance probation. Students on probation who do not improve their attendance to 80 percent may be dismissed from the school. F-1 visa students who fail to maintain attendance of 80 percent or higher may have their visa terminated. The chart below summarizes the consequences for poor attendance:

Attendance Violation	Consequence
1 <sup>st</sup> term under 80 percent	1 <sup>st</sup> written warning
2 <sup>nd</sup> term under 80 percent	2 <sup>nd</sup> written warning
3 <sup>rd</sup> term under 80 percent	Expulsion from school and (F-1 visa students) termination of visa

### Private Lessons

Private-lesson students must attend all scheduled lessons. If unable to attend, the student must give the teacher 48 hours' notice so the teacher can reschedule the lesson. If notice is not given, the student will lose the lesson.

### Dental English

Program participants must maintain 80 percent attendance for each individual course.

## **R. Behavior and Participation in Class**

Students must show respect to teachers and classmates through words and actions, participate in all classroom activities in a friendly manner, speak English only in class, and do all homework assignments. Poor behavior may result in suspension or dismissal.

Students are expected to participate consistently throughout class. In the case that a student is consistently non-participating, the teacher can remove the student from class for the remainder of the class day. Additional non-participation can result in additional days out of class. This will affect their overall attendance percentage and may affect visa status for F-1 students. Non-participation includes:

- Regularly speaking a language other than English or continuing to speak another language after the teacher has asked the student to stop.
- Using cell phones or other devices for anything other than class activities.
- Leaving class often or for long amounts of time.
- Not paying attention to teacher instruction, resulting in class disruption.
- During online classes: Doing other activities during class or remaining muted/ off-camera or not responding when asked to participate.
- Any other behavior that interrupts or disrupts the class, at the teacher's professional discretion.

Students may not threaten or intimidate other students. Students may not make unwanted sexual advances toward a teacher or another student. Students may not take, post, and/or send unauthorized photos of others or stalk another student on social media platforms. If you feel another person is threatening or intimidating you, contact the Student Services Coordinator.

### **S. Books**

Students must purchase all required textbooks for the class. For the general class, this is the textbook and the workbook. For the specialty classes, this is the textbook. Please note that it is illegal to make copies of textbooks and workbooks for other students, as this is a violation of copyright rules in the United States. If a student consistently copies the textbook or workbook for another student, they are breaking the law, and it could affect their visa status. It is also illegal for students to own copies of copyrighted material which have been illegally copied. If you have any questions about this policy, please ask your teacher or the school administration.

### **T. Dress Code**

The English Island is a diverse, international community. We want everyone to be comfortable in the Georgia weather, but also remember that some students are from more conservative cultures. Please be respectful and considerate of all.

Acceptable	Unacceptable
<ul style="list-style-type: none"><li>● Eyeglasses</li><li>● Religious headscarves</li><li>● T-shirts, polo shirts, tunics</li><li>● Tennis shoes, sandals, dress shoes</li><li>● Jeans, pants, slacks, skirts, dresses</li></ul>	<ul style="list-style-type: none"><li>● Clothing with offensive language and images</li><li>● Bare feet</li><li>● Very short shorts</li><li>● Crop tops</li><li>● Bathing suit tops</li><li>● Completely visible underwear</li></ul>

### **U. Inclusivity**

The English Island is a diverse international community. We want all people to feel included and comfortable. We support everyone, regardless of race, sex, gender, orientation, identity, religion, education level, nationality, ethnicity, and ability. We expect students to be polite and considerate of others.

### **V. Student Complaints and Grade Disputes**

If you have a problem with the school, you may file a formal complaint with the School Director, Assistant Director, or DCI in writing. Please use the complaint form found in the lobby next to the reception desk. The administration has 48 hours to notify you that it has received your form and one week to respond to the specific complaint itself. You may also use the formal complaint form if you disagree with an exam or course grade that you received.

### **W. Cheating and Plagiarism**

At the English Island, students can work together on projects, homework, and in-class assignments. However, students may not work together on any exams or quizzes. Students who

cheat (take or give answers to a classmate or another student) during an exam will fail the exam and will be on academic probation immediately.

Plagiarism is using someone else's work and pretending that it is your original idea. If writing papers or doing presentations for class, students must cite any materials used. For these assignments, students must use MLA format on a Works Cited page or in the presentation or on the bottom of the page for anything copied from another text (ex. last slide of a PowerPoint). Your teacher will review citation procedures for you in class.

A more detailed explanation of our academic honesty policy is in Appendix A in this handbook.

## **X. Certificates of Completion and Graduation**

### **International Student Program**

Students enrolled in our 18-hour international student program who complete level 8B with an average of 75 or higher are considered graduated. Non F1 visa students who take our 12-hour program and complete level 8B may receive a certificate of completion. Students who complete levels 6B to 8B are eligible to participate in the test prep program for the IELTS.

### **Dental English**

F1-visa students taking the Dental English program are eligible to receive a certificate of graduation upon completion of the 4-week program with 80% attendance and a 77 weighted overall average. Non F1-visa students can receive a certificate of completion upon completion of the 4-week program with 80% attendance and a weighted overall average of 77.

### **Private**

No certificates are given for completion of a private course.

## **Y. Emergency Procedures**

**Fire** – Stay calm and stay with your teacher and classmates. Your teacher will lead you out of the school into the parking lot. Stay with your class in the parking lot until an administrator says it is safe to re-enter the building.

**Medical Emergency** – Tell your teacher immediately.

**Power Outage** – Remain calm and stay in your classroom. Follow the instructions of your teacher.

**Tornado**—Move into the center of the building to the center classrooms with no windows, or near the bathroom area. Stay away from windows or any glass.

**Active Shooter** – Leave the area or building quickly and quietly, if safe to do so. If you can't leave, go to an area that can be locked or secured. The teachers' Workroom, Registrar office, P/DSO offices, Director's office, Okinawa classroom, Tahiti classroom, and restrooms can be locked from the inside. Stay low, hidden and spread out. When safe to do so, call 911. If you encounter police, show your hands, follow their commands and don't make sudden movements.

## **Z. Inclement Weather or Emergencies**

In case of inclement weather, you will receive a general text message (via Google voice 678-383-9676) or a WhatsApp message (from your teacher) to faculty, staff, and students of school closures. Students will also be notified via Quickschools. As a rule, if Cobb County public schools are closed, the English Island will be closed as well.

In the event of a natural disaster, terrorist event, or other major emergency for the area, all F-1 students will be responsible for checking in with the school. The school will send a text message via the Google voice number listed above. All students need to respond to the text message or call the school within 24 hours.

## **AA. Physical Health**

If you are sick and need to go to the doctor, please let us know. We can recommend doctors and health clinics in the area. Below is a list of nearby urgent care clinics.

### **WellStar Medical Group Urgent Care**

2890 Delk Rd, Marietta, GA 30067

770-955-8620

### **Concentra Urgent Care**

220 Cobb Pkwy N#400, Marietta, GA 30062

770-424-7125

### **Walgreens Health Clinic**

2670 Cobb Pkwy SE

Smyrna, GA 30080

770-955-7453

## **BB. Mental Health**

Living in a new culture can be difficult. If you are having difficulty adjusting, please let the Student Services Coordinator know. We can recommend a counselor or other professional for you. There are counselors in our area who speak many different languages. The links below also provide extra information.

<http://www.wellstar.org/medical-care/other-support-services/pages/behavioral-health.aspx>

<http://www.northside.com/behavioralhealth>

## **CC. Transportation**

When coming to campus, you can take the bus, drive, or take a taxi. If you take the bus, the Powers Ferry and Windy Ridge Parkway is the nearest stop. You can take the Route 50 bus. If you are driving, you can get driving directions for Google maps. Our school is in a building complex across from the Dunkin' Donuts store on Powers Ferry Road.

## **DD. Student Activities**

The English Island has recreational and social activities at least once a month. These include cultural events, arts and crafts, movie nights, and trips off campus. For more information on these events, please check the fliers on the bulletin boards in the school or notices you may receive in your email. To attend off campus activities, you need to complete a waiver form. A copy of the form along with an explanation of it is in Appendix D.

## **EE. Student Records**

According to the Family Educational Records Privacy Act (FERPA), the school must keep student records private. Unless there is an emergency, The English Island can only share information with school officials, the US government (for F-1 visa students), our accreditor (CEA), and the student himself/herself. If a student wants someone else to see their records (such as a spouse or parent), they must sign a document giving us permission to share their information.

Students have the right to review educational records and grades. Students have the right to request a change in their records if they think the records aren't accurate. They have the right to file a complaint if they feel that their information has not been properly protected.

## **FF. Communication**

We communicate with you regularly by phone, in person, and by email. We will discuss all attendance issues and payment information in person or by phone. You will receive information about student activities and surveys from the school by email. We will text your cell phone or send you a WhatsApp message with any information about bad weather conditions. Please let us know if you can't receive text messages on your phone, and we will call you about bad weather. You must provide a current email and phone number.

## **GG. Health Insurance**

The English Island does not require that you purchase health insurance for the duration of your time in the US. However, we recommend that you have some type of health insurance while in the US. Health care in the US is very expensive. A simple doctor's appointment usually costs \$130 or more. A visit to the hospital in an emergency usually costs at least \$1000. Health insurance pays some of those costs, so you will need to pay a smaller fee for any services you receive. In some cases, the policy you have from your country may cover you in the US. If not, you should consider purchasing health insurance for international students. For more information, contact the PDSO/DSO, or visit <https://www.isoa.org/>.

## **HH. Student Achievement Scales**

### **International Student Program**

Below is a list of our levels and the basic things students at each level can do when they complete the level.



## **Beginning Literacy A1**

☑ **Speaking**: (production) Learners can make an introduction and provide basic personal information. (interaction) Learners can use basic greetings/leave taking expressions. Learners can make simple requests at a supermarket or other shops and can discuss numbers, quantities, and cost. Learners can give instructions about simple household tasks.

☑ **Writing**: (production) Learners can spell simple words associated with immediate surroundings. Learners can spell simple words associated with colors, food, and every day activities. (interaction) Learners can write numbers, dates, and personal information.

☑ **Reading**: (interpretation) Learners can recognize letters of the alphabet, numbers, and basic sight words. Learners can identify and verify personal information in written form. Learners can follow short simple written directions on a medicine label. Learners can recognize simple phrases, familiar names, and words on lists and simplified applications. Learners can understand short, simple messages about weekend activities.

☑ **Listening**: (interpretation) Learners can interpret simple instructions and follow simple directions. Learners can identify personal information, letter sounds, and simple words associated with survival needs such as words related to family, classroom objects, time, and neighborhoods.

## **Low Beginning A2**

☑ **Speaking**: (production) Learners can use low beginning A2 vocabulary to provide a basic description of a classroom including object locations. (interaction) Learners can use a map to ask for and give simple directions. Learners can use low beginning A2-level vocabulary and grammar to order a meal. Learners can ask and answer simple questions about what they do at work in and in their free time and can discuss likes and dislikes.

☑ **Writing**: (production) Learners can write simple sentences about professional skills using low beginning A2-level vocabulary. (interaction) Learners can write a short excuse note. Learners can write low-beginning A2-level words associated with survival needs from dictation.

☑ **Reading**: (interpretation) Learners can locate specific information on a simplified insurance form and short, simple low-beginning A2-level personal letters. Learners can locate specific information on, and interpret a work schedule.

☑ **Listening**: (interpretation) Learners can identify low-beginning level words and short sentences related to everyday needs such as illness, food, prices, times/dates, and relationships. Learners can write simple low-beginning level words from dictation.

## High Beginning A2

☑ **Speaking:** (production) Learners can describe every day aspects of their environment (namely people) using appropriate high-beginning A2-level vocabulary. Learners can describe past activities and personal experiences using high-beginning A2-level vocabulary and grammar.(interaction) Learners can get simple information about travel, purchase tickets and reschedule flights. Learners can make and respond to suggestions as well as agree and disagree using high-beginning A2-level vocabulary and grammar.

☑ **Writing:** (production) Learners can write a short accident report and basic description of past activities using high beginning A2-level vocabulary and grammar. (interaction) Learners can write a simple note of thanks and letter of complaint using high-beginning A2-level vocabulary to express thanks.

☑ **Reading:** (interpretation) Learners can locate and interpret important information in bills and catalogs. Learners can interpret short, high-beginning A2-level passages about past events and a short, high-beginning A2-level recommendation letter.

☑ **Listening:** (interpretation) Learners can extract essential information from short high-beginning A2-level recorded conversations dealing with everyday topics such as habitual activities, simple job responsibilities, and likes/dislikes.

## Low Intermediate B1

☑ **Speaking:** (production/interaction) Learners can use low-intermediate B1-level vocabulary describe events of an unpredictable nature (crime or emergency.) (interaction) Learners can use low-intermediate B1-level vocabulary provide factual, concrete information in an interview (doctor/patient interaction and job interview.) Learners can make their opinions known as regard to solutions to problems or practical questions of where to go/what to do using low-intermediate B1-level vocabulary.

☑ **Writing:** (production) Learners can write a paragraph describing personal problems and solutions using low –intermediate B1-level vocabulary and grammar. (interaction) Learners can write personal letters describing professional experience and skills using low intermediate B1-level vocabulary and grammar.

☑ **Reading:** (interpretation) Learners can interpret a low intermediate B1-level passage about a problem and potential solutions as well as a low-intermediate B1-level blog about job searching.

☑ **Listening:** (interpretation) Learner can identify the main idea and specific details in low-intermediate B1-level conversations about topics such as family and financial problems.

## High Intermediate B1

☑ **Speaking:** (production): Learners can give a detailed description of an experience using high- intermediate B-1 level vocabulary for feelings and emotions. Learners can deliver a straightforward, generally organized presentation on a familiar topic covering advantages, disadvantages, and hopes/wishes for the future.(interaction). Learners can explain why something is a problem and discuss what needs to happen next using appropriate high-intermediate B1-level vocabulary and grammar. Learners can return or exchange a purchase using high-intermediate B1-level vocabulary to explain reasons.

☑ **Writing:** (production) Learners can write a short simple essay on making recommendations and discussing causes and effects using high-intermediate B1-level vocabulary and grammar. (interaction) Learners can write personal letters explaining their home cultures and characteristics/skills needed to succeed in their culture using high intermediate B1-level vocabulary and grammar.

☑ **Reading:** (interpretation) Learners can identify main conclusions and scan for relevant information in a high intermediate B1-level articles.

☑ **Listening:** (interpretation) Learners can identify speaker relationships, speaker attitudes, the main idea, and specific details in an extended high intermediate B1-level discussions about more complex personal problems.

## Advanced B2

☑ **Speaking:** (production) Learners can use B2-level vocabulary and grammar to deliver a clear, prepared presentation delivering an argument for/against a specific position. (interaction) Learners can use B2-level grammar and vocabulary to evaluate alternative proposals, make/respond to hypotheses, and to come to a consensus. Learners can use B2-level grammar and vocabulary to negotiate a solution to a dispute related to financial or legal issues.

☑ **Writing:** (production) Learners can write an essay or report which evaluates different ideas or solutions to a problem using B2-level vocabulary and grammar. (interaction) Learners can write a letter commenting on the correspondent's news/views and conveying emotion using advanced B2 grammar and vocabulary.

☑ **Reading:** (interpretation) Learners can interpret organizational structure and main ideas of longer, more complicated B2-level articles about business topics. Learners can scan longer, more complicated B2-level articles for information and relevant details.

☑ **Listening:** (interpretation) Learners can interpret the main idea and important points as well as speakers' attitudes and points of view in extended B2-level presentation/conversations about more complex topics such as economics and job satisfaction.

## Advanced C1

☑ **Speaking:** (productive) Learners can use C1-level vocabulary and grammar as well as well-developed presentation structure to provide a detailed description focusing on personal experiences related to image and identity. Learners can use C1-level vocabulary, expressions, and grammar as part of panel interview presentation and discussion. (interaction) Learners can use C1-level allusive/nuanced expressions to navigate difficult/awkward situations and to argue a position as part of a negotiation and come to a consensus.

☑ **Writing:** (production) Learners can use C1-level vocabulary, idioms, and expressions to write a well-structured exposition explaining a complex problem and highlighting causes, effects. (interaction) Learners can use C1-level nuanced/diplomatic expressions to write a formal email delivering bad news.

☑ **Reading:** (interpretation) Learners can interpret main ideas, important details, and author attitude in structured and less structured C1-level texts involving a variety of idioms and expressions.

☑ **Listening:** (interpretation) Learners can follow extended, less structured C-1 level speech involving implied relationships. Learners can comprehend spoken language delivered by native and non-native speakers involving a narrow range of different accents and pronunciations as well as C-1 level idiomatic expressions and colloquialisms.

## Advanced C2

**Speaking:** (production) Learners can use C2-level vocabulary and a wide range of modification devices to present on a complex topic and can adapt the presentation to the needs of different audiences. Learners can deliver a smoothly flowing, vivid, elaborate description of personal experiences and provide advice in a well-structured presentation using C2-level vocabulary, idioms, and colloquialism. (interaction) Learners can use C2-level vocabulary, idiomatic expressions, and colloquialisms to provide an articulate, well-structured, persuasive argument in a discussion of complex issues and to politely handle hostile questions

**Writing:** (production) Learners can write a well-structured formal report which persuasively presents a case using C2 level vocabulary, idiomatic expressions, smooth transitions, and nuanced language. Learners can write well-organized, vivid, elaborate, smoothly flowing stories and descriptions of experience using C2-level vocabulary, idioms, and colloquialisms.

**Reading:** (interpretation) Learners can interpret main ideas and finer details as well as implicit author attitudes in longer, more complex C2-level texts involving jargon and colloquialism.

**Listening:** (interpretation) Learners can follow specialized lectures and presentations employing C-2 level colloquialism, regional usage, or unfamiliar terminology. Learners can comprehend spoken language delivered by native and non-native speakers and involve a wide range of different accents and pronunciations.

### Dental Program Student Achievement Statements Track I

By the end of Track 1, the student will be able to

- Give a prepared straightforward presentation on a familiar topic within their field which is clear enough to be followed without difficulty most of the time
- Explain the main points and basic details of an oral presentation with reasonable precision and clarity
- Respond to basic follow up questions after a presentation even though repetition may be needed in some cases
- Organize a straightforward presentation for logical flow using appropriate B1-level transitions
- Demonstrate improved pronunciation of Portuguese specific pronunciation errors
- Demonstrate a limited ability to identify focus words and divide words into thought groups
- Use with reasonable accuracy a repertoire of B1-level grammar patterns commonly misused by Portuguese speakers

### Dental Program Student Achievement Statements Track II

By the end of Track 2, the student will be able to

- Give a clear, prepared presentation, giving reasons in support for or against a particular point of view and giving the advantages and disadvantages of various options.
- Explain the main points and complete details of a B2-level presentation with precision and clarity
- Respond to a variety of follow up questions after a presentation
- Demonstrate the ability to vary organization, style, and content of a presentation based on the needs of the audience
- Use new and varied combinations and B2-level expressions to clarify or emphasize meaning in a presentation
- Demonstrate improved pronunciation of basic and more advanced Portuguese-specific errors
- Demonstrate the ability to identify focus words and divide words into thought groups
  
- Show a relatively high degree of grammatical control of A1-B2-level grammar patterns commonly misused by Portuguese speakers

## **F-1 Visa Supplement**

This information applies to F-1 Visa students only.

### **Maintaining Status**

To “maintain status” means to have legal permission to be in the US. All F-1 visa students must maintain status. In order maintain status, you must:

- Take 18 hours during every 6-week term (1 General English class and two specialty classes.)
- Maintain a 75 percent weighted overall average and attendance of 80 percent each term .
- Have a current, accurate address on file with the PDSO and report any address changes to the PDSO within 10 days.
- Have current, accurate information on file regarding your financial support and report any changes in sources of financial support within 10 days.
- Notify the PDSO before traveling. If you are traveling in the US, you must notify the PDSO by email. If you are traveling outside the US, you must have your I-20 form signed by the PDSO before being allowed to leave. If you are traveling with your spouse, your spouse’s I-20 needs to be signed as well.
- Report any desire to change your status (eg visa type) and provide paperwork necessary to make that change
- Report your desire to transfer.
- Let us know if you want to extend (not always possible.)
- Obey all traffic laws if you are driving.

You must not:

- Work a job
- Commit any crimes (including drinking and driving, driving without a license, taking marijuana or any other drugs)
- Carry a weapon
- Participate in any political protests

### **Traveling in the US and Vacations**

If you plan on traveling in the US, you need to tell the PDSO. It is recommended that students travel on weekends or during school breaks. To be approved for a longer vacation, you must meet with the PDSO and complete a Vacation Request form. Vacation request forms are

only available from the PDSO. F-1 visa students may take a maximum of 2 terms as a vacation. To be approved, you must meet and agree to the following conditions and terms:

- You must have been in a SEVP approved school for a total of 7.5 months or 5 terms. (3 terms must have been at The English Island.)
- You must request vacation 2 terms in advance.
- You must have at least 80% attendance 2 terms in advance of the term you want to start vacation. (For example, if you want to start vacation in Term 7, you must attend 80% of your classes in Term 5.)
- You must pay a \$615 dollar deposit to hold your spot in the program.
- You are required to enroll and pay for your next course according to your payment schedule plan when returning to classes.
- Your current level may not be available upon your return- the school will make efforts to place you in the best class according to the vacation policy. You may need to take a test to continue with your class or be placed in another class.
- Your vacation must line up with the terms at TEI. You cannot leave for, or return from, vacation in the middle of a term.

If you take a vacation without following the proper procedures you may have your visa suspended or terminated. If you return late from a vacation for unforeseen circumstances, you are not eligible for Late Start Review Sessions.

Dependents on an F-2 visa can travel independently. They don't need to have the F-1 student with them. However, they do need to let the PDSO know when they plan to travel and where they are going.

### Traveling to your Home Country

Prior to traveling to your home country for any reason, you must inform the PDSO. They will check to make sure you are eligible to take a trip home and then will sign your I-20 form. Because our programs are very short, most students will not be able to travel home for a vacation. You can't leave the country if the PDSO hasn't signed your form I-20. Dependents on F2 visas must also get their I-20 forms signed before leaving the country on a trip.

### Being Away from your home address on travel/vacation

Your PDSO/DSO should know where you are at all times you are not at your home address. If you are traveling inside or outside the country. Please fill out a travel information form that states the dates you will be away from your home address, the address and city and state or country you will be in. You will find the Travel Information form online under the FORMS.

### F-1 Visa Student Transfers

After completion of *3 terms of our program*, it is possible to apply to transfer to another school. You may only transfer at the end of a term. You must let us know 2 terms in advance of your desire to transfer. Your program start date at the transfer school must not be greater than 6

weeks from your program end date at The English Island. To apply, you must follow the procedures below.

1. Inform the PDSO of your desire to transfer.
2. Apply to a SEVP certified school and get info of PDSO there.
3. Once you have been accepted at the new school, you must provide the PDSO at the English Island with a completed transfer form (including the new school's exact name and SEVIS code) along with proof of acceptance to the new school. Submission of the completed transfer form and proof of acceptance officially notifies TEI you are transferring.
4. Be aware of the start date for your program. You must report to the school within 15 days of the program start date and enroll in classes
5. Continue attending classes at our school until the transfer date. Your last day of attending classes at the English Island must be the term end date closest to the transfer-in date of your new school. You must continue attending classes and must stay in good standing. If you stop attending classes, you will have your visa terminated and will have to file an application for reinstatement with the transfer in school or must depart from the US.

Students who do not complete 3 terms of our program and want to transfer early must inform the P/DSO office immediately. Early transfer requests are billed an early-transfer fee; please contact a Student Services Specialists for fee information.

### Obtaining a Driver's License

If you are interested in obtaining a US driver's license, the Georgia Department of Motor Vehicles (DMV) may request an updated copy of your I-20. Please request an updated I-20 from us 1 week in advance of your appointment to make sure you can get it in time. If you are attending The English Island for the first time, please be aware that it can take up to 30 days for Government systems and records to agree. The P/DSO does not have access to Driver Services records and may not be able to assist with an initial request for a driver's license.

### Immigration Counseling

If you have any questions about your visa and maintaining status, please contact the PSDO or DSO using the contact information on page 6 of this handbook. They can provide you with detailed answers as well as immigration advice.



## **Appendix A: Academic Dishonesty**

### What is Academic & Attendance Dishonesty?

"Performing, or attempting to perform, or assisting any other person in doing any academic work that does not meet TEI's standard of academic or attendance honesty."

### **Students may not:**

#### UNAUTHORIZED ASSISTANCE

- Copy from another student's paper during a test
- Use a teacher's edition of a textbook
- Transmit/receive information during an exam or for an exam at a later time
- Complete work for someone, or allow someone to complete all or part of an assignment for you
- Use of a calculator, phone, mobile device or programmable device during a test without permission

#### THEFT

- Steal, take, or procure in any other unauthorized manner information related to academic work

#### PLAGIARISM

- Use direct quotes/paraphrasing without citation
- Present another person's work as your own

#### OTHER

- Sign into a class for someone who is not there or have someone sign in for you
- Use of social media, such as WhatsApp, Groupme, Google Docs, Facebook, Twitter, Snapchat, etc. to convey academic information without permission
- Work with others on individual assignments, including online work and tests

#### LYING/TAMPERING

- Alter grade or attendance records
- Sign in at a time different than the one at which you arrived
- Damage computer or school equipment to alter/prevent evaluation of academic work
- Use another student's password, disrupt content of website, or impersonate another to access computer resources
- Submitting work that has previously been submitted in another course

Students who do these things will receive consequences including, but not limited to receiving an academic warning, receiving a failing grade on the test, expulsion from the school, and/or termination of an F1 visa.

**Appendix B: Grade Attendance Release Form**

**Grade/Attendance Release Form**

Student name: \_\_\_\_\_

Program start date: \_\_\_\_\_

I allow the following individuals and/or organization(s) to receive information and/or reports on my:

*Circle all that apply:*            Grades            Attendance

Name of individual and/or organization: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

This grade release is valid for:

a) The following date range: from \_\_\_\_\_ to \_\_\_\_\_

OR

b) the entire program \_\_\_\_\_

Student signature and date: \_\_\_\_\_

## Appendix C: Orientation Policy Signature Sheets

### F-1 Visa Policy Signature Sheet (English)

I understand and accept The English Island's Main Rules:

1. I must pay for my course according to the payment schedule. If I do not resolve a payment issue within one week of the school contacting me, the school has the right to terminate my visa. \_\_\_\_\_
2. The English Island reserves the right to change school policies, including tuition and fees. \_\_\_\_\_
3. Checks that are returned to the school for any reason will result in a \$50.00 returned-check fee. I will additionally be charged any applicable late fees that may apply as a result of the returned check. \_\_\_\_\_
4. If I am placed on any kind of leave, academic, medical, or otherwise, I must remain in good and current standing with the school and maintain the status of my visa. I am required to continue to pay for my English course and will be required to make up lost class hours at a later date. If I fail to pay for my course or make up missed work I may have my visa terminated. \_\_\_\_\_
5. Vacation must be requested 1 term in advance of the desired vacation date with a maximum allowed vacation period of 2, 6-week terms. I must be in good financial status with the school to request vacation. I must pay a deposit of \$615 before vacation is approved to hold a spot in the program. This payment is due 2 weeks before starting vacation. Failing to follow proper vacation procedures may lead to my visa termination or suspension. \_\_\_\_\_
6. The English Island does not offer refunds for books or fees. Limited partial tuition refunds may be considered for extraordinary situations only. \_\_\_\_\_
7. If I think I am placed in the wrong level, I should speak with my teacher. If my teacher does not feel I should move, I can enter a request with the School Director, Assistant Director, or DCI to retake the entrance exam for an opportunity to move up. Moving levels in the middle of the term is generally not possible except in special cases. I understand that refusing to take a morning or evening class that is my level may result in my being placed in the wrong level and TEI has the right to mandate students take their appropriate level, morning or evening. \_\_\_\_\_
8. If I don't have a 75 average or better grade point or better each term, I will fail the level and will have to repeat the class. I will also receive a warning. **I can fail only 3 classes during my time at The English Island. If I consistently fail classes, my visa will be terminated.** \_\_\_\_\_
9. Levels may be **repeated once**. \_\_\_\_\_
10. I must be in class every day on time. Attendance in class is required. There are no excused absences for any reason. If I don't maintain 80 percent attendance each term, I will be on attendance probation and may have my visa terminated. \_\_\_\_\_
11. **Poor behavior may result in suspension or dismissal.** \_\_\_\_\_
12. I must buy textbooks and bring them to class daily. If I do not buy my textbooks, I will be penalized. \_\_\_\_\_
13. If I have a major problem with the school, instructions, or anything else pertaining to my experience, I may file a formal complaint with the School Director, Assistant Director, or DCI by completing a complaint form. \_\_\_\_\_



14. I understand that The English Island reserves the right to update the school policies at any time and without notice. \_\_\_\_\_

Name: \_\_\_\_\_

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

## Non-F1 Visa Policy Signature Sheet (English)

I understand and accept The English Island's Main Rules:

1. I must pay for my course according to the payment schedule. If I do not resolve a payment issue within one week of the school contacting me, the school has the right to terminate my visa. \_\_\_\_\_
2. The English Island reserves the right to change school policies, including tuition and fees. \_\_\_\_\_
3. Checks that are returned to the school for any reason will result in a \$50.00 returned-check fee. I will additionally be charged any applicable late fees that may apply as a result of the returned check. \_\_\_\_\_
4. If I am placed on any kind of leave, academic, medical, or otherwise, I must remain in good and current standing with the school and maintain the status of my visa. I am required to continue to pay for my English course and will be required to make up lost class hours at a later date. If I fail to pay for my course or make up missed work I may have my visa terminated. \_\_\_\_\_
5. Vacation must be requested 1 term in advance of the desired vacation date with a maximum allowed vacation period of 2, 6-week terms. I must be in good financial status with the school to request vacation. I must pay a deposit of \$615 before vacation is approved to hold a spot in the program. This payment is due 2 weeks before starting vacation. Failing to follow proper vacation procedures may lead to my visa termination or suspension. \_\_\_\_\_
6. The English Island does not offer refunds for books or fees. Limited partial tuition refunds may be considered for extraordinary situations only. \_\_\_\_\_
7. If I think I am in the wrong level, I should speak with my teacher. If my teacher does not feel I should move, I can enter a request with the School Director to retake the entrance exam for an opportunity to move up. Moving levels in the middle of the term is generally not possible except in special cases. I understand that refusing to take a morning or evening class that is my level may result in my being placed in the wrong level and TEI has the right to mandate students take their appropriate level, morning or evening. \_\_\_\_\_
8. If I don't have a 75 average or better grade point or better each term, I will fail the level and will have to repeat the class. I will also receive a warning. I can fail only 3 classes during my time at The English Island. If I consistently fail classes, my visa will be terminated. \_\_\_\_\_
9. Levels may be repeated once. \_\_\_\_\_
10. I must be in class every day on time. Attendance in class is required. There are no excused absences for any reason. If I don't maintain 80 percent attendance each term, I will be on attendance probation and may have my visa terminated. \_\_\_\_\_
11. Poor behavior may result in suspension or dismissal. \_\_\_\_\_
12. I must buy textbooks and bring them to class daily. If I do not buy my textbooks, I will be penalized. \_\_\_\_\_



13. If I have a major problem with the school, instructions, or anything else pertaining to my experience, I may file a formal complaint with the School Director, Assistant Director, or DCI by completing a complaint form. \_\_\_\_\_
14. I understand that The English Island reserves the right to update the school policies at any time and without notice. \_\_\_\_\_

Name: \_\_\_\_\_

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

## Appendix D: Student Waiver Form

### Student Waiver Form

When you go on a student activity, you have to sign a waiver form. This form explains the details of the activity, the possible risks, and things you can do to stay safe. Below is a copy of the form with an explanation of each part. If you need further explanation, you can ask the Student Activities Coordinator, the Lead Teacher, or the Office Manager. If you are bringing dependents on the activity, each dependent must provide a signed form.

#### TRIP RISK ACKNOWLEDGEMENT/LIABILITY WAIVER FORM FOR THE ENGLISH ISLAND OFF-CAMPUS RECREATIONAL ACTIVITIES

The English Island sponsors special events for students as a means of providing a comprehensive and diverse learning environment. Recreational activity participants and leaders are expected to conduct themselves in a professional and positive manner as representatives of the English Island.

**I. Trip Director:** \_\_\_\_\_  
\_\_\_\_\_

**Name of Recreational Activity, Location, and Travel Date** \_\_\_\_\_

**Mode of Travel:** \_\_\_ **Self-Travel/Personal Vehicle**

These are some of the dangerous things that could happen on the trip. We tell you about these possible risks, so you can be safe.

**Special Activities/ Risks include but are not limited to:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

These are the things you can do to stay safe before and during the activity

**Precautions:** \_\_\_\_\_  
\_\_\_\_\_

Your signature here means you read the risks and precautions and understand them. It also means you are participating in the activity because you want to participate. No one is forcing you to participate.

This is to certify that \_\_\_\_\_ **has voluntarily agreed to:**  
(Student / Participant Name - Print)

Travel independently off campus within the United States in connection with The English Island.

**II. LIABILITY WAIVER / RISK ACKNOWLEDGEMENT:**

At the English Island, we do our best to make our activities safe. Despite our preparations, bad things could happen to you during an activity. It's not likely, but it is possible that you could get sick or get hurt. Also, on an activity in a public place, someone could steal something from you. The English Island can't prevent every possible bad thing from happening.

I understand that participation in trip activities could involve risk of physical injury, illness, death or property loss. Despite safety precautions, The English Island cannot guarantee my safety because all risks cannot be prevented.

The English Island doesn't pay for health or accident insurance for you. If you have an accident during a student activity, you will need to pay for medical treatment. If you lose something during a student activity, The English Island will not pay for the item that you lost.

The English Island does not provide health and accident insurance for trip participants, and I understand that any medical expenses, property loss, or other personal expenditures that result during or from this travel/trip, are my responsibility.

This paragraph says, "I give The English Island permission to take me to the doctor or hospital if I have an accident. If something bad happens at the doctor's office or emergency room, I agree not to blame The English Island or hold the school legally responsible."

I also hereby consent and give authorization to trip leaders to secure any emergency medical treatment in event I am unable to, and I agree to be responsible for the costs thereof. I furthermore release the English Island from liability from any issues which result from said medical treatment.

This paragraph says, "I will drive my own car or ride in another student's car to the activity. The English Island will not pay for my auto insurance. Also, The English Island is not legally responsible for any accidents that happen to me while I am driving my own car or riding in another student's car to an activity. I accept responsibility for my own safety."

I further acknowledge that if I drive my own vehicle or am a passenger in another's private vehicle in connection with this trip/function, that The English Island does not cover auto insurance for such a private vehicle. I also understand that The English Island cannot be responsible for assuring the safety and reliability of such private transportation nor for any non-sponsored activities and travel that I/my child might choose to participate in before, during or

after the school-sponsored function. I therefore accept the risks and responsibilities associated with such private-vehicle travel and activities.

This paragraph says, " I understand all risks involved in this student activity and agree not to blame The English Island if something bad happens to me on the activity or to hold it legally responsible."

**With full knowledge and acceptance of the risks associated with this trip and any recreational activities noted within, and with full understanding of the above issues/conditions and risks, I hereby release, indemnify and hold harmless The English Island its faculty/staff and agents from all form and manner of risks inherent in, and from all claims, suits and demands of any nature arising from participation in said trip, or activities.**

Signature of Student/Participant \_\_\_\_\_ Date \_\_\_\_\_ Print Student/Participant Name \_\_\_\_\_ Date \_\_\_\_\_

Emergency Contact Name: \_\_\_\_\_  
Phone: \_\_\_\_\_

**ADDITIONAL TRIP INFORMATION REGARDING TRAVEL, TRIP ACTIVITIES  
AREA CONDITIONS and ADDITIONAL RISKS AND PRECAUTIONS**

Certain activities have extra risks. My signature below means I understand the extra risks for this particular activity. I understand that I don't have to participate in any extra activities. I can also stop participating in an activity at any time.

**IF TRIP INCLUDES RECREATIONAL ACTIVITIES OR SPECIAL RISK ACTIVITIES, PLEASE SEE ATTACHED.**

**I have thoroughly read and understand the preceding and forgoing information, to include any special risk or recreational risks included with this trip/travel as noted herein. I understand that all recreational activities are completely voluntary and based upon my own decision and I acknowledge that I may choose to decline these activities at any time. I hereby accept the associated risks and understand the precautions thereof.**

Participant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Optional (for Participant):

Additional Information or Instruction for Emergency purposes:



Participant Special Needs Request:

**RECREATIONAL OR SPECIAL RISK ACTIVITIES**

These are the special risks for the extra activities that are part of this student trip.

**RISKS AND PRECAUTIONS**

**Trip Leaders: Please check ALL that apply to this Trip/Function:**

CONTACT SPORTS (Football(any type), Soccer, Lacrosse, Boxing, Wrestling)

NON-CONTACT SPORTS (sports not included in above)

Please List All that Apply:

RECREATIONAL ACTIVITIES (NOT-Water related) - Please Circle ALL that Apply:

Theme-park Activities, Carnival/Fair Rides, Hiking, Horseback Riding, Ropes Course, Archery, Climbing Wall, Fencing, Bowling, Badminton, Wall Propelling, ATV or Go-cart riding, Mini-Golf Park Activities, Petting Zoo/Animal Interaction, Theatre/Performance Activities, Festivals, Parades Other (Please Explain):

RECREATIONAL WATER-RELATED ACTIVITIES – Please Circle ALL that Apply:

Swimming, Snorkeling/Diving, Canoeing/Kayaking, Fishing, Surfing, Beach Activities, Sailing, White-Water Rafting. Other: (Please Explain):

VOLUNTEER/SERVICE-PROVIDING ACTIVITIES: (Please circle ALL that apply):

Gardening/Farm/Crop activities, Assistance with Building Projects, Computer Projects, Tutoring/Mentoring,

Other: (please explain):

The paragraph below lists every possible risk. Most of these are not likely. Possible risks include strong sun and heat, cold weather, rain, ice, or snow; insect bites; getting lost; broken equipment, violence or crime in the area of the activity; accidents; illness; allergic reactions to plants or animals; mistakes of teachers, administrators, or other students; and acts of God.

**Possible Risks or Injuries included in the above activities may include, but are not limited**

**to:**

risk of injury inherent in playing any type of sports or recreational activities; exposure to outdoors, nature, weather, acts of God, sea life, insects/animal or plant life; inexperience or unfamiliarity with the activity or its requirements; unfamiliarity with location or facility; faulty equipment/gear or inadequate instruction, violence/criminal acts of others; complications or reaction to weather conditions or outside environment or nature; inadequate or unavailable healthcare facilities or assistance; accidents; illnesses; allergic Reactions(food, plants, insects etc); negligence; and/or mistakes.

The paragraph below lists more possible risks. These are accidentally hitting others while running, swimming, or playing sports; tripping or falling; physical injuries like bruises, cuts, or broken bones; heat exhaustion or sunburn; animal bites; heart attack; injuries to the face, head, neck, or ears; and damage to your personal items.

**I understand and acknowledge that these risks may result in personal injury, including but not limited to the following:**

Collision with: other players/participants, sports/recreational equipment, structures, vehicles, swimmers, vessels or surfers; Slips/trips/falls; falls from heights, fractures/broken bones; sprains/strains; bruises; lacerations; punctures; concussion; loss of consciousness; physical exhaustion/heat exhaustion; hypothermia, eye injuries; sunburn/windburn/camping burns; drowning; diving/boating accidents; bites/stings/burns/rashes from contact with animals/insects or sea life; sun poisoning or stroke; injuries from shark attack; spinal injuries; paralysis; brain damage; serious injury to internal organs, bones, ligaments, joints, muscles, tendons, and other aspects of the musculoskeletal system; neck, face and head injuries; ear injuries, heart attack; sickness; and/or death as a result of the nature of some related activities; possible loss or damage to personal property; Etc.

The paragraph below explains what you can do to stay safe. You can wear the correct clothes for the weather. For example, if it is cold, bring a coat, gloves, and a warm hat. You can wear correct clothing for the activity. If you are hiking, wear good, strong shoes and sunglasses. Don't bring expensive things to activities. Bring any medicines that you need.

**Recommended Precautions:**

- Check local weather before departure and become familiar with recreational activities you plan to do
- Bring appropriate clothing, footwear, supplies, protective gear (sports related, sunglasses, sunscreen, hat, etc) suitable for destination weather, outdoor or recreational activities, standing/walking etc.
- Avoid bringing valuables or keep secure at all times. The English Island is not responsible for lost or stolen items.
- Bring any necessary medications or emergency/medical kits (ie bee sting kits/epi-pen, inhalers, etc).

**Appendix E: Notice of Travel Form**

You must notify the PDSO IN WRITING whenever you will be away from your home address in Atlanta. This is part of maintaining your visa and is required by the US government.

If you are going to travel, you must email the form below to the PDSO at [DSOadmin@theenglishisland.com](mailto:DSOadmin@theenglishisland.com)

**Notice of Travel Form:**

To stay in status with your visa, you must complete this form when you travel away from your home address in Atlanta. Submit it to the PDSO by email 24 hours before you leave for your trip.

Trip Information:

Name:	
Dates of Your Trip:	
City and State Where You Will Travel:	
Address of the Hotels, Family/Friend's Houses Where You Will Stay:	
Name(s) of Dependents Traveling with You:	

Example of a Completed Form:

Name:	Luis Bao
-------	----------

Dates of Your Trip:	Sept 25 <sup>th</sup> -28 <sup>th</sup> 2021
City and State Where You Will Travel:	Charleston, South Carolina
Address of the Hotels, Family/Friend's Houses Where You Will Stay:	Comfort Inn 34256 Old Smith Road Charleston, SC 76312
Name(s) of Dependents Traveling with You:	My wife, Kellie Bao

**This information will help keep your visa in status.**

## **Appendix F: Updated Emergency and Absence Policies for Evening Classes**

### **Active Shooter Policy**

All staff and faculty members will turn off the lights in their room and barricade the entrances in the event of an active shooter on campus. The evening Student Support Specialist will seek the nearest point of safety and use their cell phone to reach the teachers with instructions on what to do. The Student Support Specialist must also dial 911 as soon as possible to report the situation. All staff and faculty members are responsible for calmly communicating instructions to the students while waiting for law enforcement professionals to arrive.

### **Teacher Absentee Policy**

If a teacher does not show up for class without prior communication, the Student Support Specialist on duty must attempt to reach that teacher by phone, direct students to their classroom, and request that the students continue working on their study materials. The Student Support Specialist will report the absence of the teacher to the Director, Assistant, Director, or Director of Curriculum and Instruction. There will be a 30-minute window of time in which the Student Support Specialist will continue to attempt to reach the absent teacher by phone, but if the missing teacher is unreachable then the Student Support Specialist will have to cancel class for that evening and ask the students to return home. A makeup session will be scheduled for that class.

**Appendix G: Change of Schedule Request Form**



**THE ENGLISH ISLAND**

**REQUEST FOR CHANGE OF SCHEDULE**

Current Schedule

\_\_\_\_\_ Morning      \_\_\_\_\_ Evening      \_\_\_\_\_ Other: \_\_\_\_\_

New Schedule

\_\_\_\_\_ Morning      \_\_\_\_\_ Evening      \_\_\_\_\_ Other: \_\_\_\_\_

By submitting this request, I agree to the following rules:

1. Schedule changes can only be made at the start of a term or during the first 2 weeks of a term. Changing schedules after the first 2 weeks is not possible, except in extraordinary circumstances.
2. If my next level is not available at the time of day I want to switch to, I have the following options:
  - a. Take a skip level test to try to move up to a level that is available.
  - b. Move down 1 level or repeat the level I just completed.
3. If neither of the above options is available, my request to change schedules will be denied. If I take a skip level test and do not pass, my request will be denied.
4. I can move down a maximum of **1 level** when switching schedules.
5. Repeating a class due to a schedule change request will be considered retaking a class as defined in the Student Handbook. I can repeat each level only once. **If I fail any class I have to repeat as a result of changing schedules, I will not be allowed to continue in the program. I will need to withdraw or transfer to another school.**

\_\_\_\_\_  
Student Name (Print)

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date