

ALBERT CAREER SCHOOL

English as a Second Language
English as a Second Language

Student Handbook

2024-2025

**1400 Willow Ave
Elkins Park, PA 19027
(215) 635-0945**

GENERAL INFORMATION

History

The Albert Career School was founded in 2006 and was granted a license to operate as a Private Licensed School by the Commonwealth of Pennsylvania Department of Education on June 30, 2007. In September 2008, the school’s name was changed to Albert Career School. Initially Albert Career School offered two types of educational programs; 1) Vocational Career Training and 2) English as a Second Language. Due to Regulatory issues, in 2012 Vocational Career Programs were split out into a second school. Albert Career School is owned by Albert KC, LLC, a Pennsylvania Limited Liability Company, with its partners being Dr. Wha Y. Kim and Debbie Amerman



ADMINISTRATIVE STAFF
 Debbie Amerman, President/CEO
 Michele Casey, ESL Program Director/PDSO



FACULTY
Faculty are all native English speakers.

MISSION STATEMENT

The Central Mission of Albert Career School is to provide high quality, affordable English language training and student service to international, professional, and non-native English speaking students. Our focus is to assist them in attaining proficiency in English and broadening their cultural awareness for success in their academic, personal and professional lives. To this end, we are committed to providing learners with the most up to date curricula, classroom material, and teaching methods thereby providing them with the tools to acquire sufficient language proficiency to achieve their individual goals.



GOALS

- Provide language instruction that includes current teaching methodologies and techniques, up to date materials, and an ideal learning environment.
- Provide language instruction which is responsive to the specific needs of the student population.
- To provide students with cultural knowledge and awareness which they will need to function both socially and academically.
- Provide student support and administrative services of the highest quality.
- Provide flexible classes to a diverse population
- Manage resources effectively without compromising the programs quality
- Encourage students to learn to respect and appreciate countries and cultures different from their own and therefore play a role in promoting peace and understanding in the world.
- Develop an intellectual atmosphere in which professional development is supported, valued and pursued by all faculty and administration.
- Adhere to the highest standards fo English language instruction by attracting and developing talented and experienced faculty.
- Integrate language, cognitive and academic instruction to enable students to develop English language proficiency and content area skills.
- Equip graduates with a knowledge and understanding of the English language to achieve their goals and aspirations in their chosen academic and/or professional path..

Main Office Hours

During Fall and Spring Semesters
 Monday – Thursday 10:00-2:00
 5:30- 8:00

Website
 Additional Hours will be posted

Program Changes or Cancellation

Albert Career School reserves the right to adjust course materials, length of course, subject matter, academic policies, tuition, fees, class hours, and starting dates as Albert Career School may deem necessary, in accordance with applicable laws. Albert Career School reserves the right to cancel classes which do not have sufficient enrollment. Students will be placed in an appropriate alternative class.



CATALOG DISCLAIMER: *Students should be aware that some information presented in this Catalog may change. Changes will be presented by addendum to this Catalog.*



English as a Second Language

We offer you small classes, dedicated instructors and a modern curriculum in a educational environment that helps students thrive.

This combination gives all students a complete educational experience. The faculty and staff are glad you are here.

And we thank you for entrusting your education to us.



LET US HELP YOU BECOME YOUR BEST

FACILITY

Our School is located on the north side of Philadelphia in Elkins Park, Pennsylvania. Our classrooms are climate controlled and specially equipped for the various needs of our students. Our school is centrally located off of several direct highways and is easily accessible by SEPTA buses and trains.

Teachers are able to utilize the internet and computers in each classroom to enhance the learning experience for the student. Our mobile computer lab and wireless internet gives students the resources they need to work on team projects and presentations. All Instructors are well trained in Communicative Language methods and how to integrate games and activities into the lessons.

The professional environment at Albert Career School is one of learning and putting the educational process and the students at the forefront of all decisions made at the school.

Surrounding Area

The City of Philadelphia is located between New York City and Washington, D.C., and is the fifth largest city on the Eastern Coast of the United States. It is one of the nation's largest, most historic and most culturally rich cities in the United States. The City provides an ideal environment for students pursuing higher education. The Philadelphia area is home to over 80 universities and colleges, and is credited with having the second largest number of higher education facilities. This region provides an exceptional educational ambiance for the thousands of students attending school in Philadelphia, including approximately 12,000 international students.

The City of Philadelphia was the nation's capital during the period 1790 through 1800. Both the Declaration of Independence and Constitution of the United States were written in Philadelphia. Visitors to the City of Philadelphia enjoy the many historic sites, including the Liberty Bell and Independence Hall.

Additionally, the City offers the Philadelphia Orchestra, Pennsylvania Ballet, Opera Company of Philadelphia, and several professional theatre groups and major Broadway plays. Visitors may also explore approximately 50 museums, including the Philadelphia Museum of Art. Sports enthusiasts will enjoy professional games of basketball (76ers), football (Eagles), baseball (Phillies), and ice hockey (Flyers).

An Equal Opportunity Institution / Non-Discrimination Policy

It is the policy of Albert Career School that no person shall, on the basis of race, color, creed, sex, national origin, religion, age or disability, This policy applies to recruitment, employment, and subsequent placement, training, promotion, compensation, continuation, probation, discharge and other terms and conditions of employment over which ACS has jurisdiction.

Student admission decisions are made without regard to an applicant's age, race, ethnic original, religion, sex, sexual orientation or disability. Albert Career School practices compliance with all EEO laws and the American with Disabilities Act (ADA).

Accommodations for the Disabled

Albert Career School Career School and its instructors are committed to complying with the Americans with Disabilities Act (ADA). Any student who has a specific need will receive reasonable services and accommodations, and should discuss his/her needs with the School Director.

ALBERT CAREER SCHOOL

English as a Second Language Program

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ENGLISH LANGUAGE PROGRAM

The ESL Program at Albert Career School offers international students an opportunity for English instruction, emphasizing the importance of practical use of English. The school's major goal in the creation of its ESL program is to provide students an opportunity to gain entrance to universities and gain the language skills necessary to become successful members of the global workforce. Students must learn how to communicate successfully through the acquisition of strong speaking, listening, and reading and writing ability.

These skills are needed for the student to get and exchange information in a variety of contexts. All this involves an approach to teaching that emphasizes listening, speaking, reading and writing skills integrated to make the process of acquiring the language interesting and effective.

All instructors are trained in The Communicative methodology of teaching ESL. This type of teaching makes use of real-life situations that require communication. Students are very involved in the class and are able to develop soft skills that help them master the English language faster.

The real-life activities change from day to day. Students' motivation to learn comes from their desire to communicate in meaningful ways about meaningful topics.

6 Levels of Instruction Beginner to Advanced

The 6 level sequence follows language learning outcomes generally expected

Beginner, High Beginner
Intermediate, High Intermediate
Advance I, Advanced 2



Courses

All skills are used in all classes. Grammar & Vocabulary are integrated into each class so the words are more meaningful to the student and they are able to quickly expand their use of words.

Reading and Writing
Speaking and Listening

Each course is 1/2 total hours for the week.

Semesters

There are 4 class starts each calendar year (based on need)

Spring and Fall I January & August—18 hrs per week
15 Instructional wks/16 calendar weeks
1 week break mid semester

Class Schedule

Day	Monday to Thursday	9:00 to 1:30 pm
Evening	Monday to Thursday	6:00 to 10:30 pm

Spring II March

14 Instructional wks/first 8 wks follow Spring I schedule above, remaining 6 wks are day classes only.
Mon-Fri 9am-2:30pm

Fall II October

14 Instructional wks/first 8 wks follow Fall I schedule above, remaining 6 wks are day only classes.
Mon-Fri 9am-2:30pm

Dedicated Hours per Semester

Total hrs: 268

Instructional contact hrs: 230

Orientation: 5

Test/Quizzes/Assessments/SLO Review: 24

Field Trip/Social: 9

ADMISSIONS

Admission Requirements

Under authorization by the Department of Homeland Security, Albert Career School admits and enrolls non-immigrant (International) students 18 years of age or older.

Non-International Student (nonF1 VISA)

- Submit a completed Admissions Application
- An Admission Fee of \$100 is required for registration.
- Student will receive a letter of acceptance

F1 International Students

Albert Career School shall consider international students for admission to Albert Career School based upon the student's ability to meet the following criteria:

- Completion of an ACS International F-1 Student Application, Enrollment Agreement, F1 Roles and Responsibilities, Financial Certification,
- Copy of Visa, Passport and, I-94 card for the student & all dependents. If applying from overseas, only a copy of passport is required.
- Financial documentation: Demonstrate that sufficient funds are available to pay educational and living expenses for student and dependents for two years.
 1. Bank Statement /Bank Letter
 2. Not older than 6 months from Date of Acceptance
 3. Completed Statement of Financial Support Signed by student and/or sponsor.
 4. US Sponsors – Sponsors tax return and current bank statement showing sufficient funds must be included.

The specific procedures for each category of International Student are indicated below.

1. Students Transferring from another U.S. Institution

Student must provide all above admission documents to ACS and:

1. I-20 from current school and all prior schools
2. Student must be in lawful F1 student status,
3. Pay 1st month tuition & I-20 school fee
4. If approved for preliminary acceptance, students will receive an acceptance letter and a transfer form.
5. Transfer form and acceptance letter will be sent to the student's current school.
6. Based upon information reported by the current school on the transfer form, ACS will formally accept or deny admission to the student
7. Student must start at the next class start date.
8. Students will be contacted to take a placement test once ACS receives the transfer form and the electronic SEVIS record. This placement test will determine the student's English skills for proper placement in ESL class level
9. After formal acceptance, students can register for classes.
10. Students must register for classes 15 days prior to the program start date.

2. Applying from overseas

Student must provide all above admission documents to ACS and:

1. Pay I-20 Fee of \$300
2. Pay ½ Semester Tuition
3. Albert Career School will review the application and upon acceptance, the DSO will issue an I-20
4. Once a student receives his/her I-20 Form, he/she must take the I-20 Form and current passport to the nearest United States Consulate to apply for a student visa.
5. If approved, student should notify ACS. Students are permitted to enter the US 30 days prior to class start date.
6. Students must report to ACS 15 days prior to the start of class to allow for testing and registration.
7. A copy of the student VISA and I-94 will be required on arrival at ACS.

3. Applying for a Change of Status to (F1 Student)

This category applies to individuals, who are not US citizens that come into the United States on a VISA other than a F1 and has decided after they came to US that they would like to attend school in the US. This individual would currently be in the United States. The follow describes the process of admissions to ACS only and does not address the steps required to file for the Change of Status with USCIS.

1. The current nonimmigrant status of the applicant must be valid at the time that the Change of Status is received by USCIS.
2. Student must provide all admission documents as indicated above to Albert Career School
3. Pay I-20 Fee of \$300
4. Pay ½ Semester Tuition
5. Albert Career School will review the application and upon acceptance, the DSO will issue an I-20 form
6. The student must file Form I-539 with USCIS to change from the student's current non-immigrant status to an F-1 student status. Fees and payment of SEVIS I-901 fee is also required.
7. Student must report to ACS 15 days prior to semester start.
8. Students must start classes at the next start date after their F1 approval.

NOTE: *Albert Career School reserves the right to cancel a student's acceptance if negative information is reported by their current school or if information on the application was inaccurate or misrepresented.*

Initial Level Placement

New students are required to complete an ESL level standardized placement test. This will identify the ESL level they will be placed.

APPEAL

Students can appeal their level placement within 3 days of notification of placement by speaking with the Director and presenting additional evidence to support the request.. Student will be informed of the decision. The decision is final, no further appeals are permitted.

Student Orientation

Each semester, all new F1 students are required to attend an orientation session. During this session, the following topics will be reviewed: policies & procedures, F1 student responsibilities, Satisfactory Academic Progress, and Attendance, etc. At this time, all students will be required to sign several forms acknowledging they understand all issues discussed.

Student ID Cards

Students will receive a picture ID card that **MUST** be carried at all times while on school property. This card is used for admittance to your classes each day. If a student loses their card they must contact the Main Office to obtain a duplicate ID. Students will be charged \$20 for duplicate ID cards.

The class ratio of student/instructor shall not exceed 20 to 1. Classes normally average 15.

REGISTRATION

Semester Registration will begin 3 weeks prior to the start of the semester and last for 2 weeks.

- Check Ins – Students must physically register. Registration can not be completed on line, phone, or mail.
- Students must attend minimum 18 hours of class per week.
- Students that are carrying a tuition balance from the previous semester will not be permitted to register.
- The entire tuition is due and payable at registration.
- Continuing Students may request a payment plan. The first month payment is due at the time of registration.
- Course are charged semester by semester. No refund or credit will be issued due to late registration or time missed.
- ACS reserves the right to cancel classes.
- F1 students are not relieved from registration requirements as a full time student regardless of the reason.
- Students are expected to be registered continuously throughout their studies at ACS, by enrolling during regular academic semesters (fall and spring).
- New students being admitted to existing classes may require additional evaluation.
- \$50 late fee will be charged for students registering after the first week of the semester.
- Students will automatically be terminated 14 days after the first day of classes if they have not registered or attended classes.
- New Students are required to report to the school 15 days prior to the semester start date.

Mid-Semester Starts Policy:

New Students will be permitted to start mid-semester. If there are more than 6 new starts per level, a new class will be formed specifically for these students. In the event there are less than 6, the students will be absorbed in the current classes.

The instructor should provide the following special accommodations:

- Instructor should meet one on one with new students and review the syllabus, grades, etc
- Instructor should introduce the new student to a reliable current student that will assist them if required.
- These individuals should not take the final exam with the rest of the class. The Instructor should complete a Mid-Semester Checklist (different from one used with full semester starts) for all mid-semester starts and review it with these students while the other students are taking their final.
- When the Spring I and Fall I semester ends, these students will continue their studies and instruction should continue with the beginning of the syllabus.
- The same final is given to these individuals at the completion of the Spring II and Fall II Semester.

FINANCIAL

Tuition, Fees, and Charges

Tuition is due and payable at registration unless arrangements are made prior to the start of classes. Student's payments may be made in the form of credit card or bank w/d on school portal. All payment arrangements must be discussed with The Director or the designee prior to registration.

2 Semesters per year

Semester Tuition: \$3090
 Registration: \$300 (applies to new students)

TOTAL SEMESTER COST \$3090 (returning)
 \$3390 (new student tuition)

Students must purchase the designated course books

FEES

F1 Admission/I-20 Fee	New Initial students Each Dependent	\$300 \$100
Non F1 Admission Fee		\$100
Late Registration Fee	Registration after the first week of the semester	\$50
Payment Plan Fee	Due at registration	\$100
Tuition Late Fee	5 day grace period – 20 th of the month	\$40 MONTHLY If there is a balance
Returned Check Fee	Tuition must be paid in cash within 5 days . Student may not pay with a check again.	\$40 per check
Early withdrawal fee	Withdrawing anytime after semester registration closes Not providing "Notice of Intent to Withdrawal" before the end of the semester. Not providing transfer paperwork before the end of the registration period. Registers and transfers before start of class	\$400
Medical Leave of Absence Admin fee	Prior to leaving on LOA, fee must be paid for # of months Dr. states student will be out of school.	\$50 per month while on LOA
Reinstatement	ACS fee, additional SEVIS and USCIS fees will be required	\$400
Lost/Duplicate I-20	First I-20 is free	\$10
Transcript	First one is free	\$20
Duplicate ID Card	First one is free	\$20
Add F2 Dependent	Students adds dependents	\$200
Pre Registration Required	Student leaving the country	Registration and 1 st month tuition
Trips	If not school sponsored, voluntary	TBD
SAP Admin Fee	Repeat offenders may be charged at the discretion of The Director	Admin costs

Payment Plan

Tuition is due the 15th of 2nd & 3rd month. Prior to registering each semester, students requesting a payment plan must do so in writing and have it approved.

- A student's request for a payment plan may be denied due to historical payments. A sponsor may be required to approve a payment plan.
- No interest is charged if payments are made as agreed.
- Interest may be charged on balances if student does not pay their tuition when due.
- A fee will be charged to establish the payment plan. due at registration.
- ACS reserves the right to cancel any payment plan which remains in arrears for more than thirty (30) days. In the event that a payment plan is cancelled, the total balance of the tuition shall become due and payable at that time and the payment due may be referred to a collection agency. Student will be responsible for the collection agency fee plus attorney fees.
- 5 calendar day grace period - Late fee will be charged on the 6th day, 21st day of the month.
- The late fee will be charged each month that the account is not up to date. The monthly charges will continue during semester breaks if the account continues to be in arrears.

Past Due Accounts

Any student who is delinquent in tuition payments are prohibited from the following:

- Continued enrollment,
- Receiving grade reports,
- Transcript issuance,
- I-20 extensions,
- Driver's license letter
- School Access to Portal

Portal

Students must obtain access to the Student Portal. All tuition payments must be made via this portal. Attendance and grades will be contained here.

Students should review this portal to assure attendance, grades, and payments are accurate. Student can print their own records, the school will not provide these for students.

Refund and Cancellation Policy

- The date of determination is the date the student gives written notice of withdrawal to the school or the date ACS terminates the student.
 - Refund Computation - applies to the current term.
 - Refund is payable based on the money received by school after fees are deducted.
 - All money not paid, discounts, or promotions will be voided and not applied to withdrawal. The refund calculation will be based on the full tuition charge.
 - School has the right to retain any unclaimed balances beyond 60 days from the last date of student attendance. Or the date of the incident that triggered a refund consideration.
 - There will be no refund or make up classes due to holidays, orientation, acts of god, or any other situation beyond the schools control.
 - Change of Status, SEVIS, or admission fees and payments are non-refundable unless otherwise stated.
 - Refunds will be issued by the original method & payer of record and issued within 30 days of the original request.
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- Refunds will not be issued to students who are terminated due to violation of the schools written disciplinary/attendance/grading policies or local, state, or federal law.

***REFUNDS MUST BE REQUESTED
IN WRITING BY THE STUDENT WITHIN 30 DAYS
OF STUDENT'S REFUND ELIGIBILITY***

- Upon receiving request from student for a refund, the PDSO will review the financial record to determine whether a refund is due.
- ACS will retain all payments plus early withdrawal fees:
 - 1) An applicant applies for a Change of Status through ACS and the student subsequently transfers prior to the start of classes or never reports to class.
 - 2) If an applicant is accepted by ACS and enters the US on an I-20 issued by ACS and subsequently transfers prior to the start of classes or never attends classes.

Prior to the start of classes

SEVIS and Change of Status fees are not refundable

- If course is cancelled before the first day of class and no other courses substitution is available, all tuition and fees will be refunded.
- If the school denies admission to the student based on accurate information provided on the application, a full refund will be issued. If the student provided inaccurate information on the application, The CEO will determine the amount of refund the student receives.
- If a student is denied a student VISA a full refund of prepaid tuition will be issued. Proof of VISA denial must be received prior to a refund being issued. If the student provided inaccurate information no refund will be issued.

After the beginning of classes

All students that withdrawal after the start of the registration period will be charged an early withdrawal fee.

- Students that withdraw during the first 4 weeks, ACS will retain the first monthly payment, early withdrawal fee and appropriate fees.
 - For students who withdraw after the first four weeks but before or at the mid-point of the semester, ACS will retain a prorated amount of tuition, early withdrawal fees, and appropriate fees.
 - For students who withdraw after the midpoint, ACS will retain all of the tuition charges for that semester.
 - Pro-Rated refunds will be calculated on a weekly basis. When determining the # of weeks, ACS will consider a partial week the same as if the whole week was completed.
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ATTENDANCE

The academic success of each student depends on his/her attendance and classroom participation. Every student is expected to maintain regular, consistent attendance, participate in all activities and complete assignments in order to remain in good standing. Regular class attendance is an essential for the educational process. Absences must be kept to a minimum.

Policy

- Attendance will be taken in every class. Absences will be recorded in the student's permanent record.
- ACS uses an attendance swipe card system to accurately maintain student attendance and tardies. Students swipe their school ID card when they enter and leave class. The student's record is automatically recorded in The Student Management System.
- It is the student's responsibility to keep track of their absences.
- Students that are absent for 14 consecutive days will be terminated without notification.
- Students should notify their instructor when they will be absent or late for class.
- Students in all programs must attend a minimum of 80% of the course hours. This is especially important for students with F-1 status (see next section below).
- Refer to "Satisfactory Academic Progress Standards" (SAP) for procedures for students failing to meet the required 80% attendance rate.
- Students that will be absent for longer than 1 week due to a medical condition should request a Leave of Absence.
- Students requesting special consideration for an absence must put it in writing using a Request Form and receive written approval from the Director



Class Registration after the start of classes

Students are responsible for absences due to late registration. These absences will be counted in the semester total and will be subject to the current attendance policy.

Tardiness and Early Departures

Being late for or leaving early for class is disruptive to both the teachers and students and diminishes the learning experience. It is expected that students will be at their assigned places when classes begin.

- Tardiness is arriving more than 15 minutes late to class.
- An early departure is when the student leaves before the instructor dismisses the class.

If a student is tardy or leaves early, the length of time for tardiness and/or early departure will be recorded and will be counted against the total percentage of student attendance

For example:

A day student attends classes from 9 am to 1:30 pm Monday thru Thursday for a total of 18 hours. She attends classes as:

Monday: 10 am to 1:30 pm (attends 3 hr 30 min)
 Tuesday: 9am to 11:30 am (attends 2 hr 30 min)
 Wednesday: 9am to 1:30 pm (attends 4 hr 30 min)
Thursday: 10:30 am to 12:45 pm (attends 2 hr 15 min)

TOTAL TIME ATTENDED THIS WEEK 12 HRS AND 45 MIN

18 hrs ÷ 12.75 = 70.8 % attendance rate

WITHDRAWAL

Students can be terminated if attendance is less than 80%.

Make-Up Work

- Make up work will not be accepted as hours of class attendance. It is the student's responsibility to contact the Instructor within seven (7) days to make arrangements to complete any make-up work, quizzes, exams, and/or assignments.
- A grade of zero (0) may be given for the missed test or assignment after two weeks (14 calendar days) of the date the original test or assignment was due unless arrangements have been made with the Instructor.

ACADEMIC EVALUATION

Prior to Placement in levels, students are academically evaluated. Students are assessed from the day they arrive at ACS until they complete their program.

Evaluation Methods

Student's grades are based solely on tangible, non-subjective methods. Attendance, participation, and conduct are addressed separately.

Methods Used:

Standardized Assessments and Progress Tests

A nationally recognized ESL Appraisal test will be utilized for students initial placement into a level.

Using the same Nationally Recognized Testing system, students will be tested at the beginning of the semester and at the end of the semester. These scores will determine the program educational gains. These scores will not be included in their class grade calculations.

Classroom Graded Evaluations

Throughout the semester, students will be graded on various assignments to provide evidence that the student has learned the subject matter and have acquired the learning outcomes of the lessons. Some of the method of evaluation are quizzes, tests, activities, and projects.

At the beginning of each semester, students will receive a course syllabus that lists all of the graded items for the course and the weight that each will have on their final grade.

Grade Designation

I = Incomplete

An instructor may record a student's work as "Incomplete" when the student has been delayed in completing the work for a good reason. Incompletes must be concluded and an earned grade recorded within 30 days of the completion of the semester. Or the grade will automatically convert to an F after 30 days.

L = Leave of Absence,

Is awarded when student withdraws as a result of an approved leave of absence, not included in GPA.

Y = In Progress

The class is in progress at grading time; Students must Contact the instructor.

W = Withdrawal

Student initiated a withdrawal from class before mid-point, does not effect GPA.

Grade	Numerical Grade	Point Value
A	90 - 100	4
B+	85 - 89.9	3.5
B	80 - 84.9	3
C+	75 - 79.9	2.5
C	70 - 74.9	2
F	0 - 69.9	0

Grading Scale

Students will receive a grade for each course that is based upon his/her performance in class work, quizzes, tests, projects, and assignments. A weight is assigned to each component of student's work as appropriate to the content and difficulty of each assignment. This is included in the syllabus.

Grade Reports to Students

Complete records of each students grades will be maintained by the instructor and electronically by the school. Instructors will keep the students informed of their grades on each assignment .

Mid Semester, Instructors and Students will meet individually and identify the learning outcomes the student has mastered and the ones that they need to work on. Final grade reports will be available on student portal three weeks after the close of the semester.



Student Level Advancement

Student level advancement will be determined by academic achievement within the classroom. The designated Assessment Team will meet and review student achievements and certify the next semester's levels of all students.

Advance to Next level

Final GPA of 2.0 or higher, Mastering of learning objectives,

Remain in Current Level

Final GPA lower than 2.0 has not mastered all of the learning objectives,

Student Level Change

Assessment test results, graded assignments, attendance, GPA will be the basis of granting a level change.

Exceptional circumstances may exist that the student appeal their level placement .

<p><u>Student Initiated</u></p> <p>Students must attend 2 weeks of classes before requesting or considering a change.</p> <p>1) Student must discuss their class change with their Instructor. If they agree with the student, the Request form should be completed and submitted to the Director. All change requests must be submitted to The Director before the end of the 2nd week of class .</p> <p>2) Changes will be made the third week of school.</p>	<p><u>Instructor Initiated</u></p> <p>Student will be observed for proper level placement during the first 2 weeks of class.</p> <p>If the instructor believes that a student has been misplaced, they will discuss the situation with the student and if all agree, the instructor should submit a level change request .</p>
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Some class change requests maybe denied due to student ability, class size and time. Individual student accommodations are not a factor in the decision process (eg: friend is in another class, doesn't like the teacher, etc).

The Maximum # of repeats in a level is 3x.. The Maximum time permitted in the program is based on the level the student entered the program. If the student entered the program in Level 6 – maximum timeframe is 3 semesters or 1.5 years, Level 5 – maximum timeframe permitted in program is 6 semesters or 3 years, Level 4 – maximum permitted in program is 9 semesters or 4 years... Level 3 – maximum permitted in program is 12 semesters or 5 years. All students must continue to make steady academic progress throughout their studies at Albert.

SATISFACTORY PROGRESS

All students must make Satisfactory Academic Progress in their studies. Students are required to make both quantitative and qualitative (grades) progress. A F1 Student is considered to be in "good standing" if he/she has achieved and maintained Satisfactory Academic Progress.

Satisfactory Progress is:

Quantitative Attendance: Student has attended 80% of the classes each semester and cumulative
Qualitative Academic: Student has maintain a 2.0 GPA

Action

Student's progress will be evaluated at the semester midpoint and the end of a semester. Students not maintaining a C or 80% attendance rate (cumulative) will be identified and the student will be counseled.

At the end of the next evaluation period, if the student is still not able to meet SAP, they will receive a warning letter. Failure to maintain Satisfactory Academic Progress and the consequences for said failure will be given to the student in writing.

Final stage, the student will be placed on probation and be advised of the steps necessary for them to be removed from probationary status.

Failure to achieve an 80% attendance or a 2.0 grade average, or both, at the end of the probationary evaluation period may result in the administrative withdrawal of the student.

MEDICAL LEAVE OF ABSENCE

Students that will be absent for an extended period of time must request a Leave of Absence. This is the only type of leave of absence where a F1 student may remain in the United States throughout the duration of the leave.

Application:

- Documentation is required from a licensed medical doctor, doctor of osteopathy or licensed clinical Psychologist. The doctor must specify the reason for the leave and specify the Date the LOA will begin and the expected date of return.
- Student must complete the Leave of Absence/Withdrawal Form and submit it to the PDSO 2 weeks prior to the start of the LOA.
- The original medical letter must be attached to the Student LOA/Withdrawal form;
- Medical leave may be authorized for a total of 12 months only per English level.
- Leave of Absence is only for current semester. Students must reapply for LOA each semester.
- Students may stay in the U.S. during the authorized medical LOA as long as they register for school the following semester.
- Students will be charged a monthly admin fee while on LOA.
- If the student does not report back by the approved date, and misses 14 consecutive days, the student will be terminated.
- The SEVIS termination date will be the last date of the student's attendance.
- LOA cannot be abused to extend the students transfer period between schools.

ACS reserves the right to deny any request for LOA.

Student must contact the school 1 week prior to their approved return date to confirm they will be returning to school.

ACS is not obligated to contact students to determine their intentions of returning to school.

Students will be terminated if they do not return to classes by the approved return date.

F1 STUDENT SPECIFIC PROCEDURES

Student Data Changes

Students are required under USCIS regulations to notify the PDSO within 10 days of change of address. The following are some of the circumstances where students must report changes:

- Change of address, change of name, change of telephone Number, email
- Marital status change
- Applied for a Change of Status with USCIS
- Change to Dependents Information
- Arrest by law enforcement
- Admission of or Convicted of Criminal Activity

Change form should be completed and given to The Main Office.

Student Requests

Students needing assistance or needing documents must complete The Student Request Form.

The following are some circumstances where this form can be used:

- Letters - Any type of letter needed, for example driver's license
- Duplicate I 20
- Travel Requests – Student must indicate where they are going and the dates they will be traveling. Attach Original I-20
- Add or Change Dependent
- Reinstatement
- Enrollment Verification Letter
- Transcripts
- Question for DSO
- Tuition Financial Discrepancy
- Change of Vacation
- Student Invitation Letter



I-20 Extension

Department of Homeland Security regulations require students in F1 status to complete their program by the expected completion date on their I-20. If a student is not able to complete their program by the recorded completion date, the student must apply for a Program Extension with the PDSO, who will then be responsible for notifying DHS of the change.

A PROGRAM EXTENSION MUST BE REQUESTED BEFORE THE PROGRAM EXPIRATION DATE ON THE I-20.

It is the student's responsibility to initiate the Extension Process

Eligibility

- Student must be in lawful legal F1 status
- Student must have maintained an unbroken full-time status for every semester of the current program during which they have been in F1 status
- Delays in completing studies must not be caused by academic probation or suspension
- A Student must complete an Program Extension form and attach financial documentation, VISA, passport.
- The DSO will verify the information and issue a new I-20

Adding a Dependent

Student requests to add a dependent to their I-20 should use Student Request Form.

The following documents must be attached to this form:

- All dependents passports and VISAs
- Proof of relationship
- New Financial Document showing the additional amount required for the dependents that are being added.
- F2 Dependent Add fee of \$100

ACS will prepare the new I-20 and student must send them to USCIS for approval.

Transfer Out

Timing of Request

- Students that plan to transfer to another school the next semester must notify ACS of their "Intent to Withdrawal" in writing using the Request Form.
- Students should complete the withdrawal form and the new schools acceptance letter before the end of the registration period. Student will be charged an early withdrawal fee if they fail to follow the Transfer Policy.

Law Enforcement Incident

Student must report all encounters with law enforcement, arrests, convictions, guilty pleas, tickets, etc.

Reinstatement

A student who has failed to maintain F-1 student status and has been terminated but wishes to continue studying at ACS must regain valid status. One way to regain F-1 student status is to apply to US Citizenship and Immigration Services (USCIS) for reinstatement

Students should discuss their individual situation with the DSO.

The current SEVIS regulation should be followed.

Vacation

A vacation is a time spent in the United States while not registered for full-time classes.

- Summer is the default vacation. Students must schedule their vacations during this time.
- Students must obtain the PDSO or Director's permission to travel outside the US during the semester.
- Students who intend to transfer or stop studying at ACS after their vacation can not apply for vacation. The student should request the transfer prior to their vacation and seek approval at the new school.

The current SEVIS regulation should be followed.



TRAVEL

Travel Outside the United States

Students should submit a travel request to the DSO with the original I-20. The DSO will sign page 3 of the student's I-20 which will permit them to reenter the United States. Students must register and pay the appropriate tuition for the next semester. Proof of registration may be requested at the port of entry. Students should print their payment ledger from the portal as evidence that they are registered.

When F-1 students wish to leave the US temporarily and return to continue studies at the institution in which they are enrolled, they must secure the necessary documents to 1) permit entry to another country and 2) permit re-entry to the United States. For entry into another country, the student is responsible for investigating that country's entry requirements well in advance of traveling.

In order to re-enter the US in F-1 status, the student must present all of the following:

- A valid I-20 with current DSO signature from the school he/she is entering to attend
- A valid F-1VISA
- A valid passport or travel document
- Evidence of Adequate Finances
- Transcript/ Report Card/ Letter

Travel within the U.S.

Whether traveling within the State or elsewhere in the U.S students should be reminded to carry proof of their identity and immigration status at all times. This includes:

1) Valid passport, 2) Valid I-20, 3) I-94

Sometimes State ID is not sufficient for law enforcement.

The current SEVIS regulation should be followed.

TERMINATION

It is the responsibility of the student to maintain his/her immigration status.

The PDSO is available to assist students, however he/she is also responsible for ensuring the school's compliance with immigration regulations concerning the enrollment of international students. It is critical for the student to report any potential problems to the PDSO as well as respond to any request made by the PDSO.

Students must remain in status or their I-20 will be terminated. Under SEVIS, the PDSO is required by law to report a student's failure to maintain status to the (USCIS). In some cases, the SEVIS system has the capability to automatically terminate a student/record without DSO interaction.

NOTE: Dependents on F-2 status are automatically considered out of status when the F-1 student violates his/her status.

Common violations include:

- Taking a semester (other than summer) off from classes.
- Not attending classes
- Failing to report a change of address within 10 days
- Working without authorization
- Failing to maintain Good Academic Standing
- Consistently failing courses..

WITHDRAWAL

F1 students who wish to withdrawal from school should apply for an Authorized Early Withdrawal by completing the LOA/Withdrawal form. Students should continue attending classes until the approval is granted.

It is important that students withdrawing from their program of study systematically. If a student notifies the PDSO of their intent to withdraw, their termination reason in SEVIS will be Authorized Early Withdrawal. This termination will have a positive effect on any future immigration requests.

If a student doesn't request an early withdrawal and they are terminated due to non attendance, the termination in SEVIS for will have a negative impact on the student's future VISA requests.

If student is not prepared to leave the United States 15 days following the start of the semester must register and attend classes in order to remain in status.

The regulations refer only to "preparation for departure" as an activity permissible during the 15 days period following the withdrawal. The provision granting the 15 day period does not refer to preparation to transfer, as does the language creating the 60 day period.

SCHOOL POLICIES

Students are expected to abide by school policies in an effort to maintain a professional educational atmosphere through organized, moral, and considerate behavior. Any violation of School policies and/or disorderly procedure will be referred to the Director. The Director may recommend-d that the offender be (1) warned; (2) placed on probation; or (3) dismissed from School

English Only Policy

As a participant in English Instruction all students **MUST** speak only English while in the classroom. Students are also strongly encouraged to speak as much English outside of class as possible.

Plagiarism/Copyright Infringement Policy

Copyright infringement is a violation of School policy as well as a violation of the United States Copyright Act. Copying, downloading, using, and/or distributing copyrighted material without permission from the rightful owner of the copyrighted work is strictly forbidden.

School Closings / Inclement Weather

School closing information may be obtained from the ALBERT CAREER SCHOOL web site.

Dismissal

In accordance with School Policies and Procedures, reasons for dismissal include, but are not limited to, unresolved attendance probation, excessive absenteeism, unresolved academic probation, unfulfilled financial obligations, violation of school policies, and other actions as deemed appropriate

APPEAL & GRIEVANCE POLICY

In order to provide for the fairness in the administering of student academic and administrative policy this Appeal and Grievance Policy has been created. Students tuition must be current in order to be eligible to submit an appeal.

Initial Placement Appeals

Students will have the opportunity to appeal a placement decision if they feel they have been placed in an incorrect level. This can be accomplished by completing a Student Request Form within 3 days of level placement notification. Supporting documentation must be attached indicating why you feel the level is incorrect. The Director will review the documentation and render a decision in 3 days. The decision is final.

Academic and Dismissal Appeals

If the student feels his/her situation merits individual attention due to unusual circumstances that contributed to his/her failure in the course, the student has the right to appeal an academic dismissal. The student must write to the School Director stating the exact reason for the appeal.

Policy Issues Appeals

If there is a strong belief that the School Director has misapplied an academic policy, a student may request a further review. The re-

-appeal must be received within five (5) business days of the receipt of notification of the original appeal decision. The appeal letter must state the student's reason for the appeal as well as any extenuating situations. The CEO will investigate the situation upon the receipt of the student's re-appeal letter and will render a decision in writing within ten (10) business days of the hearing. The decision will be final.

Grade Appeals

The purpose of the Grade Appeal Policy is to provide the student with a safeguard against receiving an unfair final grade, while respecting the academic responsibility of the instructor. Thus, this procedure recognizes that,

- Every student has a right to receive a grade based upon a fair and unprejudiced evaluation.
- Instructors must assign a grade based on the syllabus, submitted in writing to all students, and applied equally.
- Instructors have the responsibility to provide careful evaluation and timely assignment of appropriate grades. Course and project grading methods should be explained to students at the beginning of the term.

A grade appeal shall be confined to charges of unfair action toward an individual student and may not involve a challenge of the grading standard. The grade appeal considers whether a grade was determined in a fair and appropriate manner; it does not attempt to grade or re-grade individual assignments or projects.

Failure to meet Satisfactory Academic Progress Dismissal Appeal Process

The student may submit a written appeal of his/her dismissal to The Director within five (5) calendar days of the student's receipt of the dismissal notice.

The appeal must include documentation of the circumstances that prevented the student from obtaining SAP, what changes have occurred to now allow him to meet SAP, and their plan on how they plan to improve their grades or attendance.

Only extraordinary circumstances will be considered. Before an appeal can be granted, an academic success plan must be established with the student to assure academic success.

The Director will assess all appeals and determine whether the student will be permitted to continue at ACS on a probationary status for next evaluation period. The student will receive the written decision within 10 days. The decision of the director is final

SEVIS violations must be taken into consideration when reaching a decision. ACS reserves the right to place a student on or remove them from academic monitoring based on their academic performance not withstanding these published guidelines.

Grade Appeal Procedures

A student who wishes to question a grade must discuss the matter first with the instructor of record as soon as possible, preferably no later than one week after the start of the next regular academic term.

If the student's concerns remain unresolved after the discussion with the instructor, the student may submit a written request to meet with the Director within one week of speaking with the instructor.

The Director and Instructor will meet within one week with the student. The Director will render a decision within 5 days. Student & Instructor will be informed in writing.



USE OF ELECTRONIC DEVICES IN SCHOOL

Student Use in Classrooms

When cell phones in the classroom ring and students respond or leave class to respond, it disrupts the class. This policy is meant to help maintain an educational focus in the classroom and other school areas and respect the needs of students to have reasonable access to their phones and other electronic devices.

- Cellular telephones, pagers, iPods, MP3 Players, or other Electronic Devices are not to be used in the classroom.
- Cell Phones and other devices are to be turned off during class.
- Students must place these items in the pocket, backpack, or purse., not visible on the desk.
- If there is a need to check for and/or receive a call, the student should inform the instructor in advance that the student may need to excuse him/herself to take an important call.



- Students must not engage in text messaging in the classroom.
- Students, who create disturbance with ringing cell phones or text messaging, will be referred to the Director.

Instructors can authorize the temporary use of electronic devices for academic reasons.

Cameras

The use of camera phones and or cameras are strictly prohibited in private areas such as restrooms, classrooms, or school offices. Such use could be a violation of the criminal code.

Electronic devices in school public areas

Students or Employees are not permitted to speak on cell phones in non-classroom areas of the school building such as computer labs, library, hallways, during class hours. Loud talking is disruptive to classes in session.

Cell Phones are permitted in the break areas and outside.

USE OF COMPUTING RESOURCES

Students are required to sign an acknowledgement of ACS's policy on the use of Information Technology Resources. The policy protects users and student data from unauthorized use.

STUDENT RECORDS

ACS shall respect the privacy of student education records. Student education records shall be disclosed only to the student, to persons within ACS with a legitimate interest, to persons authorized by the student to receive the student's education records, and to persons authorized to receive education records without the student's consent.



Albert Career School maintains confidential immigration files on each F1 international student, per federal immigration regulations. Student files are accessible only to office staff. Physical files are locked up at the end of each day, and access to students' online immigration records is restricted by DHS to the designated DSOs.

Albert Career School maintains all academic records in the student's electronic file. Under no circumstances will student grades be given to the student, or any third party, over the telephone. Exams and grades will be withheld by Albert Career School if a student tuition account is delinquent.

STUDENT CONDUCT

Student conduct that detracts from or interferes with the accomplishment of School purposes is not acceptable

Unacceptable Conduct

While on school property or participating in any school related program, students will not engage in the following types of behavior. This list is not all inclusive:

Denial of Access – The CEO may deny admission to a prospective student, or continued enrolled student, if the student's presence or conduct creates a disruptive atmosphere. Denial of access decisions may be appealed.

Smoking – Smoking in the buildings is not permitted. Students may smoke outside the school building, away from the doors.

Alcoholic Beverages – Any student who, uses, possesses, consumes, or who is demonstrably under the influence of alcoholic beverages, shall be subject to discipline.

Drugs/Substance Abuse – Any student who possesses, consumes, or is demonstrably under the influence of, or sells any narcotic drug or other controlled substance shall be subject to discipline. (Individuals needing help with addicts can find phone # of organizations that can help on the last page of this manual)

Theft/Stolen Property/Robbery – Any student who commits theft as defined, or possesses stolen property as defined, or commits robbery as defined, shall be subject to discipline.

Parking – Students must park in designated parking spots.

Damaging Property – Any student who causes or attempts to cause physical damage to property

Interference/Intimidation – Any student who, interferes with; by force, violence, intimates, threat of force, words, actions, body language another person shall be subject to discipline.

Offensive Language

Sexual Harassment – Any student who knowingly engages in unwelcome sexual advances, requests for sexual favors, and/or other verbal or physical conduct of a sexual nature, implied or stated where such behavior offends the recipient, causes discomfort or humiliation, or interferes with academic performance shall be subject to discipline.

Forgery/Alteration of Records

Computer Trespass – Any student who, without authorization, intentionally gains access to a computer system or electronic data of another student, faculty member shall be subject to discipline.

Firearms/Explosives – Any student who uses, or has on his/her person, in his car, on school property any type of firearm or explosive device shall be subject to discipline.

Other Punishable Acts – Any student who commits any other act which is a crime under the laws of the State of Pennsylvania or the United States, and which act does not otherwise violate a rule of Student conduct is subject to discipline.

Violation Disciplinary Actions

This refers to violations that are non academic in nature. Any School administrator, except the CEO, may take either of the following disciplinary actions against a student for violations of student misconduct.

1. **Warning** – An oral or written notice to a student that School expectations about conduct have not been met;
2. **Reprimand** – A written notice, designated as a "Reprimand", which censures a student for improper conduct and includes a warning that continuation or repetition of improper conduct may result in other further discipline.
3. A copy of any written Warning or Reprimand shall be provided to the CEO and Director.

After meeting with all involved individual, any of the following disciplinary actions can be taken against a student.

Warning
 Probation
 Suspension/Dismissal
 Involvement of Law Enforcement

Monetary Fine or Restitution – A written order, alone or combined with another disciplinary action, requiring the student to pay within a stated time limit, appropriate restitution for a financial loss caused by the student's misconduct and/or a monetary fine failure to pay shall be cause for further disciplinary action and/or canceling and barring the student's further class attendance.

STUDENT SERVICES

ACS is committed to providing all students with the additional support that they require to become successful in their learning environment. Although the support that each student requires may be different, this policy will list the standard services offered

New & Continuing Student Orientation

Prior to the start of classes, a mandatory new student orientation will be conducted. The following topics will be reviewed:

- Health care in the US and the importance of Health Insurance
- US system of education and appropriate student behavior
- Testing
- Grading system
- Attendance
- Change of Address
- Satisfactory Academic Performance
- Termination
- Initial Level Placement & how to advance to next level
- Introduction to the community and to the activities
- Culture shock
- Building safety (fire exits, etc)
- General safety in the community
- F1 VISA responsibilities
- Introduction to staff and who can help with what.

Immigration Issues

Any questions regarding VISAs must be directed to the DSO. The DSO can only help with issues within the scope of a F1 VISA. For issues outside this scope, the DSO will try to provide the student with direction on where they could go to help with the issue.

Misc Services

- F1 Student travel endorsement
- Helping students advance their learning objectives by Investigating American Universities and various programs.
- Cultural adjustments
- Social Activities
- Practical English to help with US adjustment issues (restaurants, gas, banks, healthcare, etc)
- Help with obtaining a drivers license
- Wireless access in the school
- ID Cards

The school may sponsor additional activities as approved by the director.

If there is a fee, the activity must be optional and if it will be conducted during school hours arrangements must be made for those students that are unable to attend.

Personal Counseling

Students should feel comfortable seeking assistance with any problems that they may encounter which is preventing them from completing their educational program. Although ACS may not be able to solve all student issues, students should feel comfortable seeking assistance. If possible, they will be directed to the appropriate people who can help them.

Housing

Albert Career School does not provide housing to students.

Drug/Alcohol Use

ALBERT CAREER SCHOOL is in compliance with the Drug Free Schools and Communities Act of 1989 (Public Law 101-226). ALBERT CAREER SCHOOL does not condone the use of either illegal drugs or alcohol by students or employees. The consumption of alcohol and/or controlled substances on school property is strictly prohibited. Students or employees who feel they may have substance abuse problem may seek assistance from the following agencies:

In Philadelphia:

Alcoholics Anonymous: 215-574-6900
 Achievement through Counseling & Treating: 215-276-8400
 Narcotics Anonymous: 215-440-8400

ACADEMIC INTEGRITY

Shared Responsibility of Students and Faculty

Academic integrity is founded upon and encompasses the following five values: honesty, trust, fairness, respect, and responsibility. Supporting and affirming these values is essential to promoting and maintaining a high level of academic integrity. If a student is to acquire knowledge and have it properly evaluated, it must be pursued under conditions free from cynicism, dishonesty, and moral ambiguity.

For this to be fully realized, faculty and students must understand their roles as shareholders with collective responsibility and authority to maintain the integrity of ACS academic standards.

Student Rights & Responsibilities for Academic Integrity

Students share with faculty members and administrators the responsibility for academic integrity. Students have the right to know the requirements of their courses and to know the manner in which they will be evaluated and graded.

Students have the obligation to complete the requirements of their courses in the time and manner prescribed and to submit their work for evaluation.

Students have the right to be evaluated fairly, equitably, and in a timely manner appropriate to the course and its objectives.. Students shall not submit as their own work any work that has been prepared by others.

When instances of academic misconduct are suspected, students shall have the right and responsibility to bring this to the attention of the faculty member or other appropriate authority

Academic Dishonesty

Includes, but is not limited to, the following:

Cheating – The act of deception by a student who misrepresents his mastery of information on an academic exercise. These acts can be either premeditated or not. Examples include copying or allowing someone else to copy work of another student; using textbook or other material during an examination; collaboration during an academic exercise or giving or receiving information; using specially prepared materials during an academic exercise, such as notes or formula lists.

Plagiarism – The inclusion of someone else's actual words or paraphrases, ideas, or data into one's own work without acknowledging the original source.

Academic Misconduct – The actual or attempted tampering or misuse of academic records or materials such as transcripts and examinations. Examples include stealing, buying, or otherwise obtaining all or part of an administered text or academic exercise; selling, bribing, or giving away all or part of an academic exercise that is not administered by a faculty or staff member or any information relating to it; changing or altering a grade, test, "drop-form", or other official academic record of the School which alters grades; breaking in and/or entering a building or office for the purpose of changing a grade or tampering in any way with grades or examinations.

It is the responsibility of the course instructor to identify and act upon breaches of academic integrity according to her or his best judgment in conjunction with institutional guidelines. :



ALBERT CAREER SCHOOL

Your Role and Responsibilities as an F1 International Student

Department of Homeland Security grants F1 VISA status to individuals for the sole purpose of attending school full time. All students must maintain legal status while attending classes. Failure to follow the guidelines could result in your F1 status being cancelled. SEVIS is an inflexible with ZERO tolerance for those who violate the terms of their student status.

- Attend 18 hrs per week and maintain overall attendance of 80%
- Be on time for all classes & do not leave early.
- Make normal progress toward completion of the program
- Maintain current passport
- Within 10 days report all changes in address, phone #, name, dependents, change of status application to both Albert and USCIS.
- Request travel approval signature before traveling
- Know your I-20 completion date, request an extension 30 days prior to the end date.
- Transferring Students: notify Albert of your Intent to withdraw prior to the end of the semester.
- Withdrawal from Albert must be in writing. Refund request must be in writing within 30 days.
- Register for classes in person during the registration period
- Report all police arrests and criminal convictions
- Register for the following semester prior to leaving the country on vacation or leave of absence.
- Provide appropriate doctor's letters of Leave of Absence or excused absence before the absence or within 3 days
- Check email each class day for communications from school

I understand that I may be automatically terminated without notice if my attendance falls below 80%, I am absent for 14 consecutive days, unpaid tuition, or disciplinary concerns.

Classroom Conduct

- Cell Phone & other devices are to be turned off during class and stored off the desk.
- Student may not engage in texting during class time
- Instructors can authorize the temporary use of electronic devices for academic reasons
- Cell phones are permitted in the break area and/or outside the building.
- Photos are prohibited without the advanced consent of others

Reservation of Rights

Albert Career School reserves the right to add, delete, or modify any provision of this policy at any time without notice. Albert Career School is not liable for violations of its policy by students, faculty, administrators, or all other employees or guests of Albert Career School.

I have carefully read this document and understand the requirements and responsibilities of me as a student. I understand that violation of any of these conditions may result in my SEVIS terminations, rendering me out of status.

ACHIEVEMENT SCALE

	Speaking	Listening	Reading	Writing
Level 1	<ul style="list-style-type: none"> • ask and answer basic requests for information • ask and answer simple questions in areas of immediate need or on very familiar topics • ask and answer simple questions about things they have or know about • discuss personal details • determine basic social contacts with simple, polite greetings and farewells • describe basic activities or events that are happening at the time of speaking • demonstrate simple transactions in shops, post offices and banks • construct brief, everyday expressions to ask for and give personal details • produce simple, mainly isolated phrases about people and places • describe basic activities or events that are happening at the time of speaking • express how they are feeling using very basic stock expressions • execute a short, rehearsed personal presentation and cope with limited questions 	<ul style="list-style-type: none"> • identify short, simple instructions addressed carefully and slowly • identify very basic common classroom instructions • recognize and follow short, simple social exchanges • identify the main point in short, clear, simple messages and announcements • follow changes of topic or factual TV news items and form and idea of the main content • identify very simple phrases and expressions related to basic personal information • identify the main point in short, clear simple messages and announcements • restate clear, slow, simple, everyday conversations if speaker articulates words 	<ul style="list-style-type: none"> • recognize plural forms of nouns • follow short, simple written directions • understand short, simple messages on postcards, emails and social networks • derive the probable meaning of simple unknown words from short, familiar context • understand short, simple personal letters/emails • find specific, predictable information in everyday materials • identify specific information in simple letters, brochures and short articles 	<ul style="list-style-type: none"> • understand the structure of a basic, single-clause sentence • use basic pronunciation (eg. commas, full stops, question marks) • write consistently with joined-up letters • write simple sentences about various topics • demonstrate some control of capital letters and basic pronunciation • write down very basic information (eg. on registration form) • demonstrate linking groups of words with simple connectors • write short, simple notes, emails and posting to friends
Level 2	<ul style="list-style-type: none"> • participate in short conversations in routine contexts on topics of interest • initiate, maintain and close simple, restricted face-to-face conversations • give an extended description of everyday topics • ask and answer questions about past times and past activities • deal with practical everyday demands, exchanging straightforward factual information • enter unprepared into conversation on familiar topics • describe everyday aspects of their environment • prepare and deliver a short, rehearsed personal presentation and cope with limited questions • give examples of common idiomatic phrases in routine situations at a basic level • give straightforward descriptions on a variety of familiar topics • tell a story or describe something in a simple list of points • convey simple relevant information emphasizing the most important point 	<ul style="list-style-type: none"> • respond to direct requests expressed clearly and slowly • recognize changes of topic related to their field when conducted slowly and clearly • demonstrate simple routine changes without undue effort • differentiate essential details from short, everyday texts delivered slowly and clearly • identify topics of discussion around them when conducted clearly and slowly • derive the probable meaning of simple, unknown words from short, familiar contexts • recognize main points of extended discussion around them if in standard speech • recognize detailed directions 	<ul style="list-style-type: none"> • recognize silent letters in some common words • translate basic types of standard letters and emails on familiar topics • restate regulations (eg. safety) when expressed in simple language • translate the main information from simple diagrams (eg. graphs, bar charts) • summarize straightforward factual texts on familiar topics • identify details of events, feelings and wishes in letters • extract relevant details in texts • recognize significant points within texts with familiar topics 	<ul style="list-style-type: none"> • give an example of something in a very simple text using <i>like</i> or <i>for example</i> • reproduce key words and phrases from a short text within their limited competence • integrate common connectors into writing to tell a story or describe an event • illustrate a simple comparison between people, places and events • write basic email, letter, invitation with simple key details • write a description of a future event or activity

<p>Level 3</p>	<ul style="list-style-type: none"> describe an experience, giving some details of feelings and reactions use suitable phrases to invite to invite others into a discussion initiate, maintain and close simple, face to face conversation on familiar topics enter unprepared into conversation on familiar topics briefly give reasons and explanations for opinions, plans and actions repeat back what is said to confirm understanding and keep a discussion on course exchange information on a wide range of topics within their field with some confidence justify a viewpoint on a topical issue by discussing pros and cons of various opinions link a series of shorter, discrete simple elements into a connected discourse discuss detailed accounts of experiences, describing feelings and reactions summarize and give opinions on issues and stories and answer questions in detail collate information from several written sources and summarize the ideas orally define the features of something concrete for which they can't remember the word explain the main points in an idea or problem with relative precision 	<ul style="list-style-type: none"> recognize familiar topics if the speaker is clear and avoids idiomatic usage restate problem and solution relationships in informal conversation recognize examples and their relation to the idea that they support extract meaning of unknown words from context if topic discussed is familiar take messages and communicate inquiries and problems in detail identify main points of recorded material on familiar topics if relatively slow and clear distinguish between main ideas and supporting details in familiar, standard texts interpret much of everyday conversation if speakers avoid very idiomatic usage 	<ul style="list-style-type: none"> recognize examples and their relation to the idea they support locate chronological sequence in formal structured text distinguish between fact and opinion in relation to common topics identify the relationship between main point and an example in a structured text identify the main topic and related details in a structured text recognize the direct repetition of ideas as a simple cohesive device scan longer text or different in order to locate specific information identify the main conclusions in clearly signaled argumentative texts recognize the general line of an argument though not necessarily all the details 	<ul style="list-style-type: none"> write a basic letter of application with limited supporting details create simple, logical paragraph breaks in a longer text write notes of key points during a lecture on a familiar topic if delivered smoothly write a basic summary using original wording and order of short written passages produce continuous writing which is generally intelligible throughout create basic, direct relationship between a simple problem and solution take messages, communicate inquiries and explain problems summarize the main message of passages identify chronological sequence in a narrative text write a formal email/letter accepting or declining an invitation write personal email/letters describing experiences, feelings and events in details write short, simple essays with basic structure summarize and comment on factual information within their field of interest
<p>Level 4</p>	<ul style="list-style-type: none"> Deal with follow up questions with a degree of fluency and spontaneity Lead a discussion, expanding and developing ideas with little help or prompting Summarize a wide range of texts, discussing contrasting points and main themes Engage in extended conversation in a clearly participatory fashion on most general topics Carry out an effective, fluent interview, spontaneously following up on interesting replies Exchange complex information on a wide range of matters Present their ideas with precision and respond to complex lines of argument accordingly Deliver well structured, detailed presentations on a wide range of familiar topics 	<ul style="list-style-type: none"> Deduce general meaning of a passage from context in a longer, structured text Recognize speakers point of view in a structured text Follow complex lines of argument on familiar topics if signposted by explicit markers Understand main points and check comprehension by using contextual clues Follow chronological sequences in extended informal speech at natural speed Recognize the tone and intended audience of a formal presentation 	<ul style="list-style-type: none"> Recognize the repetition of ideas by substitution, paraphrasing, etc. Understand the author's purpose and intended audience Summarize, comment on and discuss a wide range of factual and imaginative texts Understand problem and solution in structured texts Scan quickly through long and complex texts, locating relevant details Identify the relevance of articles and reports on a range of professional topics Identify main topic and related details in a structured text Understand details of long, complex instructions in their field, rereading as necessary 	<ul style="list-style-type: none"> Synthesize and evaluate familiar information and arguments from a number of sources Write clear, detailed descriptions on a variety of subjects related to their field of interest Write about feelings and the personal significance of experiences in detail Develop a clear description or narrative with relevant supporting details Support ideas with relevant examples Signal problem and solution relationships in structured texts Signal cause and effect relationships in structured texts Development an argument at some length with supporting points and relevant examples

	<ul style="list-style-type: none"> Summarize orally the plot and sequence of events in an extract from film or play Deliver clear presentations highlighting significant points with relevant supporting detail Use a limited number of cohesive devices to link sequences together smoothly Express themselves confidently, clearly and politely in the appropriate register Use a wide variety of linking words efficiently to mark clearly the relationships between ideas Plan what is to be said and the means to say it, considering the effect on the recipient 			
Level 5	<ul style="list-style-type: none"> Present clear detailed descriptions of complex subjects integrating sub-themes, developing particular points and rounding off with an appropriate conclusion Express themselves fluently and spontaneously Produces smooth-flowing, well structured speech, showing controlled use of organizational patterns, connectors and cohesive devices Recites a broad lexical repertoire, including idiomatic expressions and colloquialisms, and shows awareness of connotative levels of meaning. Uses language flexibly and effectively for social purposes, including emotional, allusive and humorous usage Argue a viewpoint convincingly, responding to questions and comments and answering complex lines of counter argument fluently, spontaneously and appropriately Use contextual, grammatical and contextual clues to infer attitude, mood and intentions, and anticipate what will come next 	<ul style="list-style-type: none"> Demonstrate listening skills to summarize, activate vocabulary and identify details Infer information to produce a valid response Demonstrate listening skills to identify main ideas and supporting details to support opinions concerning various topics Compare and contrast ideas through listening for main idea 	<ul style="list-style-type: none"> Express and support and opinion in a structured text Identify the relationship between main point and an example in a structured text Explain a process through comprehensive evaluation of a given text Apply higher level reading skills to achieve greater comprehension of varied texts Employ critical thinking skills to explain content of a structured passage 	<ul style="list-style-type: none"> Write clear, well-structured text, expressing points of view at some length. Write detailed expositions of complex subjects in an essay or report underlining salient issues Write express themselves with clarity and precision, relating to the reader flexibility and effectively in an assured, personal style Maintains a high degree of grammatical accuracy, errors are rare, difficult to spot and generally corrected when they do occur
Level 6	<ul style="list-style-type: none"> Demonstrate how to use handouts in a presentation Organize your ideas using tables, radar charts and timelines Articulate an effective persuasive presentation Prepare and deliver short and longer presentations, some that will average 8-12 min in length 	<ul style="list-style-type: none"> Identify vocabulary related to various topics Evaluate various lectures and documentaries related to topics Interpret a variety of listening genres and different perspectives Evaluate passages that are 8-10 minutes in length 	<ul style="list-style-type: none"> Locate key words in a text to help you answer questions quickly Classify high level vocabulary in an academic setting Effectively skim a text for general comprehension using level appropriate texts 	<ul style="list-style-type: none"> Demonstrate introducing examples into written text Employ correct question format and use it to design a survey to collect information Write a report based on data Write definition sentences to provide essential information to readers Develop persuasive and compare/contrast essays

	<ul style="list-style-type: none">• Prepare and participate in a formal debate		<ul style="list-style-type: none">• Demonstrate an awareness of text organization in order to read more efficiently• Use the academic perspective to demonstrate an objective viewpoint• Demonstrate how to paraphrase a paragraph• Describe cause and effect and how to summarize a text	<ul style="list-style-type: none">• Illustrate how to organize in-text citations and references• Write a process essay that includes a paraphrase• Demonstrate how to express critical thinking in completed essays
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2024 - 2025 SCHOOL CALENDAR**2024 Fall I Semester**

August 19 to December 5, 2024	(16 calendar wks, 15 instruction wks; 18 hrs wk; 268 total hrs)
<i>Registration – August 12 to 15, 2024</i>	
August 19, 2024	Orientation and Classes Start
September 2, 2024	Labor Day no classes; office closed
October 2 & 3, 2024	Individual Student progress and counseling
October 7 - 10, 2024	Spring break, no classes, Staff in-service
November 27-28, 2024	Thanksgiving Day; no classes; office closed
December 2 -5, 2024	Final Exams, make ups, CASAS administration, semester ends

2024 Fall II Semester

October 14, 2024 to January 16, 2025	(14 wks; 268 total hrs)
<i>Registration – October 1 to 10, 2024</i>	
<i>10/14 to 12/5/24 Students follow the same schedule as Fall I students follow</i>	
October 10, 2024	Orientation
October 14, 2024	Classes Start
November 27-28, 2024	Thanksgiving Day; no classes; office closed
December 9- 12, 2024	Make Up Work and Classes
<i>12/9/24 to 1/16/2025 classes are day classes only, Mon to Fri 9am to 2:30pm</i>	
December 4-5, 2024	Individual Student progress and counseling
January 13-14, 2025	Final Exams, make ups, semester ends Week

2025 Spring I Semester

January 21 to May 8, 2025	(16 calendar wks, 15 instruction wks; 18 hrs wk; 268 total hrs)
<i>Registration January 13 to 16, 2025</i>	
January 21, 2025	Orientation and Classes Start
February 17, 2025	President's Day; no classes
March 5 & 6, 2025	Individual Student progress and counseling
March 10 - 13, 2025	Spring Break; no classes; Staff in-service
April 17, 2025	Easter holiday, no classes
May 5-8, 2025	Final Exams, make ups, CASAS administration, semester ends

2025 Spring II Semester

March 17 to Jun 19, 2025	(14 wks; 268 total hrs)
<i>Registration March 1 - 13, 2025</i>	
<i>3/17 to 5/8/2025 Students follow the same schedule as Spring I students follow</i>	
March 13, 2025	Orientation
March 17, 2025	Classes Start
April 17, 2025	Easter holiday, no classes
May 12 - 15, 2025	Make Up Work and classes
<i>5/12 to 6/19/2025 classes are only Day Classes. Mon to Fri 9AM to 2:30PM</i>	
May 7 & 8, 2025	Individual Student progress and counseling
May 26, 2025	Memorial Day; no school; no classes; office closed
June 18-19, 2025	Final Exams, make ups, semester ends