

**WELCOME TO  
THE ENGLISH LANGUAGE  
&  
CULTURE INSTITUTE**



**STUDENT HANDBOOK  
(Learning the ELCI Way)**

**(Revised 03/06/2020 MLH)**

# Welcome to the ELCI!

We are very happy that you decided to attend our school. While you are here, the administrators and teaching staff will do everything possible to make sure that your stay is fun and that you learn English well.

Monmouth and Albany are wonderful little towns. The people are friendly and the weather is mild all year round. When you walk down the streets, people who walk by will always greet you with a smile and a happy “Hello”. We love this area and know you will too.

To make your time here with us more enjoyable, we first need to make sure some things are understood by all of our students. That is the purpose of this Student Manual.

IF YOU HAVE A QUESTION ABOUT ANYTHING IN THIS BOOK, ASK SOMEONE IN THE OFFICE TO HELP YOU UNDERSTAND.

## MISSION STATEMENT

Connecting Students on their journey through language and culture;

Be a beacon of culture, language, and love.

C.L.I.F.F.

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# VISA STATUS

## MAINTAINING STUDENT STATUS

Students on a F-1 (Student) Visa MUST be “full-time” students. In accordance with SEVP (Student and Exchange Visitor Program) guidelines, the ELCI defines full-time students as those who attend a minimum of 20 hours of class each week.

Our Intensive English Program (IEP) includes 21 hours of classroom instruction in the four skill areas (Grammar, Writing, Reading and Listening-Speaking), plus an additional 30 minutes to one hour of private tutoring per week. To help guarantee that this attendance level is maintained by our students, the ELCI has the following policy:

Student grades and attendance are reported to the ELCI director after progress evaluations or finals. If a student’s GPA (grade point average) is below 2.0 at the end of the 1<sup>st</sup> session, he will receive a **Warning Letter**. If, after the student’s 2<sup>nd</sup> session, a 2.0 GPA has not been achieved, the student will receive a **Probation Letter**. If, after the student’s 3<sup>rd</sup> session, a 2.0 GPA has not been achieved, the student will receive a **Termination Letter**, their I-20 will be terminated and they will not receive a refund of any kind.

In summary, every student must maintain a GPA of at least 2.0. Anything below this is not acceptable.

If you have any concerns or questions about your I-20 or VISA status, please see the Director.

## MEDICAL INSURANCE

All F-1 students must have health insurance. The Aetna Policy requires any special treatments, to be approved through their office FIRST. Before obtaining medical care, call the telephone number on your card.

### **IMPORTANT!**

The cost of visits to the hospital or a doctor in the United States is very expensive. **If you do not have health insurance, or if you let your insurance stop, there is a great financial risk if you get sick or injured while in the U.S.**

# IN THE CLASSROOM

## CLASSROOM RULES

1. Try to speak English First!
2. Each teacher will tell you the rules for his/her class. If you do not understand the rules, please ask your teacher.
3. Come prepared for each class. If homework is assigned, do it. If the teacher has announced a test, prepare for it.

## TARDINESS

Coming late to the class is rude to the teacher and other students and will cause your grades to suffer. If a student is tardy more than 3 times during a session, they will be required to receive counseling from the director. If tardiness continues, the student may be required to find another school.

## MAKE-UP WORK

Each teacher will have a policy for making up work for missed class. If you are going to miss school or have already missed a day of school, you need to speak with each of your teachers to make up your work. If you will be absent, please call or email the office **BEFORE** your absence. Calling before an extended absence shows courtesy and the teachers may be more willing to allow you to do make-up work for excused absences.

**Monmouth: 503-838-0157**

**Albany: 541-918-8800**

## ACADEMIC CONCERNS

If you have questions or concerns about your classes, teachers, or progress in general, please speak with the Director or Academic Coordinator. If you believe that you are placed in the wrong English level, you may make an appeal with the Academic Coordinator, who will work with you and your teachers to determine your correct level.

## HELPFUL HINTS

All of us at the English Language & Culture Institute want you to have a successful stay in Oregon.

The staff and teachers ask that you:

Attend classes regularly. In order for you to progress quickly, attend your classes every day.

Come to class on time.

Bring your textbooks, notebooks, pens, and pencils to class every day.

Do not chew gum during class

Throw all papers in the trash cans or recycle containers.

Try to speak English First.

*If you speak only English with your friends and classmates, your English will improve tremendously. \*\*\*Remember, it is impolite to speak your native language among those who do not understand.*

# ATTENDANCE, GRADES, & PROGRESSION

## EXCUSED VS. UNEXCUSED ABSENCES

Absences may be excused when they are confirmed by a doctor's note on official letterhead or a note or phone call from Host Family. A missed class will result in zero points for Attendance and Participation for that class. However, a student may receive credit for all missed academic assignments, such as quizzes, homework, projects and exams, by:

Talking to your instructors the first day you return to class to make up missed assignments.  
Completing the make-up work on or before the due date assigned by the instructor.

**\*\* Contact your instructor to let them know you are sick or unable to attend for any reason.\*\***

## PROGRESSION

Students are expected to progress every 3 months by completing all merits at 80% or higher. A student's GPA **is not** a direct reflection of progression. Student progression is measured and determined through standardized forms of assessment recorded on **Student Merit Sheets**. Students should check their merit sheets frequently to monitor progression. Teacher recommendations and iTEP scores are also reviewed to verify progression. Failure to progress in a level after 9 months will result in termination of the student's I-20.

Head Start to High School Student placements are separated into 3 groups:

**HSHS Level 1** = iTEP below 2.0, **HSHS Level 2** = iTEP 2.0 – 2.5, **HSHS Level 3** = iTEP 3.0+

## GRADING

The following is the general grade formula which all teachers use to determine each student's final term grade:

Attendance	20%
Classroom Participation	20%
Homework	20%
Quizzes	20%
Final Exam (Progress Evaluation)	<u>20%</u>
TOTAL	100%

\*Teachers may vary the distribution of the percentages if it is appropriate to the class.

## GRADE POINT AVERAGE (G.P.A.)

A G.P.A. is determined as follows: (Each grade has a point value)

A	4	B+	3.5	C+	2.5	D+	1.5
A-	3.7	B	3.0	C	2.0	D	1.0
		B-	2.7	C-	1.7	D-	0.7

<u>COURSE</u>	<u>GRADE</u>	<u>POINTS</u>
<i>Listening &amp; Speaking</i>	A	4.0
<i>Grammar</i>	A-	3.7
<i>Writing</i>	C+	2.5
<i>Reading</i>	B-	2.7

Points for each course are added then that total is divided by the number of courses.

EXAMPLE: If Mary's course grades are:  
 $(4.0+3.7+2.5+2.7) \div 4 = 3.23$

**The grade point average is 3.23**

## ENGLISH CENTRAL

Students will watch videos from English Central as homework for their Listening & Speaking class. The number of videos assigned for homework will be determined by each teacher. Students will have English Central homework every night while studying at the ELCI. Please see the English Central flyer for more information.

## BREAKS AND TRANSFERS

### TAKING A BREAK

SEVIS requires students to study a full academic year (9 months) before they qualify to take an academic break. AFTER a student has met those requirements, no matter which school is attended, then the following rules apply:

- 1) If a student has studied for a full academic year (or more) at any authorized school, the student may count all the consecutive months they have studied toward break time.
- 2) Transfer students from other schools may count their study time at the other school toward break, as per SEVIS regulation.

### TRIPS OUTSIDE THE UNITED STATES

If you have reached a point in your study program where you qualify to leave the U.S. for a short trip, and plan on returning to ELCI, you must complete a **Departure Form** available at the front office. Please be sure your I-20 is signed by an ELCI DSO. If it is not signed, you will not be allowed to return to the U.S.

### TRANSFERRING TO A NEW SCHOOL/LEAVING EARLY

If you wish to transfer to a new school you must turn in an **Acceptance Letter** and a **Transfer In Form** to the front office. After receiving these documents, the ELCI will transfer your SEVIS record. You must also fill out an **ELCI Transfer Out form**. Contact the school you are transferring to about receiving your new I-20. Please keep in mind the transfer process must be completed within 60 days of the end date on your ELCI I-20. Students leaving their program early must fill out a departure form. Both students transferring to other schools or leaving early are subject to the Enrollment Agreement and the Refund Policy.

### EXTENSIONS

If your program at ELCI is scheduled to end and you wish to extend it, please fill out an **Extension Request Form**. You may obtain an Extension Request Form from the ELCI office.

### CHANGE OF ADDRESS

If you move anytime while you are a student at ELCI you must let the office know **WITHIN 10 DAYS**. SEVIS requires that your contact information is current. It is important that the ELCI knows your current local address and other contact information.



# ELCI RULES AND POLICIES

## SMOKING/MARIJUANA POLICY

Smoking is permitted outside the ELCI building in designated smoking areas only. At both ELCIs, there are smoking shelters located nearby. Be considerate of others and make sure you put your cigarette butts in the ashtray. We want to keep the ELCI & Oregon clean and green! The use of marijuana is absolutely forbidden on the ELCI/LBCC campus regardless of Oregon law.

**\*\*Legal age for smoking as of January 1, 2018 is 21\*\***

## ALCOHOL

The legal age for drinking alcohol in the state of Oregon is 21. Anyone under this age, who is caught drinking, could be put in jail and deported. If you are over 21 and are drinking, and there is anyone with you that is under 21, you could be arrested, put in jail, and fined or deported.

## STUDENT LOUNGE

The student lounge / recreation room is available for students to use in their free time. Please put away game materials and ping pong paddles when you are finished. Remember: be polite, show respect, no shouting, and try to Speak English in the student lounge. Also, please help us keep the room clean.

## KITCHEN

Every student is responsible for cleaning out the microwave or refrigerator if he/she makes a mess. Do not leave food in the refrigerator over the weekend or it will be thrown away on Friday after classes.

The kitchen area is available for student use anytime the ELCI is open. Please clean up after yourself. Wash your own dishes with **hot water & dish soap**, then dry your clean dishes and put them away.

## RESTROOM USE

Rules for bathroom use:

Toilet paper is thrown in the toilet, paper towels are thrown in the garbage, and used feminine products are thrown in the garbage. Be sure to flush!

Always wash your hands after using the restroom.

Keep the restroom clean.

Turn off the lights in the restroom after you have finished.

4. For safety reasons, clean up any water that you spill on the floor when washing

## **COMPUTER USE/CHROMEBOOKS**

The Chromebooks are only available for use during class time. Remember, the Chromebooks are school property and are available as a privilege; therefore, you must treat them properly or the privilege may be taken away.

### **Rules for Use of the Computers and Other Related Materials**

**No Non-English Fonts or Languages will be used.**

**No Food or Drink on the Computer tables.**

**Log Off the Computer when Finished.**

**Printing may be done by emailing teachers, you may be charged for excessive printing.**

**Absolutely No Video Games, Pornography, or Inappropriate Content will be tolerated.**

Sites containing pornography, offensive language and computer games will subject you to suspension from the computer lab for a certain period of time or indefinitely. Note that websites are periodically monitored so please browse wisely.

**Do not connect your Laptop to the ELCI LAN (local area network). Connect via Wi-Fi only.**

The ELCI has a number of computers that allow you to conduct internet research, word-process, etc. Therefore, unless approved by a staff member, there should be no reason to use your laptop using our network. You may, however, use your laptop for in-class presentations.

## **SCHOOL CLOSING DUE TO BAD WEATHER**

**Monmouth:** The ELCI follows the bad weather policy at Western Oregon University (WOU). If there is bad weather, such as snow, ice, or heavy rain and flooding, in the Monmouth/Independence/Dallas area, please go to the WOU website to find out if there is a school closure for that day. [http://www.wou.edu/admin/hr/inclement\\_weather\\_guidelines.php](http://www.wou.edu/admin/hr/inclement_weather_guidelines.php)  
Call 503-838-8026 for the audio version of this campus notice.

**Albany:** The ELCI-A follows the bad weather policy of our host college, Linn-Benton Community College (LBCC). If there is bad weather, such as snow, ice, or heavy rain and flooding in the Albany/Corvallis area, please go to the LBCC website address: <http://po.linnbenton.edu/closure> to find out if there is a school closure for that day.

**Salt Lake City:** The ELCI-Salt Lake follows the bad weather policy at University of Utah.

## **BUILDING POLICY**

The ELCI is committed to keeping the physical environment of the school comfortable and as clean as possible. Please remember to wipe your feet when entering the building. We also encourage students to join the staff in recycling soda cans, bottles and paper. Please put trash in the trash can.

## **STUDENT COMPLAINTS**

If you have any complaints or complements about the ELCI program, teachers, or staff, please speak with the Director, leave a note (signed or unsigned) in the Complaints/Suggestion Box in the lobby, or send an email to:

Monmouth - admissions@elci.us

Albany - albany@elci.us

**We want your input so we may improve our program.**

## **INFORMAL COMPLAINTS**

The student may lodge an **informal complaint** verbally with any staff member of the ELCI. That staff member will seek to resolve the problem or assist the student immediately in meeting with the appropriate staff member.

The staff member will attempt to resolve the complaint in a timely manner. If the student considers the complaint to be serious in nature, the staff member will advise the student to lodge a formal complaint and assist, as necessary.

Document conversation on Student Counseling Record

## **FORMAL COMPLAINTS**

A student may fill out a **Formal Complaint Form**, which can be obtained from the office staff. The student may meet with any member of the ELCI staff with whom they feel comfortable speaking to about the complaint. The staff member will ensure that the Director receives the formal complaint.

The Director will investigate the complaint and report to the student in writing within a week regarding what action will be taken.

A copy of the written complaint along with a formal response, outlining action taken or not taken, will be given to the student. Another copy will be put in the student's personal file in the Main Office.

## **PROMOTIONAL SERVICES**

The ELCI occasionally uses student's pictures and names for promotional purposes in flyers, pamphlets, websites, etc. If you do not want your picture used in any of these materials please - inform the director that you do not want your photo taken or used.

**If you need help with medical issues, housing concerns, etc., please feel free to contact the office.**

# ELCI ATTENDANCE & GRADE POLICY

## WARNING, PROBATION, TERMINATION

There are three levels of academic standing at the ELCI: Warning, Probation, and Termination. Students may be put on academic standing based on their grade point average.

Students with a GPA of under 2.0 will be given a letter of warning at the end of the session. This allows the students one session in which to bring up the next session's GPA to a score of 2.0 or higher.

Students who do not raise their GPA for the second session will be put on probation. Students who do not raise their GPA for the third session may be dismissed from the ELCI.

\*Students who can legitimately prove that they were absent for reasons of health or who have been given clearance for their absence by the Director will not be subject to academic standing for those days only.

\*\*Students are permitted to Appeal termination/suspension from the ELCI. It will be up to the Director whether to allow the student to continue to the next term or not. Students are not given a chance for a second appeal.

If you are terminated/suspended from the ELCI, you will have 15 days in which to find a new school or return to your home country. If you are admitted to a new school, be sure to bring or send a copy of your Acceptance Letter to the ELCI so that your SEVIS record can be transferred. Students who do not show an acceptance letter within 15 days will be terminated in the SEVIS system and MUST return to their home country.

# LIVING IN THE UNITED STATES

## CULTURAL DIFFERENCES

You will notice many differences in American culture from your own. It is important that students learn American manners, because what you think is polite might be offensive to Americans. Some helpful tips to remember:

ALWAYS say “Please” when asking for something and “Thank you” when someone does something for you.

It is impolite to speak your native language around others who do not speak your language. Try your best to speak English.

If you need help, be polite and patient.

In the United States, males and females are equal. Both should be treated with respect and courtesy.

It is polite to offer your assistance if someone needs help in any way at home, school or anywhere you see a need.

Always clean up after yourself. People who leave messes at home or at school are considered disrespectful. Do not throw trash outside or in the parking lots.

## DINING

**Monmouth:** There are many restaurants in Monmouth where you can get prepared food for breakfast or lunch.

The **YUM YUM CORNER** Drinks, snacks and limited lunch items are available at the ELCI Yum Yum Corner. During breaks and lunch only.

**Albany:** There are several places on the LBCC campus where you can get prepared food for breakfast or lunch. After 5:00 pm, however, you must use the vending machines or bring your own food. All the food services on campus are run by the culinary arts program, which generally produces very good quality food.

The **COURTYARD CAFÉ** is on the ground floor of Takena Hall and is open Monday through Thursday from 7:30am-5:00pm and Friday from 7:30am-3:30pm. The Café offers sandwiches, salads, and some hot foods.

The **COMMONS CAFETERIA** is on the second floor of the Calapooia Center and is open Monday through Friday from 10:00am-1:30pm. The Cafeteria primarily serves hot food and the menu changes weekly.

The **SANTIAM RESTAURANT** is also on the second floor of the Calapooia Center and is open from Monday through Thursday from 11:00am-12:30pm. This is a formal dining room and service is slow, so be careful about your class times. This restaurant serves gourmet meals at a low price. Call ahead to make a reservation at 541-917-4392.

The **YUM YUM CORNER** Drinks, snacks and limited lunch items are available at the ELCI Yum Yum Corner. During breaks and lunch only.

**Salt Lake City:** There are several restaurants in the general area of the school within walking distance.



## **DAYCARE**

**Monmouth & Salt Lake City:** There are no daycare facilities on campus.

**Albany:** There is a service called Family Connections that offers referral services to help you find local daycare. Their number is 541-917-4899. There are no daycare facilities on campus available for ELCI Students.

## **TRANSPORTATION SERVICES**

### **Monmouth:**

CARTS Bus (Dallas, Monmouth, Independence, Salem)	503-585-5187
HUT Airport Shuttle (Salem to Portland)	503-364-4444
AMTRAK (Train) (Salem)	800-872-7245
Greyhound Trailways Bus Line (Salem)	503-362-2428
Central Valley Taxi Service (Call Ray)	503-420-8468

### **Albany:**

Albany Transit (buses)	541-917-7500
AMTRAK (Train)(Albany)	800-872-7245
Orange Taxi	541-979-6622
Other One Taxi	541-936-2939
Greyhound Trailways Bus Line (Corvallis)	541-757-1797
HUT Airport Shuttle (Albany to Portland)	503-364-4444
Oregon Express Shuttle	541-207-0498

### **Salt Lake City:**

Public Transportation	801-743-3822
AMTRAK (Train)	801-322-3510
Yellow Cab	801-521-2100
Ute Cab Company	801-359-7788
City Cab	801-363-5550
Hall Utah Airport Shuttle	801-803-8988
Greyhound Bus Line	801-355-9579

## **CARS**

**Driver's License:** You must have a valid driver's license to drive in Oregon. You do not need an Oregon driver's license if you are a non-resident 16 years old or older currently licensed in your home country or if you have and *International Driving Permit*. However, if you buy a car in Oregon, you must get an Oregon driver's license and obtain car insurance immediately. NEVER drive without insurance.

**Traffic Tickets:** If you receive a ticket for speeding or for any other reason, you can pay the penalty online. You do NOT need to go to court to pay the fine.

**Automobile Insurance:** You must have liability insurance to drive a motor vehicle registered in Oregon. Liability insurance means you can pay for damages you cause to others up to a set amount.

**DRIVING UNDER THE INFLUENCE OF ALCOHOL OR DRUGS IS PROHIBITED IN THE UNITED STATES AND IS PUNISHABLE IN THE STATE OF OREGON BY LICENSE SUSPENSION, FINES, IMPRISONMENT & CONFISCATION OF VEHICLE.**

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**BICYCLES**

Bicycle riders must obey the same rules as car drivers.

1. Ride on the right hand side of the road.
2. Ride on the road, not on the sidewalk.
3. Stop at traffic lights and stop signs.
4. Give the right of way to pedestrians.
5. Riders under 17 must wear a helmet.

***Avoid theft! Lock your bicycle whenever you leave it.***

**U.S. POST OFFICES & SERVICES**

**Monmouth:**

Monmouth Post Office	503-838-1031
Independence Post Office	503-838-1600
Independence UPS (True Value)	503-838-1255
Dallas Post Office	503-623-2146
Dallas UPS (Tipps)	503-623-9495
Salem Post Office	503-370-4700

**Albany:**

Students may have mail sent to the ELCI for pick-up and you may also purchase stamps and mail your letters from the office. Remember, postal rates vary according to country, so please check with the post office for the international rate.



## HOMESTAY

The homestay experience provides an excellent opportunity to use English in a natural environment every day. Your American homestay family will think of you as another member of their family rather than as a guest, therefore, it is important to understand that in America every member of the family takes part in daily chores (small jobs) and assisting each other. Here are a few common courtesies that should be followed in order to make your stay with your family a pleasant one:

Respect the family's rules.

Treat your host parents as if they were your own parents. If they ask you to do something, be respectful and do it.

Call your family when you are going to be home late so they don't worry about your safety.

Limit showers to less than 15 minutes.

Keep your bedroom clean at all times and make your bed each morning.

Be considerate of others.

Students are responsible for the following expenses while living with a Host Family.

- toiletries, such as shampoo, razor, special soap 1, (if desired)
- bus pass (Monmouth)

Remember, if you have any problems with or questions about your homestay, don't hesitate to ask the Homestay Coordinator. They are here to help you!

## **CULTURAL & EXTRACURRICULAR ACTIVITES**

### **CULTURAL ACTIVITIES:**

As a value-added service to the students, the ELCI will provide social and recreational activities that reflect the American culture. Activities will be conducted weekly typically on a Friday or Saturday. Be sure to enjoy these opportunities.

**\*\*See our online Calendar\*\***

### **EXTRACURRICULAR ACTIVITIES:**

#### **Monmouth:**

There is always some way that you can become involved in activities that are happening in the Monmouth area.

The bulletin board in the ELCI entryway will have the most up-to-date lists of community information. If you have any questions on how to get involved ask the ELCI office.

There are also many other activities which you can attend. Theater productions, musical performances, dances and sporting events are all available for you to attend and enjoy. Posters on the bulletin boards often advertise these events.

#### **Albany:**

It's easy to become involved in the many activities that are happening in the Albany area and at LBCC.

There are many activities which you can attend. Theater and musical productions, dances and sporting events are all available for you to attend and enjoy. Information about these events is available at the ELCI and on LBCC's campus.

There are also various sports fields and courts on campus. Equipment for basketball, tennis, volleyball, soccer, etc. can be checked out with your student ID card in the laundry room at the Activities Center on campus. If you are using a volleyball, basketball, or tennis court, please make sure there is no class being held before you enter.

## **GET INVOLVED!**

## **MAKE THE MOST OF YOUR STAY HERE!**