

Main Street Schoolhouse Language Institute



Student Handbook

2019

(513) 868-0999

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Electronic Version of this Student Handbook can be found at www.msshouse.com

Who We Are

Our Mission

Main Street Schoolhouse Language Institute is a unique multicultural school that prepares postgraduate international students to attain English skills in small interactive classes to continue their professional goals in U.S. Universities or to excel in their career choice, and provides activities and services that promote friendship and cultural transition.

Our Vision

To become a leading language institute in Ohio by setting the standards of excellence in unique curriculum design and promoting cross-cultural understanding.

Our Core Values

- Love
- Respect
- Empathy
- Honesty

School Hours

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
9am-9pm	9am-9pm	9am-9pm	9am-9pm	9am-9pm	Closed	Closed

Orientation

The purpose of our Orientation Event is to get students connected with their new school, to familiarize them with the policies, mission and vision of Main Street Schoolhouse Language Institute. Orientation is intended to provide a time where students can get their questions answered about the school, classes, and services. It also provides a chance to meet and speak with their teachers and advisors before beginning their classes, and to meet other students.

Orientation Agenda

At Orientation you will

- Register for classes
- Learn the policies for Main Street Schoolhouse Language Institute
- Create your Google School account
- Create your Engrade account
- Pay and get your student I.D. made
- Purchase textbooks
- Update your contact information
- Have a chance to meet your teachers
- Meet other students

2019 Term and Orientation Schedule

Main Street Schoolhouse plans an Orientation Event at the beginning of each quarter. The student's attendance at Orientation is **MANDATORY** in order to register for classes in the corresponding term.

Winter Quarter

Orientation: January 14, 2019 -- January 18, 2019

Classes: January 22, 2019 -- April 5, 2019

Spring Quarter

Orientation: April 15, 2019 -- April 19, 2019

Classes: April 22, 2019 -- June 28, 2019

Summer Quarter

Orientation: July 1, 2019 -- July 5, 2019

Classes: July 8, 2019 -- September 13, 2019

Fall Quarter

Orientation: September 16, 2019 -- September 20, 2019

Classes: September 23, 2019 -- December 13, 2019

**** A Student may not enroll or change classes after the second week of the academic quarter ****

2019 Academic Calendar

You are strongly encouraged to schedule personal vacations on the days listed in red

January 1 to January 11	Winter Break	No Classes. Office hours by appointment only.
January 14 to January 18	Winter Quarter Orientation Week	Office hours by appointment only. No Classes.
January 21	Martin Luther King Day	School Closed; No Classes
January 22	Winter Quarter Classes Begin	Winter Quarter Begins
February 1	Last Day to enroll or change classes	Registration closes at 9pm
February 18	President's Day	No Classes
April 3 to April 5	Winter Quarter Final Exams	All Students must test at this time
April 5	Winter Quarter Ends	Winter Quarter Ends
April 8 to April 14	Spring Break/Easter Break	No Classes
April 15 to April 19	Spring Quarter Orientation Week	Limited Office Hours (By appointment only); No Classes
April 22	Spring Quarter Classes Begin	Spring Quarter Classes Begin
May 3	Last Day to enroll or change classes	Registration closes at 9pm
May 27	Memorial Day	School Closed
June 26 to June 28	Spring Quarter Final Exams	All Students must test at this time
June 28	Spring Quarter Ends	Spring Quarter Ends

July 1 to July 3	Summer Quarter Orientation Week	Limited Office Hours (By appointment only); No Classes
July 4	Independence Day	School Closed
July 5	Summer Quarter Orientation Week	Limited Office Hours (By appointment only); No Classes
July 8	Summer Quarter Classes Begin	Summer Quarter Classes Begin
July 19	Last Day to enroll or change classes	Registration closes at 9pm
September 2	Labor Day	School Closed
September 11 to September 13	Summer Quarter Final Exams	All Students must test at this time
September 13	Summer Quarter Ends	Summer Quarter Ends
September 16 to September 20	Fall Quarter Orientation Week	Limited Office Hours (By appointment only); No Classes
September 23	Fall Quarter Classes Begin	Fall Quarter Classes Begin
October 4	Last Day to enroll or change classes	Registration closes at 9pm
October 14	Columbus Day	No Classes.
November 11	Veterans Day	No Classes.
November 27 to November 29	Thanksgiving Break	School Closed
December 2	Classes Resume	Classes Resume
December 11 to December 13	Fall Quarter Final Exams	All Students must test at this time
December 13	Fall Quarter Ends	Fall Quarter Ends
December 16	Winter Break Begins	School Closed

Staff Directory

Main Street Schoolhouse Language Institute (513) 868-0999		
		
Name	Position	E-mail
Karen Cocina	Director	cocinaka@msshhouse.com
Miguel Reyes	Accountant	reyesmi@msshhouse.com
Evelyn Sanchez	IT Manager	sanchezev@msshhouse.com
Natalya Zaytseva	Records and Office Support	zaytsevana@msshhouse.com
Slava Ryumin	Administrative Assistant	info@msshhouse.com
Mohamed Kefala	ESL Teacher	kefalamo@msshhouse.com
Nabaz Kareem	ESL Teacher	kareemna@msshhouse.com
Alicia Roberson	Life Counselor	alicia@urfocused.com

Vacation Policy

New Students and Transfer-In Students: New students and transfer students may not take any vacation until they have been enrolled in our school for three (3) months.

All Students: All Students requesting a vacation must fill out the vacation request form found at: http://msshhouse.com/?page_id=1541 Please keep in mind that your vacation form must be submitted at least a week before your requested date AND it must be approved by an advisor. You must pick up a printed copy of your confirmed absence form and then take it to every teacher for them to sign. You are responsible for arranging plans with them regarding makeup work, which needs to be completed in order for you to successfully pass the course. Once this is done, you will return this form to the main office. We strongly advise that your vacations match our school calendar. You only have a month of vacation outside our school scheduled times, after that your absences will be unexcused and can risk your student status.

All Vacations will appear on Engrade under the code (V) and you can only have 20 code Vs in one academic year.

Attendance Policies

**** ALL STUDENTS MUST ATTEND THEIR SCHEDULE CLASSES AND COMPLETE THE HOURS REQUIRED BY SEVIS IN THE BUILDING ****

Applying to our school

Due to an increase in numbers at our school, we will only accept applications during the last three weeks of the academic quarter, for students to begin classes the following quarter. We will allow a "late application" period during the first two weeks of the academic quarter, which will allow the student to enroll in that academic quarter if the student is accepted. You are welcome to apply for acceptance into our school but please keep in mind that you will not receive an answer until the last three weeks or the first two weeks of the academic quarter, whichever comes first. Please check our Facebook page and School website for the dates of our open application and acceptance periods each quarter. Bridge students need to arrange plans by contacting the main office.

Attendance Policy

Students are expected to study for a total of 18 hours as this ensures your academic success at Main Street Schoolhouse Language Institute. Don't forget that students who do not meet this requirement are "out-of-status" and students can lose their I-20 and lose their student status for this reason.

Students will be allowed a total of five "Unexcused Absences" (UA mark on Engrade) per academic quarter. This is a total of one week per academic quarter. If the student has a 6th unexcused absence, the student will be placed in academic probation and will have to meet with an international advisor regarding the next steps.

If you are late to school, you will be required to sign in to the main office and obtain a pass. A total of 3 tardies (T mark on Engrade) is equal to one unexcused absence at our school.

If you need to leave early, you will be required to sign out at the main office. A total of 3 Early Releases (ER mark on Engrade) is equal to one unexcused absence at our school. An Early Release is considered any time that you leave after second period, if you leave prior to that it will be marked as an Unexcused Absence (UA).

If you are missing during any of your classes without your teacher knowing where you are, you will be marked UA for the entire day.

There are 2 kinds of absences—excused and unexcused. Excused usually refers to being sick (with doctor's notice), family emergencies such as death or severe illness or court trials and unexcused refers to going to appointments and doing personal business during class hours, which should be avoided.

If you have any special circumstances that need to be considered, please make an appointment with an international advisor and ensure that they record your attendance on Engrade before you leave the appointment.

If a pattern of excessive attendance continues, you will be put on "probation," and you will be given a "Probation Notice." If you do not begin attending regularly again, you will be listed as "out-of-status," and the next step is to terminate your I-20.

Snow Days and Dangerous Weather Policy

The quickest way to find out information regarding class cancellation is on our Facebook page. Please be sure to be "friends" with us on Facebook at "Main Street Schoolhouse". Your teacher will also notify you via Engrade/E-mail and assign you the appropriate work that you need to complete to make up for class that day. Please note that an e-mail will be sent out in case class is cancelled so we strongly suggest that you check your email daily. Please make arrangements and communications directly with your teacher. In the event of a snow day, we follow the schedule outlined by Butler County. If any Butler County Schools are closed, we are closed as well. If they are open, we are open. The most efficient way to find out information regarding snow days is to also check our Facebook page. We realize that many of our students are commuters from places that are far away from Hamilton, OH. If you are sure you cannot come to class due to weather please contact the main office.

Maximum Length of Programs and Repeating Levels and Courses.

Please be advised about maximum lengths of study that our Programs offer, so that you can achieve your educational goals in a timely manner.

Progressive English

The normal maximum length of Progressive English Program is 6 quarters, which equals to 1.5 years of study. Students are allowed to retake each course only 1 time. Consequently, the extended maximum length of the

Progressive English Program may reach no more than 12 quarters, which equals to 3 years of study. The maximum time for Progressive English students to remain in one ESL level is 4 quarters, which equals to 1 year of study. Repeating ESL levels is not allowed after 1 year.

Academic Program

The normal maximum length of Academic Program is 8 quarters, which equals to 2 years of study. Students are allowed to retake each course only 1 time. Consequently, the extended maximum length of the Program may reach no more than 16 quarters, which equals to 4 years of study.

Bridge Program

The Bridge Program has 6-month limit. Students may apply for a short extension (no more than 3 months) if they need to retake tests or finish college entrance requirements. Such extension must be approved by International Advisor and Director.

Personal Emergencies and Health Issues

In the case that a personal emergency should arise, please contact the International Advisor AND your teacher immediately. This will not count against you but you will be asked to provide documentation for your personal emergency. Personal emergencies do not include: personal doctor appointments, driving tests, work meetings and any other event that can be scheduled at a time when classes are not taking place.

Vacation Requests

Students, **before** you “plan” your trip and buy your tickets, keep this in mind: MSS has some regular “set” vacations, so try to schedule your absences during those times. Check the school calendar for the long winter/Christmas break, and the spring-time/Easter break. There are also some Monday vacations which give you a long week-end break. Taking off more time means missing your scheduled classes, which you will have to make up when you return, or it might mean you will have to extend your class.

Please talk to the international student advisors if you have an emergency or important personal business. First, you will have to fill out a form on-line called the Absence Request Form. Then wait to see if the request is granted or denied. If the request is granted, you will need to obtain a signature from all of your teachers and return the form to the main office.

Important: You may not leave the school and go out of the country without filling out the Absence Request Form (for a vacation), or a Withdrawal form (if you are not coming back). If you just leave, your I-20 will be terminated in SEVIS, for “unauthorized withdrawal.” **YOU MAY NOT LEAVE AND THEN FILL OUT THE FORMS. YOU MUST GET YOUR VACATION APPROVED BEFORE LEAVING.**

Religious Holidays

Since MSS is a multi-cultural school, with international students from many diverse countries, we respect the religious holidays of our students, and we allow religious holidays. Just like any other absence request, however, you must fill out the Absence Request form. We will honor it and will record this attendance on Engrade as Excused Absence (EA code on Engrade). We understand the high number of students who celebrate Ramadan at our school. We will allow that absence but only for the period of one month. You may not request more than one month absence for this holiday.

Please plan accordingly as this will be your month vacation allowed during the year.

Tuition and Payments

Tuition payments are always due the 1st day of the month until the 5th day of the month. After this a \$50 late fee will be applied. International students can lose their student visa status if they cannot make their tuition payments. If you

If you become 2 months behind on your tuition, you will get an “out-of-status” letter from our financial office, and if you cannot resolve this problem, the next step is terminating your I-20. Out of status students cannot transfer to another school until the past bill is paid, because a college or university will not accept you as a student if you are out of status from non-payment of tuition.

If you have suffered a medical or other emergency that was the cause of the non-payments, please report this immediately, and bring evidence to the international advisor, who might be able to adjust your bill, for example, to give you a medical leave (vacation for illness reason) and not require payment for that medical leave.

Student housing payments are also due the 1st day of the month. Students who cannot make their monthly payments will be asked to move out of the house to make space for people waiting for a room.

Payment methods

- Online: Pay on the school website with a Visa card.
- Credit and Debit Cards: You can come to our school and pay with an administrator.
- In person: Pay with cash or personal check at MSS Administrative Office.
- By mail: Send a check or Money Order to MSS address: 200 North F St, Hamilton, OH 45013 (We are not responsible for any sort of money that is lost in the mail).
- International bank transfers: Call MSS administrative office to get information.

Refund Policies

- The application fees are non-refundable.
- There is no refund for the first session (first month) but any advanced sessions will be refunded if the student has withdrawn or otherwise unable to attend.
- The refund due date is 30 days after the Withdrawal Form is signed.
- There will be no refund for absences due to weather or other absences.
- The SEVIS fees are paid to the government, so they cannot be refunded.

Online Payments

1. Type **msshouse.com** on the search bar of your browser.
2. Scroll down and make click on “Payments”
3. Make click on the service that you want to pay for and fill out the corresponding fields.

Remember, we have a lot of students with similar names, It is very important to write your complete name.

a. **Books:** To buy a book required for your class

1. In the amount box, put how much you will pay.

b. **Tuition:** To make your monthly tuition payment

1. In the amount box please enter the amount of your monthly tuition.

c. **Fedex fee:** To pay a Fedex charge to send documents

1. Select the country where our director will send the documents. If the country is not on the list, please contact our secretary.
2. In the amount box, put how much you will pay.

d. **Student Housing Rent:** To pay your monthly room charge

1. In the amount box, please enter the amount you will pay
- e. **Other payments:** To pay for something different
1. Please describe what you are paying for
 2. In the amount box, please enter the amount you will pay.
- f. **Registration:** To pay a registration fee to join this school
1. In the box, put the amount you will pay.

After you fill out blank spaces, click on “Add to cart”

1. Click on “Proceed to Checkout”
2. All our online payments have a 2.5% extra charge. It is a Paypal fee.
3. Fill out the student information to make the Payment.
4. When you put the zip code information, the page will update and show your final total.
5. When you finish, scroll down and make click on “Check out”
6. When you see the next screen, it will indicate that the payment was successful, and the student and director will receive a verification e-mail

Student Withdrawal/Transfer Out

Withdrawal

This means you are leaving this school to return home to your country, or to transfer to another school or college. You need to document this by filling out the Withdrawal Form on the website. (Link: http://msshouse.com/?page_id=1547).

Changing schools

If you are transferring out of MSS to attend another school, you need to fill out the online Transfer-out form, (Link: http://msshouse.com/?page_id=528) and attach the new school’s Transfer form, and your Acceptance/Admission form to attend that new school. Our international advisors will sign and send back the new school’s Transfer form, and when it is verified that the new school accepts you, we will release your I-20 to the new school. At that point, the new school will make you an I-20 for their school.

Advice related to transferring out

When you apply to a new school, they send us their Transfer Form to check on you, to see if you are attending school and paying your tuition. If you are a student who owes this school back tuition payments, you are “out-of-status,” financially. If you have not been studying your required classes, you are “out-of-status,” academically. The new school does not want to accept you if you are out-of-status, which means if you want to transfer to your new school or university, you must quickly fix your out-of-status issues. If you do not do that, MSS will transfer you to that school in terminated status, and that means your I-20 is no good. Most schools do not want to accept terminated status students. So please try to keep a good record at MSS so you will be able to take your next step in your educational plan.

Final Transcript

Another transfer out requirement is usually a Transcript. The best way to have a good transcript is to finish your classes to get your grades before you ask to transfer out. Also remember that our staff has to make your transcript, and we are too busy to do it in one day! So please ask in advance.

Student Services

Opening a Bank Account

If you want to manage your finances significantly easier, having a US bank account is the best way to do it. With a US bank account, you can deposit your financial aid, loans and money from home.

You will need to bring:

- A letterhead showing the local address – i.e. utility bills or apartment contract
- Unexpired passport
- I-94 card
- I-20, DS-2019 or I-797 approval notice
- Any secondary form of identification (student ID card, state driver's license)

Enrollment verification letter from your school.

You will also need the funds you want to deposit and open the account with. Every bank has slightly different requirements, so make sure you ask beforehand so you don't forget something you need.

Driving in the US

When to get your first driver license

International students in America can get a U.S. driver's license. You may want to apply for a driver's license right away, but you must be patient:

1. Wait ten days after you arrive in the United States. These ten days allow time for all the government databases to update with your arrival information. Talk to your Designated School Official (DSO) about your state's driving rules and regulations.
2. Make sure you are in active status in SEVIS. SEVIS is the database that manages information for all F and M students and J exchange visitors in the United States. Your DSO activates your record in SEVIS when you register for classes or check in for a program. Talk with your DSO before you apply for a license to make sure you are active in SEVIS.
3. Wait two days after your DSO activates you in SEVIS. You should wait at least two business days before you apply for a driver's license to ensure that the non immigrant's Active status updates in all relevant databases.

Several states require that a nonimmigrant have at least six months left on the Form I-20, to be eligible for a driver's license. Either consult with the state or territory's DMV or visit its website to see if this is a requirement

What Documentation must an F-1 student present to the BMV?

1. Valid passport with visa (if applicable)
2. Form I-94 (Arrival/Departure Record)
3. Form I-20 (For an F student)
4. Form I-797 (Notice of Action in cases of change of status)

Does an F-1 student need a Social Security Number to apply for a driver's license?

No, an F-1 student does not need a SSN.

How to register your vehicle:

- Present proof of ownership (Certificate of Title)
- Provide your Ohio's driver license
- Proof of car insurance
- Pay all applicable fees and taxes.

Why it is important for international students to have health insurance?

Health insurance is not only a smart idea for international students to have but it can protect you from financial burden if an unexpected illness/injury should happen.

Even though health insurance is optional at MSS Language Institute, we totally recommend to have one because:

1. There is no national or free public medical assistance. In the U.S. to have access to low-cost or public health care is very limited. Generally, international students are not eligible for most programs.
2. Medical care is expensive. A visit to the emergency room can cost you thousands of dollars. Having health insurance will lower your medical costs significantly.
3. International students are responsible for their own health insurance and health care costs.

Where do you get health insurance?

There are several private companies that offer health insurance for international students, but we recommend visiting these two websites listed below. They can design a plan that fit for you.

- International Student Insurance
- ISO Insurance

For more information visit the “student services area” on our website or please see Giuliana in the main office.

Dental Insurance

We strongly recommend you to have a regularly dental check-up and cleaning at least twice a year to maintain good and strong teeth. You need more than brushing and flossing every day. Again, without dental insurance the cost of these procedures can quickly add up. Also, when dental incidents arise and you need more treatment to your teeth and gums than simple preventative measures, you could be looking at a very high bill. One of the more common dental procedures referred to as fillings, root canals and extractions can cost several hundred or even several thousands of dollars.

Where do you get dental insurance?

- Humana
- Discount Dental Plans

Social Events and Activities

Social events are planned and implemented exclusively for students. Some events may extend to family or other guests of students.

One or two social events are scheduled by month, according the special holidays. MSS Language Institute may choose to fund or partially fund events. All participation and payment for events are completely voluntary on the part of students. None of the events sponsored by MSS Language Institute include the consumption of alcohol. The school is also a free-smoke environment.

There is a monthly activities calendar showing two types of activities or events: School events and activities or events around the city, which students can attend by themselves or with their classmates.

The main objective of our social events is involve the international students with the American culture, and also to discover the benefits of living in a diverse community and the importance of learning and engaging with others different from themselves.

Philosophy of Teaching

We basically believe that if students are learning well, we are teaching well, and the reverse, if students are not learning, then teachers are not teaching. Therefore, we have built “success” into our curriculum style, and students who follow

our program will truly benefit by it. Our Progressive English series and the supporting classes offer the highest limit of word contacts necessary for memory retention, which build a strong English language foundation. This makes it easier to perform successfully in the higher level academic classes.

We like all our students to have high grades, and we do everything possible to help everyone achieve those high grades. For example, we allow students to retake tests until they get the highest score, and get missed class homework and turn it in. Initial and Final Exams may not be retaken as those are intended to show academic growth.

Terms

Main Street Schoolhouse Language Institute operates on a quarterly schedule. This schedule offers courses for students at all levels, from beginners to postgraduate. Course listings will be available up to three weeks before each quarter begins.

Changing or adding classes

In order to ensure the academic success of our students, we will allow students to change courses two weeks after the start date of the quarter. Dates are posted in the academic schedule. After two weeks, rosters will not be changed and students will be accountable to be in the class that they have enrolled. If a student wishes to change courses, the student must talk with his current teacher and fill out the form provided by the date and time listed in the academic schedule. Please keep in mind that requests can be denied based on student proficiency and/or class sizes.

Grading Scale

Letter	%	GPA		Letter	%	GPA
A+	100	4.0		C+	79	1.9
	99	3.9			78	1.8
	98	3.8			77	1.7
	97	3.7			76	1.6
	96	3.6		C	75	1.5
A	95	3.5			74	1.4
	94	3.4			73	1.3
	93	3.3			72	1.2
	92	3.2			71	1.1
	91	3.1		C-	70	0.9
A-	90	3.0		D+	69	0.8
B+	89	2.9			68	0.7
	88	2.8		D	67	0.6
	87	2.7			66	0.5
	86	2.6		D-	65	0.5
B	85	2.5		F	64	0
	84	2.4		F	BELOW	0
	83	2.3				
	82	2.2				
	81	2.1				
B-	80	2.0				

Progressive English Progression Chart

How many Progressive English classes should a student take, and how long does it take to finish Advanced ESL level at Main Street Schoolhouse?

Normally, a student completes 2 quarters in each level, 2 Beginners, 2 Intermediates, and 2 Advanced, or a total of 6 quarters if a student begins at the first level of Beginners. The requirement for passing each quarter is to score 87% on the Post test. A transfer student may be placed at a higher ESL level and the student will continue the chart until passing the Advanced level. Students who seriously fail the quarter resulting from bad academic behavior will be placed on Academic Probation, as described in the policy below.

*Passing all three levels is a requirement for enrolling in the Academic Program

Pro E. 1.1			Pro E. 1.2			Pro E. 1.3		
Beginner	Intermediate	Advanced	Beginner	Intermediate	Advanced	Beginner	Intermediate	Advanced
1 quarter			1 quarter			1 quarter		
Pro E. 1.4			Pro E. 1.5a			Pro E. 1.5b		
Beginner	Intermediate	Advanced	Beginner	Intermediate	Advanced	Beginner	Intermediate	Advanced
1 quarter			1 quarter			1 quarter		

Academic Program

To enroll in this program, students must pass the advanced level of ESL. The Program is one level and there are 8 classes, enough for 2 years of study, and the classes are rotated. Students would benefit from at least 3 quarters for college prep. It is permitted to retake any of these classes one time to reach higher competencies. Therefore, the maximum length of time students can be in Academic Program is 4 years.

1 quarter	1 quarter	1 quarter	1 quarter
Academic Writing I	Academic Reading 1	IELTS Test Prep	Content Area English
1 quarter	1 quarter	1 quarter	1 quarter
Academic Writing 2	Academic Reading 2	TOEFL Test Prep	Special Class: Public Speaking

How long are the English classes?

All classes are scheduled for 18 hours per week, and a quarter duration.

What constitutes failing a class, and what happens if a student fails a class?

The student's teacher gives grades for doing assignments, projects, quizzes, and final tests. A final grade report that shows a grade below 65 is failing. A student also fails the ESL level by not achieving the Pass Target score on the PostTest. A student will not receive a credit for a failed class, and the student will have to remain in the same ESL level. There are also other consequences, explained below.

Passing Requirements for Progressive English Program

Students must try hard to achieve 87% or higher on the Progressive English Post Test in order to pass the quarter session. Students have to pass 2 Progressive English quarters in their ESL level before they can move up to the next ESL level. Students preparing for college or university should try to pass each level in only 2 quarters. Non-college bound students can continue for longer time in their ESL level, but only if they are improving, as determined from the Pre-test. School policy permits students to re-take any class one time. Therefore, the maximum time a student could be in the Progressive English program is 12 quarters, or 3 years.

Consequences for failing classes in Progressive English and Academic Program

Students who seriously fail the class for unexcused absences and poor study habits will be put on Academic Probation and given a chance to begin the next quarter for 2 weeks, and if academic achievement is not improved during those 2 weeks, they will be terminated at the end of the 2-week probation period, or at any future time when poor academic behavior is once again exhibited. Any of these students can be terminated at the end of the first week if they are not attending or doing class assignments. A non-college bound student who does not pass or nearly pass the target for reason of poor academic behavior will also be put on Academic Probation, with Termination results as described above.

Academic Honesty Policy

Academic dishonesty is defined as engaging or attempting to engage in any activity that compromises the academic integrity of the institution or subverts the educational process, including as a means to complete or assist in the completion of an academic assignment.

An academic assignment is defined as the submission or presentation of any student work for evaluation, grade, or academic credit. This includes, but is not limited to, assignments in courses, proficiency waiver exams, and portfolios of research submitted to earn academic credit. This definition applies to work submitted face-to-face or through online or electronic means and work submitted for face-to-face, hybrid, and online courses.

Academic dishonesty includes, but is not limited to, the following acts.

Acts of academic dishonesty

a. Cheating: using or attempting to use or possessing any aid, information, resources, or means in the completion of an academic assignment that are not explicitly permitted by the instructor or providing such assistance to another student.

Examples of cheating include, but are not limited to:

- Possessing, referring to, or using in any way unauthorized textbooks, notes, study aids, crib/cheat sheets, or other information during an academic assignment, in paper, electronic, or other format;
 - Looking at or using information from another student's work during an academic assignment;
 - Receiving assistance from another individual in any academic assignment when not explicitly permitted by the instructor;
 - Utilizing or soliciting another person to complete any portion of an academic assignment in place of oneself or submitting the work of another person as one's own;
 - Completing or participating in the completion of any portion of an academic assignment for another student to submit as his or her own work, including taking a quiz or an examination for another student;
- b. Plagiarism: presenting as one's own the work, the ideas, the representations, or the words of another person/source without proper attribution.

Examples of plagiarism include, but are not limited to:

- Submitting material that in part or whole is not entirely one's own work without accurate and appropriate citations and attribution (including appropriate use of quotation marks);
 - Using the words, ideas, or structure/sequence of another person or source without accurate and appropriate citation and attribution (including the appropriate use of quotation marks).
- c. Fabrication: falsification, invention, or manipulation of any information, citation, data, or method.

Examples of fabrication include, but are not limited to:

- Presenting false or invented information in any academic assignment;
 - Inventing or inaccurately presenting citations or sources.
- d. Unauthorized collaboration: working with another individual or individuals in any phase of or in the completion of an individual academic assignment without explicit permission from the instructor to complete the work in such a manner.
- a. Misrepresentation: falsely representing oneself or one's efforts or abilities in an academic assignment.

Examples of misrepresentation include, but are not limited to:

- Utilizing another person to complete any portion of an academic assignment in place of one's self;
 - Having another individual sign-in for a course to record one's presence or participation in a class.
- f. Gaining an unfair advantage: completing an academic assignment through use of information or means not available to other students or engaging in any activity that interferes with another student's ability to complete his or her academic work

Examples of gaining an unfair advantage include, but are not limited to:

- Taking pictures of, making copies of, or reproducing any academic assignment materials when the instructor has indicated that those materials are not to be copied or reproduced in any form;
- Obstructing or interfering with another student's academic work or ability to gain access to information to be used in the completion of an academic assignment;
- Taking another student's work without his or her knowledge;

- Removing academic assignment materials from an instructor's office, classroom, computer, or any other classroom space (physical or virtual/electronic);
- Violating the procedures described to maintain the integrity of an academic assignment.

Attempts to engage in any of the above actions will be treated the same as completed acts.

Adapted from: Miami University, Academic Dishonesty Policy

Engrade

Engrade is our current platform for teachers to track attendance and student grades. You can access your attendance and grade records on this page. Teachers will post assignments using this platform. If you need help using your Engrade account please contact the school and an instruction manual will be provided for you.

How to create your Engrade account

Your Engrade account will be created for you at orientation or at the time that you register. You will receive an email from Engrade notifying you that your account has been created. Please follow the instructions provided there to finish setting up your account. We will do our best to have your Google and Engrade usernames match up but we are not always able to do so. If you have any problems please see one of your teachers.

How to Log-In

To access your Engrade account please go to: engradepro.com and follow the login information to access your account.

Engrade Expectations

Engrade will be the absolute best place for you to stay up to date on anything taking place in the classroom. Use Engrade to communicate with your teacher on when you will be absent, to get questions answered, check grades and attendance. It is expected that you check Engrade regularly to ensure your academic success.

Google Mail, Google Drive and Google Classroom

Your Google Account will be created for you at orientation or at the time that you register. A page with instructions will be given to you. It is highly important that you check your email **daily**. This e-mail account will allow you to submit assignments using Google Drive and Classroom which teachers who will begin merging more technology into their academic instruction as means to prepare you for college level classes.

Technology Fee

Technology has been a great tool for our students here at Main Street Schoolhouse Language Institute. Students are required to each year pay a technology fee of **\$50** as this helps pay for your Engrade and Google accounts. These are services that you are paying for and you will be **required** to use them. You may pay this fee at orientation, on our website (by selecting technology fee) or in person here at the school.

E-Learning Support

How E-Learning works

E-learning is powered through Moodle from our school website. Moodle also electronically enhances your classroom experience by providing you a way to study your classes from the comfort of your own home.

Class Offerings

- Reading Lab
- Read and Spell
- Progressive English vocabulary

How do you Enter E-learning?

1. Type msshouse.com on your browser
2. Click on “Intensive English Program”.
3. Click on “E-learning portal”
4. Log in using your username and password

How can you sign in for online classes?

1. Write your username and password in the appropriate boxes
2. Click on “Login”.
3. After that, you will see a window like this:

Creating a New Password:

Note: The password must have a minimum of 8 characters

- At least 1 number (1,2,6,8)
- 1 small letter(s) (a,b,c)
- At least 1 big letter(s) (A,B,C)
- At least 1 symbol(s) (#,\$,*)

Example: Student123\$

How do you make a new account?

1. If you didn't receive an e-mail please send one to advisor@msshouse.com as your account will need to be authorized by her.
2. If you received an email with your username and password you may begin using it immediately.

How can you enroll in classes?

1. After signing in, click on “continue”
2. Click on the class that you want to enroll in
3. Click on “Enroll me”
4. To enroll in more classes, click on “home”
5. Go to the bottom and select another class.

Read and Spell

1. Click on the lesson you need to study

Read and Spell Lessons

1. To study the lesson, make click on “Lesson R&S #”
2. Practice listening and reading
3. We encourage you to practice the lessons many times.

Read and Spell Exercises and Quizzes

1. Click on “Exercises” or “Quiz”
2. Click on “Attempt quiz now”
3. Follow the instructions. Each exercise and quiz are different.

Read and Spell Recording

1. Click on “Record R&S # _____”
2. Click on “Add Submission”
3. Click on “Allow” and “Remember”.
4. Click the red bottom
5. Click on the blue button, when you want to stop the recording.
6. If you want to listen to the recording, click on the green button.
7. Click on “Save
8. Click on “Upload”
9. The recording is now ready. Our teachers will check your pronunciation and they will send you feedback on e-learning website.

Report what you study everyday

1. Click on “Report what you study everyday”.
2. Click on the current month.
3. Click on the current day
4. Click on “Report what you studied today”
5. Click on “Add submission”
6. You can upload files or write the page number of the book you are working on, for example: Progressive English 1.1, page 507. Click on “Save changes.”
8. Our teachers will check your report and they will send you a feedback on e-learning website.

Reading Lab

1. Click on the class that you want practice (English or Spanish)
2. Click on the lesson level
3. Click on the book title
4. Click on play
5. If you want to make the video bigger, click on the bottom right corner

Progressive English

1. Click on the book you want to study

How can you check your grades and feedback?

1. Click on the class you want to check your grades in.
2. Click on “Settings”, on the left side
3. Click on “grades”
4. You can see your grades and feedback.

Library/Media Lab

The library/Media Lab is open for scheduled Reading Lab classes, and for individual study. There are 9 levels of books available that are selected and prepared for students to improve their pronunciation, stress, vocabulary, comprehension, and fluency. Our students can also log in to our school’s E-learning portal to access many of these “learning books” using their laptops and tablets.

All materials in our Library and Media Lab are the sole property of Main Street Schoolhouse Language Institute. If a student damages or loses an item, the student assumes all financial responsibility for the material. Library and Media Lab material should not leave the school premises unless it has been approved by the teacher, as each teacher will monitor the materials that leave the building.

Student Conduct**Code of Conduct**

Students are expected to conduct themselves in such a way that they respect and consider the rights of others. Students of Main Street Schoolhouse Language Institute must conform with school regulations and accept directions from authorized school personnel.

Main Street Schoolhouse Language Institute has “zero tolerance” of violent, disruptive or inappropriate behavior by its students. Such behavior is punishable and will result in disciplinary action which may include suspension, exclusion or other forms of discipline. This code of regulations applies while a student is in the custody or control of the school, on school grounds or closely proximate thereto, while at a school-sponsored function or activity or on school-owned or provided transportation vehicles.

In addition, the Student Code of Conduct governs a student's conduct at all times, on or off school property, when such student conduct is reasonably related to the health and safety of other students and/or school employees, or such conduct would unreasonably interrupt the educational processes of the Main Street Schoolhouse Language Institute.

Students shall be provided at the beginning of the quarter written information on the rules and regulations to which students are subject while in school and while participating in any school-related activity or event. The information provided shall include the types of misconduct for which a student is subject to suspension or expulsion from school or other forms of disciplinary action.

Main Street Schoolhouse Language Institute directs the administration to make all students aware of the student code of conduct and the fact that any violations of the student code of conduct are punishable. If a student violates this policy or the code of conduct, school personnel or students should report the student to the appropriate personnel.

The administration cooperates in any prosecution pursuant to the criminal laws of the State of Ohio and local ordinances. Students' basic constitutional rights to speak and express opinions, even if they are unpopular, will be respected. When misconduct occurs, each student will be accorded due process as adopted by the Board.

The teacher is the key figure in school discipline. He or she is expected to make every effort to personally handle the usual problems of maintaining classroom discipline. When a disciplinary problem becomes acute enough to involve the school administrator, then the teacher should seek his/her assistance. Under these circumstances both the teacher and the administrator are expected to accord the student his/her due process rights.

Diversity

Main Street Schoolhouse Language Institute does not discriminate on the basis of race, religion, color, national origin, sex, age, or disability. Harassment, retaliation, coercion, interference, or intimidation of any student or other participant in district-sponsored activities due to race, religion, color, national origin, sex, age or disability is strictly forbidden; and any student or other participant who experiences such activity should report it immediately to the director, or the curriculum supervisor, who is the school coordinator for compliance with this policy. This policy extends to all terms, conditions and privileges of employment as well as to the use of all school facilities and participation in all school-sponsored activities. Upon request to the activity sponsor, the board shall make reasonable accommodation for a person with a disability to be able to participate in events such as programs, meetings, contests, etc

Class Disruptions

No disruptions of our educational program will be tolerated. This policy will be strictly enforced before, during and after school on all school property. Disruptions or interference include but are not necessarily limited to:

1. Throwing water balloons
2. Spraying shaving cream
3. Running/wandering throughout the building
4. Excessive littering – throwing papers, books or trash on the floor
5. Throwing objects out of cars
6. Throwing food
7. Willfully aiding another person to violate school regulations
8. Giving false information to authorized school personnel
9. Any inappropriate or unsafe behavior on or around school property is not permitted and is subject to disciplinary action.
10. Disruption of school caused by an electronic device

Smoking Policy

The use and/or possession of any tobacco product (cigarettes, dip, chewing tobacco, snuff, etc.) on school property is both a violation of Board Policy and the Ohio revised Code. The first violation shall result in the student being asked to move off site. A second violation will result in a meeting with the academic supervisor. The third violation shall result in a meeting with the director and a recommendation for loss of status. Additionally, matches, lighters, and other paraphernalia related to smoking is prohibited on school properties. Please be informed that school property does include our parking lot as well as the sidewalks surrounding our building.

Arsons/Fires

Attempts to set fire to anything on school grounds will be classified as arson and will result in possible loss of status, and contacting the proper authorities.

Weapons and Dangerous Instruments

A student shall not possess, handle, transport, carry, use, conceal, or transmit any objects that can reasonably be considered a weapon, a firearm (including any object represented as a firearm or made, construed, or altered so that, to a reasonable person without specialized training in firearm, the object appears to be firearm), a knife or other dangerous objects of no reasonable use to the student.

Any student who is determined to have brought to school a firearm or knife as defined below shall be terminated as student at Main Street Schoolhouse Language Institute. The Director, in determining the term of termination on a case-by-case basis, shall consider all of the relevant fact and circumstances, including (a) applicable Ohio or federal laws, (b) the student's disability, and (c) extent of culpability of the student. The Director shall notify the appropriate criminal justice delinquency authorities of these determinations. This rule incorporates 18 U.S.C. §§ 921 et seq. which defines "firearm" as: "(A) Any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (B) the frame or receiver of any such weapon; (C) any firearm muffler or firearm silencer; or (D) any destructive device. (4) The term 'destructive device' means (A) (i) bomb, (ii) grenade, (iii) rocket having a propellant charge of more than four ounces, (iv) missile having an explosive or incendiary charge of more than one-quarter ounce, (v) mine, or (vi) device similar to any of the devices described in the preceding clauses." For the purpose of this rule, a "knife" is defined as any device consisting of a sharp blade three (3) inches or longer in length, whether or not fastened to a handle, designed or intended for use as a cutting instrument. For the purposes of this rule, a "dangerous object" is defined as a device which is or may be used to cause harm to another person, including

but not limited to a club, chain, razor or other sharp blade less than three (3) inches in length, metal knuckles, noxious irritants, chemicals, or explosive or incendiary device.

Public Display of Affection

Public display of affection is prohibited

Gang Identifiers and Gang Activity

No gang insignia may be worn or carried by any student on school grounds, and immediately before or after school hours; on school grounds at any other time when the school is being used by any school activity, function or event; and on school vehicles when students are being transported. Identifiers include but are not limited to: Jackets, headbands, shirts or other clothing that can be identified with a gang; tattoos or other material imprinted on the body; Jewelry or wearing clothing in such a manner to indicate gang association. Students are not permitted to put gang graffiti anywhere at school (books, papers, walls, tables).

Drugs & Alcohol

A student shall not possess and shall not receive, buy, use, transmit, sell, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, controlled substance, any illegal mind-altering substance, inhalant or intoxicant of any kind.

A student shall not possess and shall not receive, buy, use, transmit, sell, or be under the influence of any counterfeit controlled substance. A counterfeit controlled substance is any substance that is made to look like a controlled substance or is represented to be a controlled substance or that a student believes to be a controlled substance.

Except as legitimately provided for in Policy, a student shall not buy, sell, transfer, possess, or use any drug, medication, inhalant or other substance which can be taken internally where the student or students involved cannot show a legitimate health or other reason for the use of such substances.

Use of a drug authorized by a registered physician and in accordance with his instructions, is not in violation of this rule. Drug paraphernalia shall not be worn, carried, or brought to school or school events.

Printed Material

Any written material produced, posted, circulated, or otherwise distributed must be approved by the curriculum supervisor.

Dress Code**Personal Appearance and Dress Code**

MSS Students should dress modestly with neat, clean, and appropriate school attire. Students will need to wear clothing that fits- not too tight, short, and long, etc. Items that are not permitted: short-shorts, miniskirts, low cut blouses, low cut dresses, short blouses that expose the midriff, low riding jeans, exposed underwear, see through clothing, men's t-shirts with cutout sleeves, pajamas, clothing that is gang or cult related, clothing that has lettering or pictures that depict vulgar things, extreme or distracting jewelry, chains, extreme hair styles. Other items may be added at the Director or Head Teacher's discretion.

School Property

A student shall not intentionally cause or attempt to cause damage to public or private property, including that of other students, teachers, administrators and other school employees.

Parking Instructions

Students are able to park on the parking lot located on the East side of our building. Students may also park on the street making sure they obey all traffic and parking laws in accordance with the state of Ohio. Please be cautious when parking and when leaving the premises.

Emergency Instructions

Fire and Tornadoes

Fire and tornadoes can occur throughout the school year. Remember these basic rules:

1. Check the instructions in each classroom (they are posted) indicating how to leave the building in case of fire or tornado.
2. Follow instructions of your teacher.
3. Walk. No Talking. Move quickly and quietly to designated areas.

Electronic Version of this Student Handbook can be found at www.msshouse.com