# Student Handbook

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## WELCOME

Welcome to **Language On**! Our directors and teachers thank you for selecting our school as your home for English improvement. We hope that you will enjoy your stay with us and achieve all of your English goals.

We are here to help you enjoy your experience both in the classroom and around the city. If you need any assistance, please ask any of our staff and we will do our best to help. The purpose of this handbook is to provide you with information about our school, location, mission, and policies.

## CONTACT INFORMATION

| | |
|---|---|
| School Address: | 407 Lincoln Road<br>Suite 300<br>Miami Beach, FL 33139 |
| Auxiliary Classroom Location: | 1201 Brickell Avenue<br>Suite 620<br>Miami, FL 33131 |
| Website: | www.languageonschools.com |
| Telephone: | (305) 532-4903 |
| Skype: | LanguageOn_Miami |
| School Director: | Denis Marchant<br>Denis@languageonschools.com |
| Student Services and Administrative Director: | Scott Rachlin<br>Scott@languageonschools.com |
| Facebook: | http://www.facebook.com/LanguageOnSchools |
| Twitter: | http://www.twitter.com/LanguageOn |
| Instagram: | http://instagram.com/LanguageOnSchools |

For information about our community and relevant cultural topics, please visit our School Blog at http://www.languageonschools.com/Blog.

## ABOUT LANGUAGE ON

**Our Mission:**

> *Our mission is to inspire people to fulfill their professional and personal English language goals in a comfortable, engaging environment. Our experienced and creative teachers use an extensive range of themes and materials to develop the structures of the English language and promote practical language proficiency. At Language On, students learn English, not about English.*

Established in 2009, our school is located on beautiful Lincoln Road, one of the most popular streets in all of Miami Beach. Our city is a vibrant international destination with a reputation for sun and fun! Experience life in the United States and learn to speak proper English in one of the greatest cities in the world!

**Benefits of our school:**

- Small classes (15 student maximum)
- Comprehensive end-of-term assessments
- Family atmosphere
- Experienced, qualified English teachers
- Excellent locations
- Weekly social and recreational activities

We know that learning English is a big challenge. You will enjoy the benefit of small classes and extra attention from your teachers to help make learning easier. We believe that our method, experience, and family atmosphere allow you to enjoy the learning process. We want to make learning English fun!

## ARRIVING HERE

We are located just 9 miles from Miami International Airport (MIA) and 28 miles from the Fort Lauderdale International Airport (FLL). Both airports are serviced by shuttle buses and taxis. Students can take a bus called the *Airport Flyer* for only $2.35. The *Airport Flyer* is an express bus service between Miami International Airport and Miami Beach.

Once you arrive in Miami Beach, you will find our school located in a beautiful part of the city called Lincoln Road. Getting to our school is very easy. Most of our students walk to school, ride a bicycle, or take a bus. We are only one block from the beach and we are surrounded by restaurants, cafes, bars, nightclubs, and museums. Here are some options for you in addition to walking:

**Bicycle:** Many of our students choose to conveniently rent a bike from *DecoBike,* for an hour, a day, a week, or their whole vacation in Miami Beach.
*For more information check out:* http://www.decobike.com/miamibeach

**Bus:** There is a bus transportation system that can take you anywhere in or around the city!
*For more information check out:* http://www.miamidade.gov/transit

**Car:** If you are coming by car, you can park for free in the residential neighborhood near the school (Monday-Friday until 6:00 p.m.) or pay for parking at street meters and parking garages. Our school has a parking garage available to you, but it is a very expensive option.
*For more information check out:* http://web.miamibeachfl.gov/parking

## IMMIGRATION QUESTIONS

Immigration requirements must be met to enable you to leave your country to come to the USA for recreational study at our school. *Language On does not sponsor student visas at this time.* Our English programs do not currently require a special visa. We recommend you contact your local consulate or embassy for specific questions.

## ACCOMMODATIONS

In Miami Beach, students can choose from a variety of accommodation options. Students can choose from hotels, hostels, private apartments, or homestays. We do not directly offer accommodations, but we can help by giving you suggestions and advice. If you need assistance, we are here to answer your questions. We urge you to plan ahead because Miami Beach is always crowded and it can take a few weeks to find accommodations.
Please choose an option that best fits your needs:

**Private Apartment/Studio:**
By choosing this option, you can live in a private one-bedroom apartment or a studio located here on Miami Beach. The apartments come furnished and offer free Wi-Fi. The apartments vary in price depending on size, location, and length of stay.

**Hostel:**
By choosing this option, you can live with other students or travelers from around the world. Hostels in Miami Beach are clean and fun. If you are budget-oriented, this option is for you. Students can live in a shared or private bedroom with common areas including bathroom, kitchen, and lounge.

**Homestay:**
By choosing this option, you can live with a family here in Miami Beach. Students can simply rent a room, or have a complete immersion experience. The purpose of this option is for the student to practice their conversational English while living with a local family.

**Hotel:**
By choosing this option, you can stay in one of the many of hotels located here in Miami Beach. Typical of most cities, hotels generally range in size and price based on the quality of the hotel.

## HEALTH INSURANCE

It is very important that you have some form of travelers' health insurance, but it is not required to travel in the United States. If you currently have health insurance in your home country, contact your provider and ask if your current coverage will cover you here in the United States. If you are not covered, you may be able to check with your credit card company to see whether they offer any coverage.

If these options are not available to you, please contact local insurance vendors in your home country to obtain coverage before you arrive in the United States. To study at our school, it is not required, but we will do our best to assist you if you have questions. We strongly encourage you to have coverage before you arrive in the United States. Although healthcare in the United States is considered very good, it can be very expensive. For more information regarding healthcare and medical concerns, you can visit travel websites such as www.lonelyplanet.com/usa/practical-information/health.

## YOUR FIRST DAY AT SCHOOL

The first day is always filled with different emotions. You might be excited, or you might be nervous! Our teachers and staff will help make you comfortable in your new school and the information below will help make you feel more prepared. As a reminder, please leave your translators at home!

**What time should I arrive at school?**
Please be here at school by 8:20 a.m.

**What do I have to bring?**
Please bring some paper and a pencil to take notes during class.

**What happens on my first day?**

- The School Director will be at the school waiting for your arrival at 8:20 a.m. When you arrive, you will be welcomed, given a tour of the school, given a short orientation, and given instructions for your level test. At this point, you will also be offered a map of important locations around Miami Beach (restaurants,

pharmacy, nightclubs, museums, etc.) and other important local information (bus routes and time tables, etc.).

- Our placement test allows us to place you in the class that best fits your level. The test will consist of two parts: A written placement test and an oral placement test.
- The testing and placement process takes about one hour, so please be prepared.
- The test will be from approximately 9:00 am – 10:00 am. If you complete the written exam early, you may take a short break. You can grab a coffee downstairs at Starbucks or a sandwich at a nearby cafe. After the written placement test, you will speak with the School Director, the Academic Director or a teacher as a final evaluation of your level.
- If you are not happy with your placement, you are free to meet with the School Director or Academic Director to discuss the possibility of changing classes, although changes cannot be guaranteed.

**After the test, we will give you:**

- Course materials for your class level
- Instructions for which classroom you will be in
- Your daily class schedule

## PROGRAM CALENDAR AND OFFICIAL HOLIDAYS

Please consult the official program calendar for class dates, times and the school's official holidays. You can find the calendar and other important program information on our school website at http://languageonschools.com/our-courses/intensive-semi-intensive-english.

## WHAT TO EXPECT AS A STUDENT IN OUR ENGLISH PROGRAM

Our goal is to provide students with the best possible English education and an unforgettable experience of learning a language in the USA. We encourage our students to enjoy their stay in Miami Beach, make new friends, and have new experiences. You will meet people from all over the world and learn about other cultures.

In the classroom, we expect you to participate and display a willingness to learn while being respectful of your classmates and your teacher. Our teachers are all experienced, qualified, native speakers. We have high expectations for our teachers and we hold the same high expectations for you, the student. We want you to feel comfortable in the classroom and be focused on the new material that is being presented in class. Our teachers involve all students in the lessons. On occasion, you will be asked to answer questions or lead a conversation. The teachers will assign homework, and we ask that you complete the assigned homework for review the next day.

## ATTENDANCE AND ASSESSMENT

Student progress and achievement of learning objectives are assessed both formally and informally during the course.

### *Informal Assessment*

Informal assessment includes but is not limited to instructor feedback based on completion of homework exercises, class discussions and participation, effort and attendance. However, these informal means of assessment, while helpful for giving students information about their progress on a daily basis, are not used to determine the student's final grade for the course.

### *Formal Assessment*

All Language On English courses are graded on a pass-fail basis. Each student's final course grade is based on his or her performance on the course Achievement Test, which is administered during the last week of the course. In order to pass the course, students must achieve an overall average score of approximately 67% or higher on the final Achievement Test and attend at least 75% of all schedule class sessions. Students who fail the course must repeat it, in accordance with our Academic Success Policy.

Improvement in language proficiency is formally measured at the end of each term through a full-length simulated TOEIC (Test of English for International Communication) test. While the student's score on the end-of-term TOEIC test does not affect his or her course grade, it provides the student with concrete evidence of improvement in English proficiency.

### *Student Attendance Policy*

The purpose of the Student Attendance Policy is to help ensure that all students make satisfactory academic progress by encouraging regular attendance, as well as to comply with applicable accreditation standards and immigration regulations.

1. Students are expected to attend all scheduled class sessions. If a student is unable to attend class due to illness, injury or emergency, the student should contact the center director as soon as possible to inform him or her of the situation.

2. Students are expected to arrive to class on time and to not leave class early. Arriving to class late and leaving class early not only hinder the tardy student's academic progress but also disrupt the learning process of other students. Consequently, students who arrive to a class session more than 45 minutes late or leave a class session more than 45 minutes early will be marked absent for that class session.

3. Students must meet the program's minimum attendance requirement (as described in the course syllabus) in order to pass the course. Students who fail to meet the program's minimum attendance requirement will automatically fail the course and must repeat it during the next academic term.

4. In accordance with SEVP regulations and federal immigration law, F-1 visa students must maintain full-time status in the program in order to comply with the requirements of their F-1 (student) visa. Full-time status is defined by federal regulations as attending class for eighteen (18) hours per week. F-1 visa students who develop a pattern of noncompliance with this attendance policy will be subject to expulsion from the school and termination of their SEVIS record. Language On has determined that failing to meet the 18 hour per week requirement more than three (3) times in a thirteen (13) week academic term demonstrates a clear pattern of noncompliance with the program's attendance requirements and will subject the student to expulsion from the program and termination for their SEVIS record.

Note: Students who have questions about their attendance obligations or their program's attendance requirements should consult the school director for clarification.

## ACADEMIC SUCCESS POLICY

We have instituted an Academic Success policy in order to ensure that students are successful in their studies

here at Language On. This means that students are required to show advancement and make normal progress toward completing their course of study. Students who repeatedly fail a course at Language On will be subject to our Academic Success Policy.

### *Academic Probation*

If a student does not pass a level after the first attempt, the student will be placed on Academic Probation. When being placed on Academic Probation, the student will undergo a remediation conference with the school director in order to identify areas of strength and weakness in order to improve during the next term. A formal remediation plan will be provided to the student to help guide the student's progress during the next quarter. However, a *new* student who enters the program after the fourth week of the quarter will not be placed on Academic Probation if the student fails the level but will instead receive no grade (NG) for the term. A student is only eligible to receive no grade (NG) once (during his or her first quarter) while in the program.

### *Academic Termination*

If a student fails a course after having been placed on Academic Probation, the student will not be permitted further enrollment in the program.

### *Appeals Policy*

If a student believes they have been wrongly terminated from the program, they may file an appeals request. In order to file an appeals request, the student must complete an *Appeals Request Form* and submit it to the school director. The *Appeals Request Form* may be used for terminations due to academic termination or termination due to not meeting the program's attendance requirement. The *Appeals Request Form* must be filed within 48 hours of being terminated from the program. After receiving the *Appeals Request Form*, the school director will set a time and date for a meeting with the student. The student should bring any materials to support their case, including doctor's notes, traffic citations, etc. The school director will ask for comments from the student's previous instructors, who will complete an *Appeals Policy Teacher Input Form*. The student will meet with the school director and will be given 30 minutes to discuss their case. Afterward, the school director will make a final decision on the student's case. If the appeal is denied, the student will lose their F-1 visa status (if applicable) and will be required to leave the school.

## GRADE REPORTS

You will receive a written grade report at the end of your session, as well as when you leave our program.

## PROGRAM AND TEACHER EVALUATIONS

You will be able to evaluate our program and our teachers at the end of each term and when you leave the program, when you will be asked to complete a survey evaluating our teachers, our curriculum and other aspects of our program. You will also be asked to complete a different survey when you leave our school. This survey will evaluate our program and our teachers.

## EXIT INTERVIEW AND PROFICIENCY TEST

On your last day of school, you will be scheduled for an interview with a member of our administration and if your last day of class does not coincide with the end of an academic quarter you will also be asked to complete a final English proficiency test. At the meeting, you will receive your exit folder along with your certificate of participation.

At this time, you will be asked to return any books or materials that you may have borrowed, as well as to complete a feedback form reviewing your classes, teachers, and the school in general. The meeting will be scheduled with you prior to your final day and should not take more than 75 minutes (including the proficiency test).

## FACILITIES

Language On is located on the third floor of a commercial office building, in the pedestrian zone of Lincoln Road. Our classroom annex is located across the street on the third floor. Our building includes a 24-hour security guard at the front desk who can help you find us on your first day. Inside the school, we have large classrooms for group classes, small classrooms for private lessons, a small library, and a computer lab with a printer/copier. We have a small waiting area with coffee and water in the entrance of the school. There are restrooms for both men and women just a few steps from our office door.

## LIBRARY AND MEDIA LAB USAGE

Language On is pleased to offer students a small computer lab and small library for use before, between, or after classes. When using the computers for personal use, please be aware of content and appropriateness of content. If Skype classes are being held, please do your best to keep noise and other disruptions to a minimum. Remember that these computers are for use by all students; if another student is waiting, please be considerate and do not spend more time than is necessary so that everyone can benefit from the lab.

Students are also free to browse through our library and resource materials. If you find something of interest that you would like to borrow, please let one of your teachers or one of the directors know and they will help you to sign out the book. Please remember that **you may only borrow one book** at a time, and that you must return the book within **two weeks**. If there is nobody waiting to borrow the book, it is possible for you to sign it out again for another two weeks. Please be aware that any books that are lost or that are not returned are your responsibility.

IMPORTANT: YOU WILL BE CHARGED THE COST OF THE BOOK AT THE TIME OF REORDERING PLUS THE COST OF SHIPPING TO REPLACE THE BOOK.

## COURSE MATERIALS

Language On will provide you with all necessary course materials at the time you start your course and whenever you advance to the next level in the program.

## BOOK ORDERING SERVICE

As it can be difficult or expensive to buy books in Miami, Language On offers students a book ordering service through Amazon. Students who wish to order a book should see the School Director or Student Services Director who will be happy to assist them and promptly place an order.

## SOCIAL AND RECREATIONAL ACTIVITIES

Language On offers a variety of social and recreational activities for you to enjoy. You will have a chance to participate in our weekly *English Conversation Club*, which is hosted by a member of Language On's faculty on a regular basis (the current *English Conversation Club* schedule will be posted at the school). This free, weekly event is where students, tourists, and locals meet at a local restaurant to make new friends and practice English. Students are also encouraged to join their classmates and a member of the faculty for lunch after class on

Wednesdays. All participants are responsible for the cost of their own food and beverage.

Other activities may include: movie nights, beach days, bowling events, sporting events, and more. Please remember that you are responsible for yourself and your actions and that you are expected to act in an appropriate manner when attending school events. You are a willing participant at these events, and Language On will not be held liable or responsible for any incident that may occur. Please check our school calendar and Facebook and Twitter pages (http://facebook.com/LanguageOnSchools and http://twitter.com/LanguageOn) for events and updates.

## SCHOOL POLICIES AND PROCEDURES

### *School Admission Policy*

For admission into Language On, students must complete the school application and provide a copy of a valid passport or US photo identification for any type of study here in the United States.

### *English Unlimited Program Admission Policy*

In order to be admitted to the Language On **English Unlimited** program, students must:

1. Complete the school application and provide a copy of a valid passport or U.S. photo identification.
2. Be at least sixteen (16) years of age at the time they commence their program of study.
3. Be non-native speakers of English or have no English proficiency (see note).
4. Complete the English Unlimited placement test upon arrival.
5. Test within one of the programs levels (1-6).
6. Otherwise be able to benefit from the program.

Note: Students who are native speakers of English or who have native-level English proficiency are not eligible for admission to the program.

### *Enrollment and Registration Procedures*

To complete enrollment and registration, students will determine how many weeks in advance they plan to study. Prices are determined based on number of weeks paid for in advance. Payment must be made prior to the first day of lessons. For those students who plan to continue their study, proper notification is required. Without proper notification, you may lose your seat in the class. Students must re-enroll, including payment, a minimum of 1 week prior to their last paid day of class in order to guarantee their seat in the class.

### *Participation Policy*

Students are required to participate in class. This means that we have the expectation that students will attend class regularly, arrive to class on time, and participate in the daily activities in the classroom. Students are expected to do their homework and to come to class prepared. If a teacher thinks that a student is not participating in the classroom, **is disruptive to the classroom**, or is not doing something that the teacher asks, the teacher has the right to ask the student to leave the classroom. If this occurs the student will be counted as absent and

given a warning and will then be subject to our Disciplinary Policy and Procedure. For more information, read about this procedure in the student handbook.

### *Cancellation of Program and Refund Policy*

Please see the *Terms and Conditions* section of the Language On *Application for Admission* for an explanation of our cancellation and refund policy.

### *Missed Class and Cancelled Lessons*

There will be no excused absences unless a student receives written authorization from management. In the rare event of a teacher illness or emergency, the school may need to cancel class at the last minute. In these circumstances, students will be contacted by their preferred means of communication as soon as possible. Arrangements will be made in the attempt to recover any missed time under these circumstances.

### *Severe Weather and Emergency School Closings*

We take the safety and security of our students, staff, and faculty very seriously. In the event that we must close the school for any severe weather or emergency precautions, students will be notified immediately after decisions are made. You will be notified via your preferred method of communication, which you are asked to provide to us on your first day of school. Additionally, we post all school updates on our Facebook page and on Twitter.

### *Fire Emergency Procedures*

In the event of a fire or a fire alarm, all persons should calmly evacuate the building. Do not attempt to bring anything with you. Do not re-enter the building until you have received authorization by the building administration or fire department.

## SCHOOL COUNSELORS

For any questions or concerns regarding a personal matter, you are encouraged to seek the assistance of a school counselor. The role of School Counselor is shared between Denis Marchant, the School Director, and Scott Rachlin, the Student Services Director.

## STUDENT COMPLAINT PROCEDURE

Language On takes all concerns and complaints seriously. We always try to maintain a safe and professional environment, but we know that sometimes you may have concerns or complaints. In the event that a student should feel the need to complain about an issue or problem encountered at the school, Language On has a two-part policy in place:

### *Academic Related concerns and/or Complaints*

***An academic-related question, concern, or complaint is defined as in-class questions, material, homework, or classroom conduct.**

If an academic or classroom-related issue should arise, Language On asks that the student go directly to the teacher. If the matter goes unresolved or an agreement is not reached, the matter needs to be taken to the Academic or School Director where a complaint/reconciliation form will be filed. Once the form is completed, all unnamed and uninvolved directors will convene to determine a final resolution. If a final resolution cannot be

determined based on the form alone, all parties in the complaint will be asked to meet with the directors. The student will then be offered the school's decision, and if an agreement is made, the reconciliation form will be signed and filed into both a “school complaint” file and the students file. If the student does not agree with the final decision, the student can therefore proceed at their own discretion.

### *General School Concerns and/or Complaints*

***A general concern, or complaint is defined as any issue that is non-academic related.**

If the teacher is unable to address a general concern or complaint, Language On asks that the student go directly to the Student Services Director (or, if this is not possible, the School Director) and they will be offered a complaint/reconciliation form to be completed if an immediate resolution cannot be agreed upon. For complaints that the student considers to be more severe or private in nature, or if you don't feel comfortable speaking with your teacher, please visit the Student Services Director or School Director immediately. You will be provided the complaint/reconciliation form to be completed.

Once the form is completed, all unnamed and uninvolved directors will convene to determine a final resolution. If a final resolution cannot be determined based on the form alone, all parties in the complaint will be asked to meet with the directors. The student will then be offered the school's decision, and if an agreement is made, the reconciliation form will be signed and filed into both a “school complaint” file and the students file. If the student does not agree with the final decision, the student can therefore proceed at their own discretion.

## SCHOOL BEHAVIOR AND PERSONAL CONDUCT

Students are expected to behave respectfully at all times and follow the social rules and manners deemed acceptable in our global community.

### *Diversity and Tolerance*

We are a school which celebrates diversity and tolerance. We will not tolerate discrimination of any form. If a student acts in an inappropriate manner, other students and teachers are encouraged to file a formal complaint with one of our directors. Language On reserves the right to expel students without refund if they are found to be guilty of such behavior.

### *Harassment and Sexual Harassment*

Language On is committed to providing an environment that is free from harassment of any kind. Harassment based upon an individual's sex, race, ethnicity, national origin, age, religion or any other legally protected characteristics **will not** be tolerated. All students are expected and required to abide by this policy.

Sexual harassment is behavior of a sexual nature that is unwelcome and offensive to the person or persons it is targeted toward. Examples of harassing behavior may include unwanted physical contact, foul language of an offensive sexual nature, sexual propositions, sexual jokes or remarks, obscene gestures, and displays of pornographic or sexually explicit pictures, drawings, or caricatures. Use of the school's computers for the purpose of viewing, displaying, or sharing material that is sexual in nature may also constitute harassing behavior.

All complaints of unlawful harassment will be handled in a manner that is as confidential as possible under the circumstances. For any concerns, complaints, or violations of this policy, please follow our Student Complaint Procedures found in this handbook.

### *Violence*

We have a **zero tolerance** policy when it comes to violence and threats of violence. Students or teachers who witness such behavior are encouraged to file a formal complaint with one of our directors. For any concerns, complaints, or violations of this policy, please follow our Student Complaint Procedures found in this handbook.

### *Plagiarism*

Plagiarism is considered a major school offense and is taken very seriously. Language On values the work of others and will not tolerate any form of plagiarism. We follow the moral and ethical rules adhered to in the academic world. If plagiarism of any kind is discovered, no marks will be given and it will be reported and kept in your student file. Multiple incidents of plagiarism by the same student may result in expulsion from the program or school, without refund. To learn more about what is, and what is not, plagiarism, check out http://plagiarism.org.

### *Mobile Phone and Tablet Usage*

Mobile phones must always be on silent mode in the classroom. We do not allow disruptions or distractions caused by cell phone and tablet usage in the classroom. On occasion, we know that you may need to briefly look at your phone or tablet to check for a message or call, but the teacher reserves the right to ask you to step out of the classroom if you are causing a distraction. If you need to make or answer a call, your can do so in the common area outside the classroom.

### *Smoking*

Smoking is prohibited both inside the school and anywhere inside the building. If you want to smoke, please go outside of the building and use the ashtrays available for your convenience.

## SCHOOL DRUG AND ALCOHOL POLICY

Language On, LLC (hereinafter "LO"), maintains a strict policy concerning drugs and alcohol on school premises and at school-sponsored events. Specifically, while on the premises of LO, no students or any other individuals invited onto the premises are permitted to bring any drugs, illegal substances, or contraband at any time. Further, students and other individuals invited on LO premises are not permitted on the premises while under the influence of any drugs or illegal substances.

LO recognizes that adults will make informed decisions regarding consumption of alcohol off of school premises, and, on occasion, LO may host school-related events at a venue which may offer alcohol for public consumption. LO requires that all students or their invitees who choose to attend any such event with or hosted by LO, who choose to consume alcohol, be over 21 years of age, drink responsibly, and not operate a motor vehicle. Underage drinking is strictly prohibited under all circumstances.

## POLICY VIOLATIONS

Any student found in clear and obvious violation of Language On's school policies may be subject to immediate expulsion, without refund. To the extent that one or more of the school policies are violated, or should Language On have reasonable suspicion after having conferred with the student to believe that one or more school policies have been violated, a Language On student is subject to face expulsion from Language On, without reimbursement or refund, in full or in part. Language On maintains no liability or responsibility for students who willfully choose to violate these conditions and cause damage or injury to themselves, or someone else, as a result.

## WHERE IS....?

Our school is conveniently located near many restaurants, shops, cafes, and museums, as well as the beach. To help you find some of these places, in addition to other helpful locations, we have included an interactive map for your assistance.

If you have a smart phone or connection to the internet, go to the link below for an interactive map:
http://goo.gl/maps/hlnoO

We hope that the information included in this handbook helps you feel more comfortable during your experience at our school. If you need any additional information, please contact us at your convenience.
See you soon!

-- The Language On Management Team