



HANDBOOK FOR 2011 SUMMER PROGRAMS

" Building Bridges Between Cultures "



ECI'S SUMMER ENGLISH LANGUAGE PROGRAMS HANDBOOK

OVERVIEW:

I believe you can find much of the information you need at our website, at www.eci-ca.org. We know that we cannot answer all the possible questions by our website alone, so we are happy to answer any of your additional questions. Our application is also online. Besides summer programs, ECI offers programs for J-1 and F-1 visa students. The following is information not included on the website but will assist you in making your decision about choosing the most appropriate program and school.

During the regular school year, ECI acts as the guardian and sponsor for F-1 and J-1 international students attending private and public schools in California. For our dormitory students, we take them off campus each weekend and do a variety of community activities. There is no additional charge for these weekend activities. ECI pays all fees for the weekend activities.

ABOUT THE SCHOOL SITE:

Most of our summer programs take place at Monterey Bay Academy (MBA). ECI leases Monterey Bay Academy and occasionally other school sites during the summer. All students participating in our summer dormitory program will have an American roommate (a MBA student) or another international student as a roommate, the purpose being to facilitate English language acquisition.

Monterey Bay Academy is a Seventh Day Adventist college preparatory high school, with nearly 100 percent of MBA students going on to college. ECI has no affiliation with the Seventh Day Adventist church, but all students attending our program must follow the rules of the school, such as no alcohol, smoking or drugs or face immediate expulsion. MBA gives no second warning. There are a total of five dorm parents working in the dormitory along with ECI staff to provide 24-hour-a-day supervision. There is also a nurse on the school campus that is available 24-hours-a-day.

MBA is located on 380 acres of land surrounded by strawberry fields with one mile of its own private beach. It has a student body of about 300 students. What makes Monterey Bay Academy unique is that all teachers and staff live on the campus creating a safe, friendly and family like environment. The MBA cafeteria provides a **vegetarian menu for all students**. We know this is a concern to students and family so each weekend and twice during the week we take students on off-campus activities. Many of the students use this time to purchase meat or other food items not found on the campus. ECI also has an office on the MBA campus with a full kitchen and ECI staff frequently makes meat dishes for the students and students can sign-up to use the kitchen to make their favorite foods.

Throughout the summer students number will vary from a low of about 15 at the beginning of summer to about 80 students by the middle of summer. We feel the greatest difference between our program and other similar programs is the amount of caring supervision we provide our students. Since all of our students are under the age of eighteen, we are very protective of their health and safety. Students can only leave the campus when ECI or MBA staff accompanies the them. Students are not allowed to ride public transportation without our approval. This is strictly for their safety. Nearly all of our students are academic tract students, so are highly motivated to study. The largest difficulty for students has been leaving. Most feel they have participated in a program that produced results, was fun, and are leaving with a sense of family and new friends.

If you have any questions, please feel free to call or write us at the numbers or address listed below. You can obtain additional information at www.eci-ca.org, or contact us directly at info@eci-ca.org.

Educational Consortium Institute

Mailing Address
PO Box 2434
Aptos, CA 95001 USA

Physical Address
450 McQuaide Dr.
La Selva Beach, CA 95076

831-724-4800 Tel
831-714-4808 Fax
www.eci-ca.org

ANNUAL DORMITORY INFORMATION AND EXPECTATIONS



**Educational
Consortium
Institute**

PO Box 2434
170 Carol Way
Aptos, CA 95003

TEL: 831-684-2661
FAX: 831-684-2753
www.eci-ca.org

This guide is to help you during your stay at Monterey Bay Academy or one of our other school sites. It is our true desire that you have a wonderful experience, meet new friends, become a fluent English speaker and have a lot of fun. We want to be sure you understand the rules and guidelines of MBA, and ECI, so we are getting together with you to review them. We want to give you the opportunity to ask questions so you do not accidentally make a mistake that will not allow you to stay at MBA.

1. **Don't be late!** Be on time. You need to be on time everywhere we go! You must attend all classes unless you are sick and have permission to be absent by checking in with the Dean on duty and/or contacting an ECI staff. Please do not call ECI staff after 9:30 p.m. unless it is an emergency!
2. **Speak ENGLISH on campus.** The more English you speak, the more fluent you will become. All the international students want to learn English. If you speak in your native language, it slows everyone's progress.
3. **Have fun!** Get involved in school activities – but keep your studies and homework current! The more involved you are and the more you seek out opportunities to speak English, the faster you will progress in your U.S. education. Some of you may become homesick or have a problem or concern during your stay. This is normal. If you are unhappy about something, talk to us before calling home.
4. **ALWAYS KEEP YOUR ROOM LOCKED.** Keep your room locked and your key with you at all times. If you have cash or valuables (PC, phone card, jewelry – anything of value to you, you may place them with the Deans or with ECI. Every year someone loses something valuable because they did not keep their door locked. ECI will keep your passport and I-20 if you wish.
5. **Room Key:** Every student will receive a key to their room, with a key lanyard. If you lose your key, you will be charged \$65 for a new key as they will have to replace the entire lock. If you lock yourself out of your room, the Deans can let you back in for \$5.
6. **Use of drugs, alcohol, or any banned substance will result in immediate expulsion from the school and could ultimately result in the loss of your visa status.**

7. **Please keep your rooms as clean** as possible each day. Make your bed every morning before you go to class. You will be responsible for cleaning your room. There are vacuum cleaners available at the Dean's Office. There is a substantial charge if your room is NOT left clean before homeleaves or at the end of the school year. It is your responsibility to leave your room the way you found it – clean, garbage collected and removed, bedding folded on the bed (ECI will have it laundered). **DO NOT WAIT** until the last day to clean your room. ECI staff and the Deans will make periodic checks of the rooms.
8. **Food in the dorm:** You may keep snacks in your room, but to avoid rodents or bugs coming in to the dorm, all food must be kept in covered and tightly sealed plastic containers. No cooking or hotplates in the rooms – please use the dorm kitchen or the ECI kitchen in our office. However, no cooking of meat of any kind in the dorm kitchen. You can cook meat in the ECI kitchen. **DO NOT** bring cafeteria food into the dorm.
9. **Study Courtesy:** When in the halls of the classroom and dormitory, please be quiet and courteous to others. Do not run or make loud noises in the hallways.
10. **Internet:** There are internet connections on campus. Both wired and wireless.
11. After using the **bathroom and shower**, please clean up after yourself. Make sure you have everything you came in with. Girls, do not throw sanitary napkins or tampons in the toilet. Wrap used items in tissue and throw them in the wastebasket.
12. **Dorm kitchens:** There is a microwave and hot water dispenser for your use. When using the kitchen facilities, please clean up after yourself by washing and cleaning anything you use. If you use the kitchen and do not leave it clean, it will be closed to everyone.
13. **Laundry:** There are washers and dryers for your use at no charge. You are responsible for your own laundry detergent (soap). If you want to hang your clothes to dry, please do so in your room. For your protection, we require you to wash your sheets at least once a week.
14. **There will be a bedroom check every night at 10:30**, so please be in your bedroom before that time. After this check, you need to stay in your room unless you have to use the bathroom. You may not sleep in a room other than the one you are assigned to be in.
15. **Girls and boys may not enter each other's dormitory at any time.** Students may not be alone in certain areas of the campus, including

the beach, without adult supervision. ECI encourages healthy emotional relationships; however, if staff observes couples engaging in inappropriate physical activity, it could result in expulsion.

- 16. Overnight/Weekend Leaves:** All off-campus leaves must be arranged for and approved one week prior to the date. Sometimes you may be invited to a friend or relative's home for a weekend. A permission slip is available in each of the dormitory Deans' offices that must be filled out and approved by ECI and the Dean before you can leave campus. ECI and the Deans require your host to sign out and sign in the student. As an international student you must provide ECI and MBA the name, address, and phone number of any person you may be with at anytime. In each case, ECI must contact your parents prior to any off-campus arrangements for approval. Drivers must show they have a valid driver's license, registered vehicle, adequate insurance and be over the age of 25. You may not go off campus at any other time unless you are escorted by an ECI or MBA staff member.
- 17. Dress Code:** No jewelry in the dormitory or school property. You may wear jewelry off campus.
- 18.** Your clothing must be appropriate for a religious school. MBA and ECI staff will ask anyone with inappropriate clothing to change. Students may dress casually to attend classes within certain limits. Jeans, shorts, and t-shirts are acceptable. Pants and shorts must not hang more than two inches below the navel, nor be more than seven inches above the knee. T-shirts may not contain inappropriate language or images. Students who dress inappropriately for class will be asked to return to the dorm to change.
- 19.** In the **cafeteria** please help yourself. Please do not take more food than you can eat. If you put it on your plate you should eat it.
- 20. Each Saturday and Sunday,** you will have the opportunity to go off-campus with all the ECI students for activities and shopping.
- 21. Seatbelts:** It is California State law that you wear a seatbelt – over the shoulder across your chest and across your lap. If stopped by a Highway Patrol and you are not wearing your seatbelt – both you and the driver are ticketed with an expensive fine. Now, the fine is \$271. You are responsible for your fine and the driver's fine if he/she is cited because you were not wearing your seat belt. The driver still must go to a traffic court even if you pay the fine. **All passengers must wear seatbelts.**

22.Travel: Do not make any travel plans or reservations before talking to an ECI staff member or you will be charged for any transportation you require if not approved by ECI staff.

ECI staff is here to assist you whenever needed. Please do not hesitate to contact us at any time.

831-724-4800

lynn@eci-ca.org

BEHAVIOR CONTRACT FOR SUMMER STUDENTS

I understand that I am participating in this program to improve my English and participate in the many activities that ECI provides to help me reach that goal. I also understand that any behavior that is disruptive or insubordinate or prevents ECI staff and teachers and other international students from fully participating in the program can result in my being asked to leave; the final decision solely residing with ECI staff.

I agree to participate in a positive manner in all ECI activities and programs unless granted permission for exclusion. I agree to be on time to classes and if I cannot attend class I must have any absence or tardy approved. I agree that if I have any concerns, issues, or problems, that I will discuss these points with an ECI staff member. If I have a complaint about any portion of the ECI program I will discuss it with an ECI staff member and offer positive suggestions for improvement of the program. I agree to follow the rules of MBA and the directions of any ECI or MBA staff member.

I also agree that I am here to improve my English and learn about other cultures. I will make every effort to talk with the conversation partners and other international students and to also improve my English.

I also understand that ECI and MBA have the right to withdraw my I-20 or cancel my participation in the program and ask me to return home if I am not making any effort towards improving my English, interaction with the conversation partners and other international students or making positive contribution to the program. If asked to return home, I must leave immediately and I understand there is no refund.

I have read and understand the information provided and the rules of the program and agree to follow all rules and participate in the program to the best of my ability.

I agree to the above.

Print Student Name: _____

Signature: _____ Date: _____

Parent Signature: _____ Date: _____

PACKING LIST FOR SUMMER DORMITORY STUDENTS



**Educational
Consortium
Institute**

9057 Soquel
Drive
Building A, Suite
11

831-684-2661
Tel
831-684-2753

Some things to consider bringing:

long and short sleeve shirts
pants
shorts
underwear/ socks
shampoo
soap
plastic sandals
brush / comb
sweatshirt*
jacket*
skirt or dress
deodorant
sun block
travel alarm clock (battery operated)
music CDs
camera
pictures of family, friends, pets
things of interest from your country you can demonstrate
dictionary
pens / pencils
travelers' checks in US dollars
swimsuit – one-piece bathing suit for girls
towel
flashlight
small day pack to carry daily items in.

*Nights and mornings are cold. Do not forget to pack these items.

- Do not bring any electrical devices such as battery chargers, clocks or hair dryers. The voltage in the US is different and using such devices will cause damage to them and may result in fire.
- ECI will provide all bedding such as pillows, blankets, sheets and comforter.

SIGN AND RETURN THIS COPY TO ECI

LIABILITY WAIVER

We, as the parents or legal guardian of the student in this program hereby release all officers, Board of Directors employees, representatives and volunteers from and against all claims, damages, losses and expenses including attorney fees arising out of this exchange program. We also release anyone directly or indirectly employed by ECI or anyone for whose acts any of them may be liable, except where caused by the active negligence, sole negligence, or willful misconduct of State of California, their officers, employees, representatives and volunteers.

Signature of father or legal guardian: _____ date: _____

Signature of mother or legal guardian: _____ date: _____

TRAVEL AUTHORIZATION

We authorize ECI to make decisions on my behalf for participation in activities that may require my child to travel, such as school activities, home-leave travel by car, bus or train, under the rules and regulations of the schools, laws, regulations and the policy as established by ECI. ECI will contact me for my permission for any trips outside of these conditions.

Signature of father or legal guardian: _____ date: _____

Signature of mother or legal guardian: _____ date: _____

ACKNOWLEDGMENT

We have read, understand or have had explained to us the student handbook and the rules and regulations as they apply to this program. We also acknowledge that we have received the student handbook and accept responsibility for knowledge of its content.

Signature of student: _____ date: _____

Signature of father or legal guardian: _____ date: _____

Signature of mother or legal guardian: _____ date: _____

PHOTOGRAPHS FOR PROMOTION

I understand that by participating in this program I also give ECI permission to take and use my pictures to send to my family and use for promotional purposes.

Signature of student: _____ date: _____