



SCHOOL CATALOG

2024

Intensive English Program | TOEFL iBT Preparation | Professional English

222 Bruce Reynolds Blvd STE330, Fort Lee, NJ 07024, USA

TABLE OF CONTENTS

1.0 ABOUT DISCOVERY LEARNING CENTER	3
1.1 Welcome Message	3
1.2 Mission Statement	3
1.3 Goals and Objectives	3
1.4 School History	4
1.5 Location	4
2.0 GENERAL PROGRAM INFORMATION	5
2.1 Overview	5
2.2 Course Start Dates	5
2.3 Entrance Requirements	5
2.4 Tuition and Fees	5
2.5 Refund Policy	6
2.6 Class Schedule	7
2.7 Placement Testing and Procedures	7
2.8 Initial Student Orientation	8
3.0 ADMISSIONS	8
3.1 Admissions Policies and Procedures	8
4.0 DLC ACADEMICS	9
4.1 Methodology	9
4.2 Course Descriptions	9
4.3 Grading Policies	12
4.4 Satisfactory Academic Progress	14
4.5 Attendance/Academic Probation	14
5.0 PROGRAM POLICIES AND PROCEDURES	15
5.1 Attendance Policy	15
5.2 Tardiness	15
5.3 Leave of Absence	15
5.4 Common Questions about the Attendance Policy	16
5.5 Registration Policy	17
5.6 Payment	18
5.7 Dismissal	18

5.8 Student Grievance Policy and Procedure	18
5.9 Privacy of Student Records	19
5.10 Student Review of Records	19
5.11 Copyright Policy.....	20
5.12 Code of Conduct	20
6.0 STUDENT SERVICES	23
6.1 Purpose.....	23
6.2 Student Advising.....	23
6.3 Student ID Request.....	23
6.4 Health Insurance.....	24
6.5 Housing.....	24
6.6 Computer Lab	25
6.7 Libraries	25
6.8 Extracurricular Activities	25
7.0 OTHER INFORMATION	26
7.1 Emergencies.....	26
7.2 Firearms, Dangerous Weapons and Materials	26
7.3 Harassment and Sexual Harassment	26
7.4 Lost and Found.....	27
7.5 Use of Cellular Phones	27
7.6 Smoking Policy	27
7.7 Drug and Alcohol Policy	27
7.8 Inclement Weather Policy	27
7.9 Non-Discrimination Policy.....	28
7.10 School Facilities	28
7.11 Policy on Dissemination of Information	28
7.12 Use of School Property	29
7.13 Contact Information	29

1.0 ABOUT DISCOVERY LEARNING CENTER

1.1 Welcome Message

Welcome to Discovery Learning Center (DLC)!

We are thrilled to have you join us and are committed to making your journey with DLC an enriching learning experience.

At DLC, our goal is to offer an exceptional environment for learning English, filled with opportunities that cater to your educational needs. We believe your time here will be immensely rewarding.

To enhance your experience, we have ensured that you have complete access to all the resources we offer. Additionally, we want you to be well-informed about the policies that apply to our students, ensuring a smooth and productive learning journey.

Our dedicated staff, faculty, and your fellow students are always ready to support and guide you through your English language adventure.

We wish you the very best in your academic pursuits. If you have any questions that this School Catalog does not address, please do not hesitate to contact the school office and speak with one of our team members.

We look forward to meeting you!

1.2 Mission Statement

Discovery Learning Center (DLC) serves a diverse, foreign-born population for whom English is a second language. This institution strives to realize two primary goals:

1. Improve students' ability to comprehend the English language; and
2. Provide students with both the vocabulary and grammatical structures necessary to become fluent in English.

1.3 Goals and Objectives

We believe that this Mission can be most effectively achieved through having students meet the following objectives:

- 1) Help students reach a level of proficiency in reading, writing, listening to and speaking the English language that allows for effective communication with others in society;
- 2) Provide student-centered curricula and instruction;
- 3) Support effective teaching and learning through a dedicated and experienced faculty and staff, quality facilities, and up-to-date material and equipment;
- 4) Strive to achieve a high rate of student retention;
- 5) Promote student well-being; and
- 6) Provide activities that support student comprehension of American culture.

1.4 School History

Discovery Learning Center (DLC) was established in 2004 by a team of experienced educators and administrators. From the beginning, it was clear that a large number of students needed to improve both their spoken and written, English-language skills. To meet this need, DLC made the transition away from being a preparatory school to become an institute for the teaching and learning of English as a Second Language.

DLC is now located in a spacious, and well-lit facility in Fort Lee, New Jersey, offering a comprehensive program of communicative, English-language courses at beginner, intermediate, and advanced levels to serve the needs of English language learners.

1.5 Location

DLC's campus is ideally situated for easy access to major transportation routes, including the Garden State Parkway, the New Jersey Turnpike, and Routes 17, 21, 46 and 80. Public transportation is also readily available via NJ Transit bus routes.

Merely 15 minutes away from midtown Manhattan, our Fort Lee campus provides a suburban setting with convenient access to the vibrant atmosphere of New York City, both by car and public transit. Fort Lee, known for its rich cultural diversity, particularly its vibrant Asian community, offers a wide array of ethnic cuisines and cultural experiences. Our campus is located conveniently on Center Avenue, adjacent to Route 95, and just a 3-minute drive from the George Washington Bridge.

****Address: 222 Bruce Reynolds Blvd (222 Bridge Plaza South) STE330. Fort Lee, NJ 07024***

1. From JFK Airport

- 1) Go to Terminal 4
- 2) Take AirTrain JFK: Jamaica-Airport (leaves every 15minutes) towards Jamaica Station-Sutphin Boulevard
- 3) Walk to Sutphin Boulevard-Archer Avenue-JFK Airport Station
- 4) Take the E Train to 42nd Street-Port Authority Bus Terminal
- 5) At Port Authority Bus Terminal, take NJ Transit Bus 156, 158, or 159 (Local/Turnpike Express)
- 6) Get off at Lemoine Ave at Bridge Plaza South (156), Main St at Center Ave (158), or Center Ave at Bridge Plaza South (159)
- 7) Walk to Discovery Learning Center

2. From LaGuardia Airport

- 1) Go to LGA Internal Roadway/Terminal B
- 2) Take Bus Q70 towards Limited LaGuardia Airport Terminals D-C-B
- 3) Get off at Roosevelt Avenue/74th Street
- 4) Walk to Jackson Heights-Roosevelt Avenue Station
- 5) Take E Train to 42nd Street-Port Authority Bus Terminal
- 6) Follow the instructions 5) through 7) for the trip from JFK Airport to Discovery

3. From Newark-Liberty Airport

- 1) Go to Terminal B
- 2) Take Bus 62 towards Newark Penn STA EWR Terminals Ikea & Airport South Area-E
- 3) Get off at Newark Penn Station, then transfer to Bus 108 towards New York via Union City
- 4) Get off at 30th Street/Bergenline Avenue
- 5) Walk to 31st Street at Palisade Ave (3 min)
- 6) Take Bus 159 towards Fort Lee Linwood Park
- 7) Get off at Center Ave at Bridge Plaza South

*Other routes are also available (see Google Maps)

2.0 GENERAL PROGRAM INFORMATION

2.1 Overview

The English programs at Discovery Learning Center (DLC) are designed to empower students with confidence, enabling them to effectively communicate in both formal and informal settings. Each level focuses on specific goals and learning outcomes, progressively building upon the skills acquired in previous levels. This step-by-step approach helps students improve their listening, writing, grammar, comprehension, speaking, and vocabulary skills. Detailed learning outcomes for each level are outlined in the DLC Curriculum Guide.

DLC offers Intensive English, TOEFL Preparation, and Professional English Programs designed for non-native English speakers wishing to study in an English-speaking environment. These courses include reading, writing, and presentation skills for use in a variety of situations: general, social, professional, and academic situations. Each level takes one term (10 weeks) to complete.

2.2 Course Start Dates

	Registration Deadline	First day of Classes	Last Day of Classes
Term 1, 2024	December 29, 2023	January 8	March 15
Term 2, 2024	March 22	April 1	June 7
Term 3, 2024	June 28	July 8	September 13
Term 4, 2024	September 20	September 30	December 6

-Academic Terms: Each academic term is 10 weeks long; 18 hours a week. There are 4 terms each year. Though Discovery Learning Center (DLC) follows a quarter system, it allows rolling admission, receiving applications during a larger

window of time than the above registration deadline. New students can be placed in an existing course/class at the discretion of the Campus Director for their first term. They then must follow the fixed start dates for subsequent terms while enrolled in DLC programs.

-2024 Holidays-

New Year's Day: January 1
 Martin Luther King Jr. Day: January 15
 Presidents' Day: February 19
 Memorial Day: May 27
 Juneteenth: June 19
 Independence Day: July 4
 Labor Day: September 2
 Columbus Day: October 14
 Veterans Day: November 11
 Thanksgiving Day: November 28
 Christmas Day: December 25

2.3 Entrance Requirements

To be admitted, prospective students must be at least 18 years of age, and be literate in their native language. Applicants are required to take a written placement test to ensure proper placement into the program. Each student is placed at a level consistent with his/her determined language skills.

2.4 Tuition and Fees

Tuition

Program	Hours Per Week (Full-time)	Length of Term	Tuition (USD)
Intensive English Program (IEP)	18 hours	10 weeks	\$1,260
TOEFL Prep Program	18 hours	10 weeks	\$1,800
Professional English Program (Non-I-20 only)	18 hours	10 weeks	\$1,800

Additional Costs

1. *Application Fee:* A Non-refundable application fee of \$100 is required with your completed application to process your enrollment (F-1 transfers). For other admissions categories, please ask the school staff.

2. *Textbooks and Materials Fee:* All students are required to obtain the necessary textbooks for their classes. To maintain a conducive educational environment, students who do not have the required textbooks may not be permitted to attend classes. Required textbooks for the IEP can be purchased at the school office (\$30 ~ \$50 per copy, subject to change) or on online bookstores. Students enrolled in the TOEFL Preparation Program or the Professional English Program are required to pay \$120 per term for textbooks and supplemental materials.

3. *Housing:* DLC does not provide student housing. Please contact our student advisor if you need help finding a place to live. The cost of off-campus housing is different for every apartment complex.

4. *Health Insurance:* DLC does not offer health insurance but in line with the Federal Government regulations, it strongly encourages all students to purchase coverage. The cost of your health insurance varies by insurance company.

2.5 Refund Policy

All refunds will be based on the date that the cancellation/ withdrawal request form is received by DLC. Failure to notify the school in writing of cancellation/withdrawal may result in a delay of the refund process.

Any refund will first be applied to any outstanding balance owed to DLC, and no refund will be issued until the tuition payment has been cleared with the bank first.

The application fee and the class-material fees are non-refundable and will not be included in any refund calculation.

Refund Due Dates:

All refunds will be made within ten (10) business days from the documented date of determination. The date of determination is the date on which the student gives DLC written notice of cancellation/withdrawal.

Cancellations:

1. Program Cancellation: If DLC cancels a program following a student's enrollment, DLC will refund all monies paid to the school by the student.

2. Cancellation Prior to the Start of Class: If an applicant cancels prior to the start of his/her scheduled class, DLC will refund all tuition paid—less non-refundable charges. DLC may require that the student retain all books and materials purchased from the school and issued to the student. DLC may refund a portion of the monies paid if the books and/or materials are in proper condition for resale.

Withdrawal or Dismissal after Start of Class:

1. DLC is not obligated to issue refunds to students who are dismissed due to any violations of DLC's written, disciplinary and/or attendance policies or any violations of local, state, or federal law.

2. For courses/programs of 300 hours or less:

- 1) DLC will retain the application fee plus a pro-rated portion of the non-discounted tuition—to be calculated on a weekly basis.
- 2) In determining the number of weeks of class attendance, DLC will consider a partial week the same as if a whole week

were completed, provided the student was present at least one day during the week.

3. For courses/programs over 300 hours in length (full-time attendance), DLC will retain the application fee plus:

- 1) 10 percent of the non-discounted, total tuition if withdrawal occurs in the first week;
- 2) 20 percent of the non-discounted, total tuition if withdrawal occurs in the second or third week;
- 3) 45 percent of the non-discounted, total tuition if withdrawal occurs after the third weeks, but prior to the completion of 25 percent of the course; and
- 4) 70 percent of the non-discounted, total tuition if withdrawal occurs after 25 percent, but not more than 50 percent of the course.

4. For courses/programs over 300 hours in length (part-time attendance):

DLC will retain the application fee plus:

- 1) 10 percent of the non-discounted, total tuition if withdrawal occurs in the first 25 hours of scheduled attendance;
- 2) 20 percent of the total tuition if withdrawal occurs between 26 and 75 hours of scheduled attendance; or
- 3) Calculated on the same basis as for full-time attendance pursuant to 3. 3) through 3. 4) above after 75 hours of scheduled attendance.

Charges Other Than Tuition:

All costs—application, book, supply, and rental fees—that are not included in tuition, are not subject to the refund calculation. If a student has paid all/part of tuition and/or other fees by credit card and has requested a refund, there will be a

3% charge on the amount returned. This fee will be deducted from the refund.

How Refunds Will Be Issued:

Tuition that was paid to DLC by credit card will be refunded to the original, credit card used for payment unless the credit card on file is no longer valid. Tuition that was paid in cash or by check will be refunded by check if the student is in the U.S.

If a student returns to his/her country of origin, the refund will be made available via wire transfer so that the student receives DLC's refund payment in the legal currency of the country of which he/she is a legal resident. All wire-transfer fees plus other related fees incurred shall be paid by the student or the person acting as the payee on the student's behalf. A refund for a continuing student can be credited to the student's ledger card.

2.6 Class Schedule

The weekday schedule in academic settings is 9:00 am to 1:30 pm or 5:00 pm to 9:30 pm (EST) Monday through Thursday (subject to change). If there are schedule changes, the school will notify all affected students of the details by email/text message.

2.7 Placement Testing and Procedures

Before registering for the Intensive English Program, students are asked to answer questions in English and are given an application form to complete. Students unable to answer questions in English (an informal listening/speaking assessment) or to complete the application form in English (an informal reading/writing assessment) are placed at the lowest level of the IEP (IEP100, Low Beginning).

All students take the IEP placement test when they first arrive on campus. The placement test consists of two components:

- a) A written test (paper-based or computer-based): listening, reading, language use, and writing
- b) An optional, oral component, with open-ended questions related to level-specific, learning outcomes, which a student may be given in order to confirm the ability-level assessment of the written component.

Students take the written placement test that is comprised of seventy (70) questions on the application of grammar, vocabulary, listening skills and reading comprehension skills. They are also asked to write a placement essay. Then, using the results of the written component for measurement, students may be assigned the oral component of the placement test that relates to their ability level. Finally, students are formally placed into a level that is commensurate with their performance on the placement test.

The initial placement of each student is further assessed during the first week of class so that the student and his/her teacher can determine if development/growth will be made at the assigned level.

2.8 Initial Student Orientation

An initial orientation is usually held one week before the course start date. The purpose of this orientation is to introduce students to each other as well as to faculty and staff. Also, orientation gives students the opportunity to familiarize themselves with DLC's facilities and policies. Staff will hand out important documents and the student handbook and go over emergency procedures with all students. Any questions and/or concerns can be addressed at this time.

3.0 ADMISSIONS

3.1 Admissions Policies and Procedures

Discovery Learning Center (DLC) invites applications from individuals committed to mastering English and offers an immersive learning experience. DLC practices inclusive admissions, accepting applicants regardless of their race, national origin, creed, gender, or physical disability. Prospective students must be at least 18 years old to apply.

DLC operates on a quarter system, comprising four terms, each lasting 10 weeks. While terms have set start dates, the campus director and PDSO may permit entry into ongoing classes mid-term, based on their discretion.

The application procedure initiates with the submission of **the Application/Enrollment Agreement form**, accompanied by a **non-refundable application fee**. International students, including those in the U.S. on an F-1 visa or intending to apply for one, must enroll as full-time students (18 hours per week) at DLC. They are required to provide the following documents:

- A copy of passport and/or visa.
- Copies of I-20 forms from any previous school(s)
- A financial guarantee (e.g. a bank statement), demonstrating the ability to cover all educational and living expenses for one academic year.
- If the bank statement is not in the student's name, a signed financial affidavit of support from a sponsor is also necessary.

Finally, applicants must complete a written placement test to determine the most suitable program level.

English proficiency requirement for the TOEFL and Professional English Programs:

A Minimum TOEFL score of 53 or CEFR B1+ required to enroll in these programs.

4.0 DLC ACADEMICS

4.1 Methodology

The primary objective of language instruction is to empower students with communicative competence, enabling them to effectively use the language in real-life situations. Our Intensive English Program is grounded in the communicative principle, promoting activities that foster this skill.

Communicative Language Teaching (CLT), or the communicative approach, is based on several key concepts:

- Effective communication requires not just grammatical knowledge but also the ability to use language functions appropriately.
- Language is used in a social context and should be suitable for the specific setting, topic, and conversational participants.
- Opportunities for students to negotiate meaning are crucial, allowing them to strive for understanding in communication.
- Students should have the ability to express their opinions, ideas, and feelings, learning communication through active engagement.

Our intensive courses are meticulously designed to include communicative tasks that enhance language confidence and competence in diverse social contexts. We emphasize activities that encourage students to practice and improve their oral English skills through meaningful interaction.

We strongly advocate for the use of cooperative groups in a communicative setting. Group tasks are effective for developing the ability to convey and process information, either in written or spoken English. In these groups, students naturally adapt their language to be understood, facilitating comprehension and long-term language acquisition through repetitive interaction.

The communicative approach offers three major benefits for ESL students:

- 1) It provides practical opportunities for learners to use the language effectively
- 2) Communicative tasks enable learners to produce language output in contexts that enhance mutual understanding.
- 3) It transforms the classroom into a realistic environment, simulating real-life communication scenarios.

Our English program is designed to encompass these benefits, taking into account factors like students' cultural backgrounds, learning styles, and goals. We aim to integrate all language skills through well-balanced communicative activities, enabling students to become more engaged members of their communities.

4.2 Course Descriptions

Intensive English Program

IEP100 Low Beginning

This introductory course focuses on building a foundation in English language skills. Students will develop a basic understanding and use of everyday expressions, learning to engage in simple conversations about personal preferences and routines. Reading and vocabulary lessons are designed to recognize and use fundamental vocabulary, especially in self-introduction and everyday contexts. Students will grasp basic grammar concepts, including singular/plural nouns and simple tenses. In writing, the emphasis is on constructing simple sentences using basic grammar and vocabulary.

IEP200 Beginning

The course at this level enhances students' ability to understand casual messages and basic conversations. Students will express personal needs and opinions in routine contexts and develop their reading comprehension skills to understand basic information in texts. They will learn to use articles, possessive and indefinite pronouns in their sentences. Writing skills will focus on constructing sentences in the correct order, using various verb tenses.

IEP300 Intermediate

At the intermediate level, students will interpret social dialogues and personal narratives, express personal opinions, and engage in advice-giving dialogues. Reading lessons aim to expand everyday vocabulary and apply basic reading strategies. The course covers more complex grammar structures, including time clauses and habitual past actions. Students will apply these grammatical concepts in writing, with a focus on time clauses and narrating past events.

IEP400 High Intermediate

This level focuses on deciphering informal discussions and interpreting opinions and facts. Students will engage in speculative conversations and explore compound words and prefixes in their vocabulary lessons. Advanced grammar concepts, such as future time clauses and comparative adjectives, are introduced. In writing, students will craft sentences using these complex grammar structures.

IEP500 Advanced

Advanced students will interpret speakers' opinions, compare various points of view, and enhance their inquiry and paraphrasing skills. They will describe people with precision, interpret commentary, and analyze arguments in texts. The course includes mastering advanced tenses and modals, and using pronouns and

gerunds/infinitives correctly. Writing exercises will express time-extended actions and apply indefinite pronouns and infinitives.

IEP600 High Advanced

At the highest level in the Intensive English Program, students will analyze conversational details, understand academic lectures, and articulate persuasive arguments in complex discussions. They will master contextual language variations and navigate informational and academic texts. Advanced grammar concepts, including direct and indirect speech, passive voice, and unreal conditionals, are emphasized. In writing, students will apply these advanced concepts to craft argumentative essays.

TOEFL iBT Preparation Program**TP700A (TOEFL Prep I)**

This course introduces students to the TOEFL exam, focusing on its structure and essential test-taking strategies. It aims to develop high-intermediate skills in reading, listening, speaking, and writing. Students engage in practice exams and simulation tests mirroring the TOEFL format. The course emphasizes continuous skill development in English proficiency, preparing students for academic success. By its conclusion, students will be more familiar with the test-taking environment and the specific language skills required for the TOEFL exam.

TP700B (TOEFL Prep II)

Building on the foundations laid in TP700A, this course aims to improve students' TOEFL scores and enhance their core English language abilities. The curriculum focuses on effective communication in academic contexts and understanding Western academic expectations. Students are encouraged to develop independent

learning skills, with assignments that reinforce classroom learning. This level also covers navigating cultural and social aspects of English-speaking academic environments. Upon completion, students will have a robust set of skills applicable both in the TOEFL exam and in academic settings where English is the primary language.

TP700C (TOEFL Prep III)

Available to those who have completed an equivalent course, TP700C is tailored to refine advanced English skills. The course's primary goal is to enable students to achieve a successful TOEFL score. It emphasizes improving reading comprehension, academic writing, advanced-level listening and speaking skills, and note-taking proficiency. Students engage with multiple practice tests to familiarize themselves with the exam's structure. By analyzing test results, students can identify areas for improvement, focusing their efforts to achieve their desired TOEFL scores.

TP700D (TOEFL Prep IV)

Designed for high-advanced ESL students, this course provides strategies and techniques to achieve top TOEFL scores. The focus is on enhancing performance in all language skills areas: reading, listening, speaking, and writing. The course includes simulated exams and thorough review sessions in a computer lab, allowing students to assess their knowledge and identify strengths and weaknesses. Students will receive guidance on improving their skills, becoming familiar with the test-taking environment, and understanding the exam's structure in depth.

Professional English Program

**This program is not currently available to F-1 students.*

PE800A (Professional English I)

In this course, learners develop fundamental written and spoken communication skills, with a focus on formal English suitable for professional environments. The course introduces foundational vocabulary and grammar, using current articles to analyze contemporary issues. It aims to build essential reading, writing, listening, and speaking skills, incorporating practical communicative activities that are relevant to real-world professional situations, thus laying a solid foundation for future language development.

PE800B (Professional English II)

This high-intermediate to advanced-level course enhances the ability to communicate effectively in professional settings, deepening the understanding of formal English. It offers functional language skills for practical situations, covering all four language areas. The course ensures linguistic competence in international and professional contexts and includes specialized activities aimed at refining specific language skills, thus providing a bridge between basic proficiency and advanced communication.

PE800C (Professional English III)

Focusing on critical language skills, this course deals with advanced communication such as negotiation and understanding cultural issues. Utilizing authentic materials, it enriches comprehension of global issues while advancing English proficiency. Emphasis is placed on formal and informal presentations, including prepared and extemporaneous materials, catering to students' individual interests and areas of specialization, thus enhancing both spoken and analytical skills.

PE800D (Professional English IV)

This course is designed for those seeking high-level professional communication skills. It emphasizes various forms of written and verbal communication and explores rhetorical principles essential for effective formal documents. Assignments and instructions are targeted towards impactful document production and presentations in professional contexts, culminating the program with a strong focus on advanced speaking and writing skills, critical for success in professional and academic settings.

4.3 Grading Policies**What is a syllabus?**

On the first day of every class in the IEP, your instructor will usually give you a document called a "syllabus." It will explain the objectives and learning outcomes of the class, describe the major assignments and tests, and usually include a basic calendar for the class. Read the syllabus carefully so that you know how to complete the course successfully.

Final Grade Calculation & Level Advancement

Your final grades will be calculated based on a weighted percentage system on a 100-point scale. For most courses, 70% of the final grade comes from midterm and final exams. The remaining 30% comes from tests and assignments.

To progress from one IEP level to the next, students must achieve a final grade of at least 70 out of 100 points. Students who receive less than 70 points must repeat the level in the following session.

If you are concerned about your grade at any point, please speak with your teacher or the Academic Coordinator before the end of the term. Once final grades have been posted, there will be no opportunities for grade changes.

Grading Scale

Below is the typical grading conversion system used to compare letter grades with corresponding percentage grades.

Grade	Point Value	Definition	Percentage
A	4.0	Excellent	90 – 100%
B+	3.5	Very Good	86 – 89%
B	3.0	Good	80 – 85%
C+	2.5	Above Average	76 – 79%
C	2.0	Average	70 – 75%
F	0	Failing	Below 70%
W		Withdrawal	
I		Incomplete	

Grade Changes

Course grades will not be changed, with two exceptions:

- Instructor mistake*
- Technical errors in online exams*

Students must submit a grade change request within the first session after receiving the grade. Requests will not be considered after this time period has lapsed. To request a correction due to instructor mistake or technical error, please complete and submit the Student Complaints/Grievance Form.

Failing a Course

If you fail a course, the first step is to speak with the Academic Director or your instructor(s) to discuss strategies for improvement and receive additional support. You and your instructor can collaboratively develop an action plan tailored to help you pass the course. It is the student's responsibility to proactively seek extra assistance from instructors and DLC staff as needed.

When repeating a failed course in the subsequent session, students must earn a percentage grade

of at least 70% to pass. If a student again fails to achieve a 70% or higher when repeating the course, they may be dismissed from the program.

Withdrawals

If students need to withdraw from Discovery Learning Center while the current session is still in progress, they must complete and submit a withdrawal request form. Students will not receive final grades for courses from which they have withdrawn.

Incompletes

Grade "I" indicates an incomplete for a course. Students who enroll in a course midway through a term may receive an incomplete ("I") due to the late enrollment.

In these cases, students are required to complete interterm (extended) classes after the regular term ends, then repeat the same course level in the subsequent term. By repeating the course, students will be able to earn a passing grade and advance to the next level. Completing interterm classes and the repeated term provides students the opportunity to complete all coursework required to remove the incomplete grade and receive a final letter grade.

Additionally, students who withdraw from a course before the final exam will receive a grade of "I" for the course.

4.4 Satisfactory Academic Progress

Satisfactory Academic Progress (SAP) means that a student is proceeding in a positive manner toward fulfilling the requirements of his/her designated course. The minimum standard of academic achievement is a grade of 70 out of 100 (on a percentage scale) in the designated course.

If a student has not attained a final grade of 70 or higher for a course, he/she will be placed on academic probation, receive a Student Failure Confirmation form, and will be given one more term to remove the probation by repeating the same level for the following term and fulfilling the requirements of the SAP Policy. If the student fails to remove the probation by the end of the subsequent term, he/she will be dismissed from the IEP.

Repeated Courses

Students learn at different paces and have varying English proficiency levels. However, repeatedly failing a course signals an inability to grasp the material or meet program rigor.

As a result, students who fail a course will be placed on academic probation and must repeat the course in the next term. If a student fails the course a second time, they may be prohibited from re-enrolling in the same program.

Occasionally, a student is affected by an unusual circumstance or incident beyond his or her control and subsequently fails the repeated course. In these exceptional cases, the student may petition to take the course one additional time at the discretion of the Campus Director. To be considered, students must submit evidence clearly outlining how the circumstances directly caused their second academic failure.

4.5 Attendance/Academic Probation

Attendance/academic probation is a time when your class attendance and/or academic progress are supervised by your instructor(s) or the Academic Director. During this time, you must work to improve your attendance and/or grades. If you do not successfully fulfill the terms of academic probation, you may no longer be able to enroll in the IEP.

There are two major reasons for probation:

- 1) failing to meet attendance requirements (attendance probation) or
- 2) repeating the same course due to failing a course (academic probation).

5.0 PROGRAM POLICIES AND PROCEDURES

5.1 Attendance Policy

In order to make academic progress, it is vital that a student attends class on a regular basis. Failure to meet the requirements of the IEP attendance policy may lead to academic probation or even dismissal from the program.

Regular attendance means that a student is present in at least eighty percent of his/her designated classes during the academic term. If a student does not attend at least eighty percent of his/her designated classes, he/she will be put on academic probation. Once on probation, a student is expected to be present in at least eighty percent of his/her designated classes during the academic term. If the attendance requirement is met during that term, the student will be removed from probation; but failure to meet the attendance requirement during that term may result in dismissal from the IEP at Discovery Learning Center, and/or termination of his/her I-20 (F-1 status only).

Students are expected to attend their classes unless they are ill or need to address an emergency. A student seeking any excused absences for an extraordinary circumstance (e.g. returning home for a medical leave of absence) must consult with school administrators so that a determination can be made regarding those absences.

Program	Total Hours of Class Assigned	20% of Total Class Hours (Limits for Dismissal)
Intensive English Program (IEP)	18 hours/week, 180 hours/term (10 weeks)	36 hours
TOEFL IBT Preparation (TP)	18 hours/week, 180 hours/term (10 weeks)	36 hours
Professional English (PE)	18 hours/week, 180 hours/term (10 weeks)	36 hours

5.2 Tardiness

Students who are late to class miss important information. Your teacher will count you absent for one hour if you arrive 15 minutes or more after the class begins. Your teacher will also count you absent for one hour if you leave class before the class ends. If you do arrive late, please do not interrupt the class, ask the instructor for permission to enter the room, and sit down quietly. Please note that many absences can lead to placement on academic probation.

A Rule to Remember:

Arriving more than 15 minutes late, or leaving class prior to the end of the scheduled, instructional period, equals a one-hour absence.

5.3 Leave of Absence

If a student must be absent from school for a specific reason, the student must inform the school and report the reason for the absence.

If a student is absent for three consecutive days and does not notify the school, the school will attempt to contact the student by phone, email, and/or by mail. On the student's return he/she will be required to meet with the school's administrative staff concerning the absences.

Excused absences shall be granted on a case-by-case basis. Reasons can include, but are not limited to:

illness of the student or a family member; death of a family member; religious holiday of the student's own faith; medical or dental appointments.

Unexcused absences may result in dismissal from the program. If students experience extended personal, medical, or other problems that impede class attendance, they may request a Leave of Absence (LOA) from the program for up to 60 days. An LOA request must be submitted in writing by the student and approved by the Campus Director. Supporting documentation is required to verify the underlying reason for the LOA request. The Campus Director has the right to deny any LOA request that lacks justifiable verification.

5.4 Common Questions about the Attendance Policy

1) Are there excused absences?

If you have a serious medical situation that requires emergency doctor or hospital treatment and that will prevent your regular attendance in the IEP, you should notify the administrative staff as soon as possible. Examples of a medical emergency would include being hospitalized for one or more days for an illness or having surgery. The Student Advisor will ask you to provide documents in English from a medical doctor or a licensed medical practitioner to make a decision about your status in the IEP.

2) What if I am absent on the day of a scheduled test or quiz?

You are permitted to make-up one scheduled test/quiz per term. The test or quiz must be made up the day you return to class.

Please note that final exams cannot be made up unless you are experiencing an unavoidable situation beyond your control. Final exams must be taken on the scheduled day. Before you buy any airplane tickets, please check the Academic Calendar.

3) What if I am pregnant?

Pregnant students are held to the same attendance policy as all students, unless medically excused by a doctor. DLC will excuse a pregnant student's absences for as long as deemed medically necessary by her doctor, including for recovery from childbirth.

Pregnant students should submit doctor's notes verifying the medical need for any pregnancy/childbirth-related absences to the administrative staff.

If the delivery date is expected during final exam week, alternate exam dates may be arranged with instructor and Academic Director approval.

If the pregnant student's spouse is also enrolled, he will be held to the standard attendance policy. Pregnant students intending to continue classes up until their delivery date should communicate regularly with all instructors to ensure they complete assignments on schedule. With proper time management, it is possible for pregnant students to make continued progress in finishing IEP coursework.

4) What if I miss a class because.... (my flight was late/I had a meeting with my embassy/I had a meeting with my advisor/ I had to go to traffic court/I was taking the OOOO test)?

You will be counted absent.

5) I understand all this. But what should I do if I still need to miss a class?

Occasionally, you may have to miss a class for one reason or another. Missing one or two classes

normally is not cause for concern. If you are going to be absent, follow these steps to stay on a successful path:

- If you know you have to miss a class, contact your teachers or the Student Advisor BEFORE you miss class so that they can inform you of the topics that will be discussed in class and that you can review/study at home.
- Remember that you are responsible for making up what you missed. If you are worried about completing missed assignments, ask your teacher or a classmate for help; but all work must be completed in a timely manner.

5.5 Registration Policies

• *New Students*

Discovery Learning Center (DLC) adopts a quarter system that consists of four 10-week sessions a year. Though each of the four sessions starts on a specific date and all classes begin on the same day, some students may be admitted to existing classes up to the 5th week of each term and on a case-by-case basis.

Student must be 18 or older to register and must agree to abide by DLC's rules and policies. All requested information must be completed on the application form. Incomplete forms will not be processed. Application forms are available on the DLC website or can be obtained by contacting the office. It is important to understand the school's refund policies in the event that course withdrawal becomes necessary. There is a non-refundable application fee (see the Application/Enrollment Agreement form). This fee is not part of the tuition and must be paid at the time of registration.

Registration options include:

Email : admissions@discoveryenglish.org

Mail : DISCOVERY LEARNING CENTER

222 Bruce Reynolds Blvd STE330

Fort Lee, NJ 07024

In person: 222 Bruce Reynolds Blvd STE330

Fort Lee, NJ 07024

Office Hours (different from class hours):

Monday - Thursday 9:00 a.m. – 6:00 p.m.

(6:00 p.m. – 9:00 a.m. voicemail only)

Friday 9:00 a.m. – 5:00 p.m.

(Friday 5:00 p.m. – Monday 9:00 a.m. voicemail only)

Saturday & Sunday Closed

***Note:** Regardless of the above office hours, class support staff are available during all class hours.*

• *Returning Students*

Our office will **automatically register continuing students** for the next IEP term, **unless students:**

- 1) Submit a completion/termination request form or cancellation/withdrawal request form to cease their studies, or
- 2) Are dismissed from classes, or
- 3) Submit a transfer-out request form by the deadline

It is very important that all continuing students be registered so they can attend classes starting on the very first day of each term.

Students absent for more than 6 months must retake the placement test before re-enrolling. Re-testing ensures students are placed at the most appropriate level for their current language proficiency. Please note that students re-enrolling after an absence over 6 months will follow the same placement testing policies as first-time students. IEP cannot guarantee students will place at or above their previous enrollment level, as language skills may have deteriorated over time away from classes.

5.6 Payment

New students must make tuition payments in full at least one week before the course begins. Current students must pay tuition in full by the registration deadline as specified in the Academic Calendar.

Continuing students that fail to meet this deadline will be assessed a late payment fee of \$20 per week. Exceptions can only be made by permission of the Campus Director.

DLC accepts major credit cards, debit cards, cash, checks, money orders, and bank wire transfers. Convenience fees may apply.

Non-payment of fees voids registration and the student will not be accepted in the class until the required tuition payment is made.

DLC may offer a voluntary installment payment plan to help students who are unable to pay the total amount due in full at the time of registration. Complete and submit the ***Application for Installment Payment Plan*** form at least one week prior to the course start date (not available to new students). Fees may apply.

5.7 Dismissal

The following situations may cause you to be involuntarily dismissed from DLC:

1. Falsifying documents or misrepresenting information on school documents/forms
2. Being convicted of a crime while enrolled
3. Failing to pay outstanding tuition or fees charged by DLC
4. Disruptive, disrespectful, or threatening verbal/physical interactions or behavior on school premises
5. Being present on school premises while under the influence of drugs or alcohol, including carrying drugs or alcoholic beverages
6. Remaining on academic probation for:

-Low attendance: 2 consecutive sessions or a total of three sessions while enrolled

-Failing the same level twice in a row

7. Refusing to comply with school policies including program policies in the Enrollment Agreement, Students Handbook, School Catalog, and F-1 Program Policies (a policy document provided to the students regularly by email).

8. Making unreasonable demands of staff or instructors

*Please note: Students dismissed from DLC are not eligible for refunds or a certificate of completion.

5.8 Student Grievance Policy and Procedure

The Intensive English Program (IEP) is dedicated to helping our students along the journey to competence in English, to awareness of self and sensitivity to cultural differences, and to lifelong learning, all of which will prepare them to succeed in their academic endeavors. If students feel their needs are not being met, they may file a complaint.

A student at Discovery Learning Center (DLC) may file a written complaint related to, but not limited to, the following: conduct of a faculty member, staff member, and/or administrator; learning standards and/or methods of instruction; facilities, equipment, and/or materials; school records; tuition and/or fees, and/or school records. If your problem is about your class grade, please see the 4.3 Grading Policies section of this handbook. If your problem is not about your grade but involves a class, its books, its instructor, its exams, or other related issues, **please speak to the instructor first**. If talking to the instructor cannot solve the problem (or if you really do not want to talk to the instructor yourself), you should then discuss the problem with support staff, administrator, or the Student Advisor, whomever you deem more appropriate. If the problem

continues, you may choose to submit a written, formal grievance (see Student Grievance Report Form in the DLC Student Handbook).

DLC divides complaints into two categories: informal and formal.

Informal complaints are defined as minor problems that do not jeopardize a student's academic achievement or health/safety on the DLC premises. Forms for informal complaints are available at the front office. On the other hand, *formal complaints* are defined as issues that do jeopardize a student's academic achievement or health/safety on the DLC premises. If a student has a formal complaint, he/she must put it in writing and deliver it in an envelope to a staff member or an administrator, in the front office. Formal complaints can also be submitted by email (studentcare@discoveryenglish.org). If a student requires assistance in making a formal, written complaint, he/she is encouraged to speak to a staff member or instructor for help.

All complaints are taken seriously and will be forwarded to the Campus Director for action. A formal written reply will be sent to your Email address within 7 business days. If the Campus Director decides that a meeting is necessary, you will be contacted within 7 business days to set up an appointment to resolve the issue. If a student is not satisfied with the action taken, on the part of the Campus Director, to resolve the complaint, he/she can request a meeting with the President for final resolution.

***Privacy Statement**

All grievance information is shared only with those people concerned and kept on file available to the Campus Director.

***Notice of Nondiscrimination**

Discovery Learning Center (DLC) adheres to all federal and state civil rights laws banning discrimination in private institutions of higher education. DLC is deeply committed to creating a community free of unlawful discrimination,

harassment, and violence. The full description of this commitment is found in the Nondiscrimination Policy. DLC has made all employees mandatory reporters of violations of this policy.

***Unannounced School Closure**

In the event of an unannounced school closure, students enrolled at the time of the closure must contact the Department of Labor and Workforce Development's Training Evaluation Unit within ninety (90) calendar days of the closure. Failure to do so within the ninety (90) days may exclude the student from any available form of assistance. Please contact the Training Evaluation Unit via email at trainingevaluationunit@dol.nj.gov.

5.9 Privacy of Student Records

DLC recognizes that student records contain confidential information and will not release said records to a third party without the student's prior written consent, except to persons and agencies authorized by law.

Student records include, but are not limited to: transcripts, grades, exam records, test scores, evaluations and financial information. Student records are kept on DLC premises in locked cabinets managed by DLC's Administrative staff. All student records are maintained for up to seven years.

5.10 Student Review of Records

Students have the right to view their own records with the exception of records that contain information about other students or confidential recommendations from others.

5.11 Copyright Policy

Textbooks and other written material fall under US copyright laws. A reminder of this mandate is posted above the photocopier at DLC. Staff will not copy written material that in any way exceeds the limitation of those copyright laws.

DLC recognizes federal law which explains that it is illegal to duplicate copyrighted materials without authorization of the holder of the copyright, except for certain exempt purposes. Under federal copyright law, a copyright exists in "original works of authorship" that are fixed in a tangible medium of expression for more than a transitory duration from which the work can be perceived, reproduced, or otherwise communicated, either directly or with the aid of a machine or a device.

It is the responsibility of the staff/faculty to abide by the requirements of the law. Severe penalties may be imposed for unauthorized copying of audiovisual or printed materials, and computer software, unless the copying or using conforms to the "fair use" doctrine.

What is "Fair Use"?

Often staff can use published works in their teaching without permission or fee according to "fair use copyright guidelines." However, there are circumstances in which permission and/or fees are required. Sorting out what a person can or cannot do is often confusing. Fair use is a legal doctrine that promotes freedom of expression by permitting the unlicensed use of copyright-protected works in certain circumstances. [Section 107 of the Copyright Act](#) provides the statutory framework for determining whether something is a fair use and identifies certain types of uses as examples of activities that may qualify as fair use.

In determining whether the use made of a work in any particular case is a fair use the factors to be considered shall include:

- (1) the purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
- (2) the nature of the copyrighted work;
- (3) the amount and substantiality of the portion used in relation to the copyrighted work as a whole; and
- (4) the effect of the use upon the potential market for or value of the copyrighted work.

As a general rule a single photocopy of part of a copyrighted work, such as a copy of an article from a scientific journal made for research, is considered fair use and can be copied by a student for his or her own use. Photocopying large parts of a book recommended for purchase by the instructor, making multiple copies of articles or book chapters for distribution to classmates, or copying material from workbooks, is considered to exceed fair use and would fall under regular copyright laws.

5.12 Code of Conduct

Student Conduct Expectations

Students are expected to abide by the school rules and policies, and to respect their teachers, their classmates, and the educational opportunity they are enjoying. If a student is disruptive in class, he/she may be asked to leave and then marked absent. **Disruptive classroom behavior** includes, for example: talking to other students during instruction, answering cell phone calls, sending or receiving text messages, leaving class frequently or for extended periods of time, sleeping, disrespecting the instructor or other students, using one's native language in class, and doing activities not related to the class. Students should also respect the work and study environment of the IEP, including behavior before and after classes in empty classrooms and hallways. They should conduct themselves as they would in a place of business and higher education. In virtual classes, students must turn their

cameras on during class and try to control any background noise.

Student Conduct Codes and Rules

This handbook includes information about rights, policies, and rules for misconduct. Students need to be aware of the rules related to alcohol use, possession of drugs, property theft, sexual abuse and assault, verbal abuse, academic dishonesty, and many more topics. Please read the rules below and ask instructors and staff to help you understand their meaning. The rules are grouped into three main areas: honesty, respect, and responsibility.

(1) Honesty: This means living a life of honorable and fair actions that reflect well on your person and character. To do the opposite is to act in a dishonest way such as lying, stealing, vandalizing, cheating, misrepresenting yourself, and misusing school facilities.

(2) Respect: This means living a life that values the rights of others to live in a safe environment that promotes the educational ideals of the school. To do the opposite is to act in a disrespectful way such as engaging in physical and verbal abuse, intimidation, harassment, disruption of teaching or school activities, and failing to follow any directions given by faculty or school administration. If a student's behavior in class becomes a problem (to the teacher or other students), the Campus Director will meet with him or her to discuss the problem.

(3) Responsibility: This means living a life that reflects well on the school and community. To do the opposite is to act in an irresponsible way such as using and distributing drugs or other illegal substances, neglecting to meet financial obligations, illegally distributing alcoholic beverages, and illegally possessing firearms. The list below is a guide to some problems you should avoid. Participating in these actions can lead to dismissal from DLC and even criminal charges.

This list is only an example; it is not a complete list.

- Academic Misconduct: using another student's work as your own or hiring someone to take an exam for you, etc.
- Poor Attendance: not going to class, always arriving late to class, etc.
- Cheating: looking at another student's paper during a test, text messaging or using your cellular phone or personal electronic device during a test, etc.
- Rude Behavior: talking to other students while the instructor is speaking, making noises during class, listening to music during class, etc. Also included are indifference, disrespect, or rudeness towards fellow students, or DLC employees, whether explicit or implicit (any disorderly/antagonistic conduct on school premises).
- Refusal to comply with school policies
- Plagiarism: stealing ideas from other sources like the internet, a friend's paper, print material, etc., and presenting them as your own in an essay or presentation without giving credit to the source.

Problems that will be addressed by law enforcement (City or State Police):

- Having Controlled Substances: buying, keeping, or using illegal drugs like marijuana, ecstasy, cocaine, etc.
- Alcohol: driving while drunk, giving alcohol to someone under the age of 21 years-old, public urination, public intoxication, etc.
- Sexual Harassment: unwanted touching or suggestive language, unwelcome and persistent attention towards someone, etc.
- Sexual Assault: non-consensual sex, forcing someone to have sex, etc.
- Assault: fighting, attacks on other persons with or without weapons, etc.
- Theft and Vandalism: stealing and destroying or defacing public or private property.

(4) Other unacceptable behaviors

- Intentionally or chronically speaking languages other than English during class time even after a teacher's verbal or written warning;
- Not bringing your textbooks and/or other necessary materials to your classes;
- Use of a cell phone or any other communication devices during class (cell phones must be turned off during class);
- Threatening, intimidating or coercing fellow students or DLC employees on or off the premises at any time, for any purpose;
- Engaging in an act of sabotage; negligently causing the destruction or damage of school property, or the property of fellow students or employees in any manner;
- Removal of school property from the premises without prior permission from management or unauthorized use;
- Playing lottery games or gambling on school premises;
- Use of school telephone, computers, office supplies, or other school equipment/facilities without approval from the school;
- Smoking in restricted areas or at non-designated times;
- Posting, removing or altering notices on the school premises without permission from the school;
- Soliciting, selling, or collecting funds for any reason on the school premises;
- Promoting paid educational programs of other institutions and distributing marketing materials for paid educational services of any kind;
- Bringing pets of any kind to school;
- Viewing contents that are sexually explicit, violent or others that may be found offensive to others on the school premises whether

using a computer in the computer lab or the student's personal computer;

- Downloading any active-X controls or harmful files, or creating or modifying any of the computer files or programs of the school that would affect the computer system;
- Obscene or abusive language - or any act of harassment toward a fellow student or a DLC employee (DLC has a zero-tolerance policy towards any verbal and physical abuse);
- Violation of any of the school policies posted as amendment or addendum.

If you engage in any of, but not limited to, the unacceptable activities, you can be suspended or dismissed from the school.

6.0 STUDENT SERVICES

6.1 Purpose

DLC understands that many of its students have entered a new environment. To help students assimilate into the new culture/community DLC offers a range of student services that complement the language programs and help students create a local network of friends and support.

Students are encouraged to take advantage of these services. Involvement is monitored, and advising and support is offered within the school setting where it is seen that students are not participating and may be at risk.

By taking advantage of the services offered, students can experience not only academic success, but personal success as well. Each service is designed to enhance students' learning experiences, assist them with academic challenges and help them achieve their goals.

6.2 Student Advising

DLC provides a range of advisory services to assist students with topics such as goal setting, planning, academic progress and achievement.

The core of the advising program centers around conversations in which advisers serve as a resource of knowledge and a source of direction for students to develop action plans in order to achieve academic success and social integration.

The Academic Director tracks student progress in the IEP and helps students who are struggling to make progress and advance through the IEP. If you have concerns on your academic progress or college/university admissions, contact the Academic Director for advice.

If you need immigration advising on the following topics, contact P/DSO for help.

- Change of Non-immigrant status
- SEVIS school transfers
- Applying for an F-1 visa from overseas
- Filing a reinstatement petition
- Securing a leave of absence to travel abroad (travel endorsement on Form I-20)

For more in-depth immigration advising or legal assistance, you will be referred to an immigration attorney.

If you need assistance from external counselors or medical practitioners, you may search for their contact information on the Internet or reach out to the DLC staff to assist you in finding a list of professionals' contact information.

6.3 Student ID Request

Student ID is issued to current DLC students. Student must fill out a student ID request form available at the DLC office and submit it with a picture to the office.

Student IDs take up to 10 business days to process. Students are notified when their ID is ready for collection from the office. Student IDs are valid for one year from the time of issue and is useful for receiving student discounts at retail stores in the community and across the country.

-Student ID Card Fee: \$15 (plus a shipping fee)

Please contact our administrative staff for more information about photo ID requests.

6.4 Health Insurance

DLC does not offer health insurance but in line with the Federal Government regulations, it strongly encourages all students to purchase coverage. Here are some examples of the insurance carriers for international students:

www.internationalstudentinsurance.com
www.isoa.org
www.compassstudenthealthinsurance.com

***Disclaimer:** The carriers listed above are examples only and not recommendations. DLC takes no responsibility for student health insurance selections based on the information provided here. Students have the full responsibility to research and choose the coverage that best fits their needs.

Again, it is imperative that you obtain health insurance—especially if you do not have coverage in your home country—because health/medical care in the U.S. is VERY expensive. In fact, the U.S. does NOT have a national, health-care system. Therefore, treatment in the U.S. for a serious illness/injury without having health insurance will not only result in physical and/or psychological hardship but also could be financially destructive. This kind of situation will, no doubt, do harm to your chances of learning English and achieving academic/career success.

Glossary of Common Insurance Terms:

Benefit: A general term referring to any service (such as an office visit, laboratory test, surgical procedure, etc.) or supply (such as prescription drugs, durable medical equipment, etc.) covered by a health insurance plan in the normal course of a patient's healthcare

Claim: A bill for medical services rendered, typically submitted to the insurance company by a healthcare provider

Co-payment: A specific charge that your health insurance plan may require that you pay for a

specific medical service or supply, also referred to as a "co-pay." For example, your health insurance plan may require a \$15 copayment for an office visit or brand-name prescription drug, after which the insurance company often pays the remainder of the charges

Deductible: A specific dollar amount that your health insurance company may require that you pay out-of-pocket each year before your health insurance plan begins to make payments for claims

Effective Date: The date on which health insurance coverage comes into effect

Network Provider: A healthcare provider who has a contractual relationship with a health insurance company

Out-of-network Care: Healthcare rendered to a patient outside of the health insurance company's network of preferred providers. In many cases, the health insurance company will not pay for these services

Referral: The process through which a patient under a managed care health insurance plan is authorized by his or her primary care physician to see a specialist for the diagnosis or treatment of a specific condition.

6.5 Housing

There are many apartments through the city. IEP students are responsible for finding their own apartment housing.

Here are helpful websites:

<https://newjersey.craigslist.org>
www.njmls.com
www.bestrentnj.com
www.apartments.com
www.heykorean.com

If you want an apartment but do not have a plan to secure one before arriving in New Jersey, it would be wise to book a homestay with a host family. This will give you time that is needed to find the right apartment.

Here are helpful websites:

<http://www.homestayfinder.com>

<https://www.airbnb.com>

You can also contact local agents for information about current listings of apartments or houses for rent.

***Disclaimer:** The websites listed in this section are examples only and not recommendations. DLC takes no responsibility for housing selections based on the information provided here. Students have the full responsibility to research and choose a place to stay that best fits their needs.

6.6 Computer Lab

The computer lab is accessible to all enrolled students for interactive language learning and end-of-course assessments. Additionally, students may use the computers for personal purposes, subject to authorization by school staff. Priority is given to students engaged in lab or coursework. When using the computers for non-academic activities, time is capped at 30 minutes per individual if others are awaiting access.

Hours Open:

Monday – Thursday: 2 p.m. – 5 p.m.

Friday: 10 a.m. – 4 p.m.

Saturday & Sunday: Closed

Students can also access the Wi-Fi service. Please contact the support staff for more information.

6.7 Libraries

All DLC students have full access to the ESL resources available in the school library located in the student lounge. To borrow books from the library, present the book or books that you wish to check out and sign the book sign-out sheet.

For information about a local library, visit its websites:

Fort Lee Public Library

Website: <http://fortleelibrary.org>

Location: 320 Main Street, Fort Lee, NJ 07024

6.8 Extracurricular Activities

Social Programs

Every year there are several events and excursions for DLC students. You can sign up for these social activities, some of which fill up very quickly. Therefore, it is a good idea to sign up early.

Art & Culture

We want our students to experience and learn much of the new culture and surroundings. Here are helpful sites to guide you to better experience New Jersey and New York.

Information about Museums in New Jersey

<http://www.nj.gov/nj/things/museums/>

Bergen Performing Art Center

<http://www.bergenpac.org/>

Liberty Science Center <http://lsc.org/>

Lincoln Center for Performing Arts

<http://lc.lincolncenter.org/>

American Museum of Natural History

<http://www.amnh.org/>

Museum of Modern Art (MoMA)

<http://www.moma.org/>

The Metropolitan Museum of Art

<http://www.metmuseum.org/>

Broadway Shows (Broadway.com)

<http://www.broadway.com/>

7.0 OTHER INFORMATION

7.1 Emergencies

In the event of an evacuation everyone in the building is asked to gather in the visitor parking lot outside of the building to be accounted for. No one is permitted to remain in the building when the fire alarm sounds and no one can re-enter until the all clear is given.

DLC has fire alarms that are tested regularly. Fire drills are conducted at least once each semester. These are scheduled by the building management and the local fire department in advance to ensure that all staff, faculty and students understand the procedures.

7.2 Firearms, Dangerous Weapons and Materials

No firearms, weapons or hazardous materials are permitted on DLC premises. Being found on the premises with such an item will result in immediate expulsion and notification of appropriate authorities.

7.3 Harassment and Sexual Harassment

Harassment and Bullying

Bullying of any kind is not tolerated by DLC. Emotional or verbal harassment is also prohibited. This includes, but is not limited to, use of foul language or making abusive statements in regard to a person's race, gender, religion, nationality/ethnicity, sex or age.

Every student, faculty and staff member is responsible for reporting any cases of questionable conduct or alleged mistreatment to the Campus Director who shall in turn report it to

the President. The school management will respond quickly to any and all allegations of abuse and is tasked with providing a fair, impartial, objective, and timely hearing of any complaint or appeal.

The alleged offender will be notified of the allegation(s) promptly and may be subject to a disciplinary hearing. DLC will inform external authorities when the level of the allegation requires such notification. Any person accused of abusive behavior may be suspended by the Board until the matter is resolved. A person who is accused but later cleared of charges, may apply to be reinstated within the organization.

Sexual Harassment

Sexual harassment is against the law and will not be tolerated.

Sexual harassment is defined as any unwanted physical, verbal or visual sexual advances, requests for sexual favors, and other sexually oriented conduct which is offensive or objectionable to the recipient, including, but not limited to: name calling, derogatory or suggestive comments, slurs or gestures and offensive posters, cartoons, pictures, or drawings.

Sexual harassment does not refer to occasional compliments of a socially acceptable nature. It refers to behavior that is not welcome, that is personally offensive, that debilitates morale, and that, therefore, interferes with work effectiveness.

If an employee or student believes he/she has been the recipient of sexually harassing behavior, he/she should report it immediately to a faculty or staff member.

DLC will protect the identity of anyone making a complaint of sexual harassment and will work to ensure no retaliation results from making the complaint.

When a complaint has been made DLC management or a person designated by management will investigate the complaint. The

person will speak with possible witnesses and will speak with the person named in the complaint.

Anonymity of the complaint will be protected to the extent possible.

Depending on the complexity of the investigation, the complainant will be contacted within a week about the status of the complaint and what action is being taken.

7.4 Lost and Found

A “lost and found” box is maintained in the school office. If you find anything that has been misplaced/is not your property, please hand it off to staff in the school office so that it can be placed in the “lost and found” box. Found items will be posted on the school notice board in the administrative office and held by the office for one month. Upon expiration of that period of time, items will be donated to charity or thrown away.

7.5 Use of Cellular Phones

Cell phones are permitted at DLC but not inside classrooms. They should be stored away and switched off during instructional sessions. Using phones during classes interferes with the teaching process and detracts from the educational atmosphere. Persistent misuse of these devices may result in disciplinary measures.

7.6 Smoking Policy

DLC acknowledges the Surgeon General's warning about the health risks of smoking and prohibits smoking within all indoor areas of its premises. A designated smoking area is provided outside the building.

7.7 Drugs and Alcohol Policy

DLC is a drug and alcohol-free school. In accordance with its stated policy, all employees and students are absolutely prohibited from manufacturing, distributing, dispensing, possessing, or using controlled substances on DLC premises. All employees and students will receive a copy of DLC's drug free compliance policy.

DLC does not permit the use of alcohol or drugs in its facilities at any time. Any employee or student violating DLC's drug and alcohol policy is subject to discipline, up to and including dismissal.

Any employee or student convicted of drug or alcohol related offences must inform the institution of such a conviction within five days of the conviction occurring.

Failure to inform will result in disciplinary action up to and including dismissal for the first offense.

7.8 Inclement Weather Policy

DLC will remain open and hold classes as scheduled except in extreme weather when safety of students, staff and faculty may be compromised. If conditions warrant closing or delayed opening, the Campus Director will make the decision in consultation with the President and building management. Individual faculty members or staff members are not authorized to make their own decisions on closings, delayed openings or cancellation of classes.

Once a decision is made, an email will be dispatched to all impacted students, faculty, and staff. Additionally, a text message might be sent to those directly affected.

Closing or delayed opening announcements will also be posted on DLC's web site.

The administrative staff will also send out a notification via a smartphone messaging app to those who have enrolled in the messaging service.

If the weather and/or road condition does not require school closing but an individual student or employee of DLC feels that travel to the school's premises would be an unreasonable safety risk, that individual should contact the office to discuss possible options.

Contact Information:

Discovery Learning Center

Office: 201-313-1220

Mobile: 201-704-9009 (text)

7.9 Non-discrimination Policy

DLC is committed to the principle of equal opportunity in education and employment and ensuring that people have the right of equal access to programs, facilities, services, and employment regardless of personal characteristics not related to ability, performance, or qualifications.

DLC prohibits discrimination, harassment and bullying against any person on the basis of race, color, sex, sexual orientation, gender identity, religion, disability, age, or national or ethnic origin. DLC expects that its employees, students and board members when conducting DLC business or participating in DLC events or activities, shall maintain an environment free of discrimination, including harassment, bullying, or retaliation.

DLC facilities are wheelchair accessible and other reasonable accommodations will be made wherever necessary for all employees and/or students with disabilities provided that any accommodations made do not require significant difficulty or expense.

7.10 School Facilities

ESL Library: The ESL library contains books, journals, magazines and newspapers to encourage students to broaden their knowledge of not just the English language but of local, national and international news and United States culture.

Parking Lot: Employees, faculty and students of DLC are permitted to use the building's on-site parking lot for their vehicles. For additional details, please reach out to the school staff.

7.11 Policy on Dissemination of Information

Discovery Learning Center (DLC) is committed to the free flow of all relevant information among and/or between the administration, the staff, the faculty, and the student-body. In order to ensure this free flow of information, the administration at DLC has made it a priority to keep the contact information of all staff, faculty, and students current by conducting a regular, six-month review. Contact information for each individual includes an active phone number, an e-mail address, and a mailing address.

General announcements on the dates of upcoming exams and holiday closures are posted on the whiteboard that is adjacent to the entrance of the school and/or are posted on the bulletin board immediately across from the entrance of the school.

Urgent announcements, with regard to delayed openings or immediate closures, are posted on the school website AND are either sent to one's e-mail address or are made over the phone with a call from a member of the Administration.

Memos are also hand-delivered to individual members of the staff, faculty, or student-body regarding issues of any kind that require their particular attention for resolution.

7.12 Use of School Property

Everyone studying, teaching, or working at Discovery Learning Center (DLC) is expected to treat school property with care and respect and to share the use of school equipment fairly. School property cannot be taken from the premises at any time unless express permission has been given by the Campus Director.

7.13 Contact Information

Website: www.discoveryenglish.org

Office: 201-313-1220

Mobile/Text: 201-704-9009

E-mail: admissions@discoveryenglish.org

Address: 222 Bruce Reynolds Blvd, STE330,
Fort Lee, NJ 07024

(Bruce Reynolds Blvd is also known as Bridge Plaza South)

Campus Director:

director@discoveryenglish.org

Designated School Officials (DSOs):

admissions@discoveryenglish.org

dso@discoveryenglish.org

Office Hours:

Monday - Thursday

9:00 a.m. – 6:00 p.m.

(6:00 p.m. – 9:00 a.m. voicemail only)

Friday

9:00 a.m. – 5:00 p.m.

(Friday 5:00 p.m. – Monday 9:00 a.m. voicemail only)

Saturday & Sunday Closed

Note: Regardless of the above office hours, class support staff are available during all class hours.