



FAMILY
HANDBOOK
2019

Salamanca, Spain

SPANISH

m middlebury
INTERACTIVE LANGUAGES™

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1. General Information

June 30, 2019 – July 26, 2019

Middlebury Interactive Languages Administrative Office (Year-Round)

Phone: 888-216-0135 (During Business Hours)

23 Pond Lane, Middlebury, VT 05753

academies@middleburyinteractive.com

www.middleburyinteractive.com

IES Abroad Administrative Office (Based in Chicago)

Phone: 800-995-2300 (During Business Hours: 8:30am to 4:30pm Central Time)

Emergency Phone: 802-777-2124

eFax: 1-802-419-4111

Mailing Address for Students:

Homestay addresses for students will be provided prior to the start of the program, for letters only. Packages should not be mailed to students in Spain.

Middlebury Interactive Languages' Staff:

Director, Summer Academies

Amy Kluber akluber@middleburyinteractive.com

Enrollment Manager

Jon Weible academies@middleburyinteractive.com

IES Staff:

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IES Salamanca Center Director

Barbara Liberatore bliberatore@iessalamanca.org

Middlebury Interactive Languages complies with applicable provisions of state and federal law which prohibits discrimination in employment or in admission or access to its educational or extracurricular programs, activities or facilities on the basis of race, color, ethnicity, national origin, religion, sex, sexual orientation, gender identity and expression, age, marital status, place of birth, service in the armed forces of the United States or against qualified individuals with disabilities on the basis of disability. Questions relating to compliance during the summer session may be addressed to the MIL Human Resources Department, 23 Pond Lane, Middlebury, VT, 05753.

MIL endeavors to present an accurate overview of the programs, facilities and fees of the MIL Summer Academy in this publication. However, MIL reserves the right to alter any program, facility or fees described in this publication without notice or obligation. MIL welcomes students, faculty and staff with many abilities and disabilities.

Dear Families,

The directors, faculty and staff welcome you to the 2019 session of the Middlebury Interactive Languages' Summer Academy. In Salamanca, you will be joining an exceptional community of learners: teachers, staff and students dedicated to world languages and global citizenship. We hope you are ready to embark on a fun, exciting and challenging summer experience. Our staff is eager to meet you when you arrive in Spain!

The Middlebury Interactive Languages' Summer Academy is modeled on the world-renowned Middlebury College Language Schools' "No English Spoken Here" immersion programs. These summer programs, which celebrated their 100th anniversary in 2015, have taught thousands of academics, artists, diplomats, and those who simply have a love for language, proficiency in the language of their choice. The MIL Summer Academy brings together this rich heritage with the innovative learning methodologies of Middlebury Interactive Languages, the leader in K-12 world language education.

Our immersive approach combines classroom learning with hands-on, experiential projects, activities and excursions, enabling utilization of language in a variety of contexts. Typical program activities might include: listening to contemporary music, being part of a cooking project, going swimming, watching a movie (in language!), being part of a movie, playing in a soccer match, writing a news article, participating in a presentation by an author, artist or musician, learning new slang or vocabulary— the list goes on. A summer at the Academy is fun, but also a demanding commitment for students. You are expected to put forth your best effort to maximize language improvement.

Immersion means that you spend all your waking hours "in the language". You will spend time getting to know your host family, sharing meals, and going out in Salamanca, all in Spanish! You will also speak only in Spanish with your classmates, teachers, and friends at the Academy. You will be asked to sign the Academy Language Pledge® at the beginning of the summer session and are required to abide by it for the duration of the summer. The Pledge is a serious responsibility and while we understand the challenges of remaining in language, we hold our students to this standard at all times.

This handbook contains important information to help prepare you for a fun and successful summer. As with any program, our rules and expectations will ensure you benefit from a productive learning community. If you have questions about any policy outlined in this handbook, we encourage you to contact our office at 888-216-0135 or email us at academies@middleburyinteractive.com. We welcome your inquires and look forward to meeting you on arrival day!

Sincerely,



Amy Kluber
Director, Summer Academies
Middlebury Interactive Languages

2. Introduction

A. **Summer Language Academy**

The Middlebury Interactive Languages Summer Academy (formerly Middlebury Monterey Language Academy) began at Middlebury College in 2008 and was originally established in affiliation with the Monterey Institute of International Studies. The Academy is now run by Middlebury Interactive Languages, the leader in digital world language courses for K-12 students. Middlebury Interactive Languages is owned by K12 Inc., with an office in beautiful Middlebury, Vermont.

K12 Inc. is the nation's largest provider of proprietary curriculum and online education programs for K-12 students. Middlebury Interactive Languages offers a rich portfolio of world language products, in both online and in brick-and-mortar schools, with levels of immersion methodology to accommodate different learning styles. The Academy and the online courses are designed with the goal of language proficiency in alignment with the national standards set forth by the American Council on the Teaching of Foreign Languages (ACTFL).

B. **Mission and Program Goals**

The mission of the Academy is to provide excellent instruction in language and culture. Each summer, in an intensive immersion environment, students are provided unlimited opportunity to use the target language under the guidance of native and near-native language professionals and with each other. We believe that without real competency in

language, there is little true cultural understanding. To be effective, language teaching must provide meaningful insight and access to other cultures.

The Academy immersion language program, curriculum and pedagogy is intentionally designed for high school students and rooted in the expertise of Middlebury Language Schools' Immersion Language Methodology.

This methodology is based on five principles:

1. Teach to the whole person
2. Use age appropriate teaching strategies
3. Teach for real life communication
4. Learning a language takes time and effort - immersion accelerates learning
5. Language combined with culture enhances learning

C. **Info for Parents and Guardians**

The Academy staff establishes supportive relationships with students and families. All relationships are marked by open communication; we strive to keep you informed about your student's progress and experience prior to, during, and following the Academy.

The Academy expects families to read this handbook in preparation for your arrival - understanding, respecting and accepting the rules and expectations set forth. The Academy cannot retain a

student who is not willing or able to live within the Academy standards outlined. The Academy reserves the right to separate any student whose parent/guardian is not accepting of or compliant with Academy policies and procedures. Each student and parent is expected to review the expectations in this handbook prior to the program.

Parents and guardians of admitted students are expected to inform the Academy of any physical, emotional or developmental condition or history that might impact a child's assimilation to or participation in the Academy. This includes information pertaining to academic, medical and disciplinary history. The Academy reserves the right to withdraw a student in the event that material information of this nature is withheld. Special accommodations can be requested with the Student Disability Accommodation request form and by providing pertinent personal history and information on the required health form submitted via CampDoc.

D. **Before You Go**

Read This Handbook! Your experience at the Academy is an investment in your education as well as your future. As the days draw closer, think about preparing your mind, as well as your suitcase. A few hours spent researching the history and language of Spain will pay off in a few short weeks. The more you prepare now, the better adjusted you will be when you arrive and the more you will learn about the culture and yourself.

Begin preparing yourself for the fact that things are going to be different during your

time in Salamanca. Some things in your daily life are going to be "better" than at home and some things are going to be "worse." You will miss some things that you like, such as your favorite foods or hangouts, but you will also come to like new things that you can't find at home.

3. Accommodations

A. **Academy Location Salamanca, Spain**

Salamanca is the capital city of the province of Salamanca in the region of Spain known as Castilla y León. The city is nicknamed the "Oxford of the Spanish World", and is home to Spain's oldest university, la Universidad de Salamanca. Since the doors to the university opened in 1218, Salamanca has been home to students from all over Spain and the world. Salamanca is a small, hospitable city and is ideal for language immersion. The Spanish spoken in Salamanca is considered clear and easy to understand.

The heart of Salamanca is the Plaza Mayor; it is the universal meeting place in Salamanca and a world-class site for people-watching! In the afternoon, the plaza walls and intricate carvings are turned to gold with sunlight.

Daily classes and activities for the Academy will be held at the Colegio Maestro Ávila, a semi-private primary and secondary school located near the center of town.

B. Housing

At the Academy in Salamanca, students will live with local families within walking distance of the center of town. Students will live with one or two other Academy students and will have three meals a day with their hosts. When it's time for class, students will walk to the school in small groups. *Mentores* will accompany groups to and from school during the first three days of the program; during the later weeks, students will walk in small groups to and from school, with *mentores* available to assist if needed.

Host Families

All host families have been vetted and have previously hosted American students with our partner, IES Abroad. Two to three students will be assigned to each host family. In most homestays, students will have their own bedroom, but some homestays will include a shared bedroom for the MIL students. Family and roommate assignments are based on student preferences such as academic interests, sports played, hobbies, and dietary needs. Each homestay is located within a 10-25 minute walk of Colegio Maestro Ávila.

All homestays are approved by IES Abroad Salamanca staff and inspected on a regular basis. Just as in your home country, "family" in Spain may refer to a variety of circumstances. Some families consist of an older couple with grown children, while others might be single parents. Some might be older women, possibly widows, who like the company of students in their home and enjoy introducing them to Spanish culture. All families are experienced hosts. Please

remember that your host family will be the catalyst to your understanding of the Spanish culture; you should be willing to adapt to the Spanish way of life and do your best to integrate into your family. The vast majority of host families do not speak English, offering an unparalleled opportunity for language immersion.

Roommate Assignments

Students will be paired for their homestay assignment according to gender and age. For example, girls room with girls, boys with boys; younger students room with other younger students and older students with other older students.

While the information provided in the Residential Life Preferences form help create the best possible roommate pairings, there are no guarantees that roommates will be perfect matches. Academy staff members actively support students in the adjustment to living with a roommate and host family—learning to compromise, resolving conflicts, etc.

Host Family Changes

Learning to live with a new roommate and host family is part of the learning process at the Academy. Host family changes are not permitted the first week of the program, and thereafter only in exceptional circumstances. The Resident Director will need to approve any room changes.

Homestay Etiquette

Give yourself and your host family time for adjustment. Some hosts are initially quiet and you might have to be more proactive at starting a conversation. Other families are more talkative. Imagine a foreign student coming to live with your family and think about how you would wish him/her to interact with you and your family.

While in Spain, you will need to adjust to a different lifestyle. The following are examples of how to show respect in a homestay; these guidelines will be discussed in more detail during orientation.

- Do not use the kitchen without permission from your hosts.
- Do not invite other students to the apartment.
- Always greet family members. Not doing so is seen as rude.
- Always turn off all lights when you leave a room.
- Do not take long showers; if you would like to shower more than once a day, ask your host for permission.
- Do not walk around barefoot; slippers are customary in the Spanish home.
- Be careful with the keys you will be given to the apartment. If they are lost or stolen, you will be responsible for replacing all of the locks.
- Understand the house rules

Patience, politeness, a sense of humor, and adventure will allow you to relate more closely to your host family. Keeping an open and optimistic attitude will help you get the most out of your time in Salamanca. If you are unsure of a household rule, or do not

understand something, just ask! Your host family will be happy to explain things to you.

Guests

Visitors to the Academy must sign in at Colegio Maestro Ávila, show identification and receive permission from the Academic or Resident Director to visit any part of the campus. Visitors must abide by the Language Pledge® and refrain from speaking in English within hearing distance of students in the Academy.

Leaving the Academy

For reasons of safety and to maximize the time spent in the Academy's immersion environment, we do not allow you to sign out of Academy during the session or to accept visitors. All requests to arrive late, depart early, or leave the Academy for any reason must be approved before the beginning of the session. Requests must be submitted to the Academy Admissions Office by email to academies@middleburyinteractive.com.

C. Meals

While at the Academy, students will eat three meals a day with their host family. Students will have limited, if any, kitchen privileges.

Be prepared to adjust to the differences in meals and mealtimes in Spain: *la comida* (midday meal) is served between

2:30 and 3:30pm, while dinner or *cena* is eaten around 9 or 10pm.

Breakfast with your host families will be a light meal. Sandwiches will be available for a snack during the morning break at school.

Students should expect food in Salamanca to be different than what they may be used to. For example, it is most common for vegetables to be served in the form of a salad or in a soup; they are not usually part of the main dish. The word “ensalada” in Spain has many varieties. Sometimes it is an olive and tomato salad, other times it is more typical of what is eaten in the US as a salad.

A typical Spanish *comida* or *cena* consists of a first course (usually a soup, pasta, or vegetable dish) and a second course or main dish (usually beef, pork, or chicken). A green salad accompanies some meals, and a dessert or *postre* (usually a piece of fruit or yogurt) accompanies all meals. In terms of food preparation, Spaniards rely heavily on olive oil.

Food for lunch and dinner is also served in three rounds (first plate, second plate and dessert), with the salad or soup being served first. It is typical of the Spanish culture to have white bread (most often in the form of rolls) with every meal; finding whole grain bread in Spain is possible, but not common.

Fresh fruit will be available during the afternoon snack at the Academy and is often served as a dessert at lunch and dinner.

Most importantly, please arrive with an open mind and be willing to try new foods. As a guest in Spain, you should be ready to adjust to local customs.

Special Diets

Special dietary needs will be accommodated if possible and should be indicated on the Student Health Information and Residential Life Preferences forms.

Vegetarian diets are less common in Spain. Host families will make an effort to accommodate those who do not eat meat, but flexibility is needed. Be prepared to eat egg dishes (*tortilla francesa* or *española*, or rice with fried eggs, for example) as well as vegetable dishes (rice with lentils, mixed vegetables, boiled potatoes with beans, fried potatoes, etc.).

Please contact the Academy Admissions Office to discuss special dietary requirements (802-216-0135 or by email academies@middleburyinteractive.com).

D. Packing List

Emphasis should be on comfort and suitability for a range of activities from relaxing in the dorm, to walking in the city, to hiking and sports or visits local sites. Please bring clothing with modest styles. Also note that Salamanca can be very hot in the summer.

Dress at the Academy is generally informal. You may not wear clothing that

includes offensive logos, images or words or contains references to alcohol or drugs. In recognition of the diverse cultural community on campus, please bring clothing with modest styles. This means that halter, backless, midriff, transparent and off-the-shoulder fashions are not permitted.

Clothing

Bring clothes just for two weeks, no more. Your host-mother will do laundry for you twice a week. A laundry bag is provided by your host family.

- Sport clothes: maximum of 10 t-shirts, three shorts, a pair of long trousers, or an informal summer dress. Quick-dry clothing is recommended.
- Dress clothes: There will be a couple of days with shows or more formal events. Bring some nice clothes (a shirt/polo and trousers or a dress or shirt with trousers/skirt).
- Shoes: sneakers, flip flops and a pair of comfortable walking sandals with backs
- Bathing suit
- Underwear and socks: 10 pairs
- 2 summer pajamas
- A jacket or sweatshirt for layering

Toiletries

- Toothbrush
- Toothpaste small
- Soap
- Shampoo small
- Other personal items

Supplies

- Pens/Pencils
- 1-2 notebooks or composition books
- Spanish/English dictionary

Miscellaneous

- Beach towel
- SPF 50+, Chapstick
- Hat and sunglasses
- Comfortable day pack
- Plug adapter: plug used in Spain is a two-pin round. The voltage is 220v/240v.
- Voltage converter, if needed
- Hair dryer (to be used with voltage converter only)
- Back-up pair of contact lenses or glasses
- Battery-operated alarm clock
- Flashlight
- Water bottle
- Sports equipment that are easy to pack (Frisbee, Hacky Sack, no skateboards, rollerblades, bicycles)

Items to Leave at Home

The following items are not allowed at the Academy:

- Computers and tablets
- Weapons of any kind
- Any flame-producing device
- Pets of any kind
- Products that damage surface finishes
- Televisions, computer/video games, DVDs
- Water guns

- Appliances, halogen lamps, refrigerators or cooking devices
- Laser pointers

In addition to the above list, we reserve the right to confiscate any items that, in our judgment, pose an undue risk to the safety and well-being of other students or property.

You are responsible at all times for the safe-keeping of your personal belongings. We urge you to label all belongings, including clothing, with first and last names. Neither MIL nor the host site can be responsible for theft or other losses of or damages to, personal belongings, including musical instruments or electronic equipment. When considering whether to bring an expensive item, families may wish to investigate possible coverage under your own insurance. In general, we recommend that you leave valuables at home.

E. **Spending Money**

You may wish to bring up to \$500 in spending money for occasional snacks, souvenirs, and any purchases you wish to make during off-campus excursions or trips. Also make sure to budget for spending money for airline luggage fees and meals during your travel to and from Salamanca. It is strongly recommended that, if you bring cash, that you bring some money already in euros. Euros can be purchased at large U.S. banks, American Express offices, and at most international airports.

During your time in Spain, you should plan to obtain euros primarily using an ATM or pre-paid debit card. We recommend debit cards designed for teens in place of cash.

Most ATM and Visa or Master Card credit cards can be used to withdraw money throughout Spain. There may be fees associated with these transactions depending on the bank.

Make sure to contact your card-issuing institution or bank prior to leaving for Spain. Frequently, for fraud protection, banks will freeze access for credit or ATM cards used abroad without prior notice. This can lead to great inconveniences if you need to withdraw money.

In case of an emergency, we encourage you to leave a record of bank account and card numbers with family in the United States. It is wise to keep a spare credit card stored in a safe place while abroad. Most major banks can help you arrange a transfer of funds from a bank in the United States to a bank in a major foreign city. Also, a major credit card can also be used to arrange such a transfer.

You are responsible for providing your own spending money and for keeping it secure.

F. **Student ID/Keys Card**

Academy students and staff will wear a neck "wallet" while at school. This is to ensure that only members of the Academy community are present on campus. Your homestay key may be kept in the wallet. Authorized visitors will receive a special "visitor" lanyard for identification.

G. **Laundry and Linens**

Towels and bed linens are provided for you by your host family. These will be washed and changed on a weekly basis.

Your homestay family will have a washing machine but will likely not have a clothes dryer as these are not common in Spain due to space constraints and the cost of electricity. Clothes are hung to dry, and in the summer heat can dry very quickly. Please keep this in mind when packing, as thick, cotton clothing will need more time to dry.

H. **Housekeeping**

You are responsible for keeping your individual rooms clean and orderly and for contributing to keeping your common areas in your homestay tidy.

I. **Lost Items**

MIL makes every attempt to return lost items to you. Should you realize that you left something at the Academy after the program, please call the administrative office as soon as possible. Unfortunately, the chances of recovering a lost item after we vacate the host campus are small. Please label all items. MIL is not responsible for lost items.

4. **Academics**

The Middlebury Interactive Languages' Summer Academies honor a proud tradition of teaching world languages through a commitment to speak, read, write and listen only in the target language. At the core of this tradition is the Language Pledge®, which began at the Middlebury College Language

Schools. The Pledge embodies an attitude toward language learning that calls on all participants to summon the personal discipline to “stay in language.” Staff members work hard to create an atmosphere that supports your efforts. (See the following section on the Language Pledge®.)

The Academy language program consists of four weeks of hands-on language immersion with both academic and experiential curricula. Every student is required to honor the Language Pledge® for the entire Academy. On the average, you will receive 124 hours of supervised instruction and participate in an additional 150 hours in the target language in residential and informal settings.

Classes bring together groups of students at similar levels to complete a variety of projects. Our curriculum is coherent and comprehensive, connecting all parts of the day to maximize your learning by utilizing language in a variety of contexts.

A. **Academic Faculty**

The Academy works with highly skilled local teachers. The teachers are among the most creative and dynamic in the field— who bring the language to life!

B. **Language Level Placement**

Students are placed within small groups with similar language ability. Placement is designed to strengthen areas for

individual student improvement. The curriculum provides a wide range of speaking, listening, reading and writing opportunities for students at every skill level. Occasionally, students are moved between groups at faculty discretion to ensure you are appropriately challenged.

In early spring, you will receive instructions for completing an online placement test. Initial placements will be made based upon the information provided in your application. Adjustments may be made once on campus. Student requests to change levels during the session will be considered in consultation with the Program Director.

C. **Attendance and Participation**

Because every component of the curriculum is designed to reinforce language learning, students are expected to attend and participate in all scheduled activities— assemblies, classes, excursions, events — seven days a week. There will be daily free time provided.

We ask that families refrain from requesting student absences during the program. However, any requests to have a student excused from the Academy for any period of time should be made in advance of the program and must be approved by MIL staff. Absences will jeopardize the ability to achieve the full language proficiency gains. Requests will be evaluated on an individual basis. In the event that a student needs to leave campus for an approved absence, all travel arrangements must be made by the family. MIL is not responsible for student

transportation, except during arrival and departure travel between campus and the approved airport, train or bus station.

Unauthorized absences initiated by the student (cutting class, skipping activities, etc.) are violations of the Student Code of Conduct, constituting a breach of Academy rules pertaining to the safety and whereabouts of Academy participants. (See Community Standards).

Final Academic Report and School Placement

To facilitate middle or high school recognition of language study with the Academy, families will receive a Final Academic Report approximately three weeks after the completion of the Academy. This report includes a summary of the post assessment results taken during the Academy, as well as narrative feedback from faculty. This document is useful for school officials when making student placements.

D. **Daily Schedule**

Students are engaged throughout the day in varied activities, classes and events. While the schedule included is a general one and may change to make best use of time, space and learning, you should expect consistent day-to-day scheduling and advance notice for any schedule changes. Please note that schedules may change during the week, for Arrival Day, Departure Day, off-campus

excursions, and to accommodate special speakers and performances.

Monday–Friday

8:00am	Breakfast with Host Family
8:30am	Walk to school in small groups
9:00-9:30AM	Morning Assembly with mentors
9:30--11:00AM	Class Block1
11:00 – 11:30AM	Break & Snack
11:30 – 1:30PM	Cultural Exploration Classes
1:30 - 2:30PM	Down time and Walk to homestay in small groups
2:30 – 3:30PM	Lunch with Host Family
3:30--4:30PM	Siesta/Break/Free time at home
4:30PM	Walk to school in small groups
5:00 – 7:30PM	Activities/Excursions
7:30 – 9:30PM	Free Time
9:30PM	Dinner with Host Family

Afternoon Activities

Every week, students will participate in student clubs including song, dance, videography, writing, photography and other activities in which you can showcase and develop your talents and language skills. You will participate in supervised recreational activities, including sports.

Evening Activities

Students participate in a variety of evening activities. Evenings are also used for free time in small groups, as well as excursions within Salamanca.

Weekend Activities

Students will participate in excursions to local and regional sites of cultural and historic interest each Saturday during the program. Sundays will be spent participating in activities with your host family and free time with your peers.

Classrooms

Classrooms are located at the Colegio Maestro Avila school and are spacious, well-furnished and utilize smart technologies. There is a student computer lab for academic projects. The Academy will have exclusive use of the campus facilities.

Guest Speakers and Performers

Salamanca has an active entertainment schedule during the summer, with each performance serving as an opportunity for you to participate in local activities and interact with the community. You will have the chance to meet and converse with local and native speakers on excursions and in classroom presentations.

Excursions

You will make daily excursions into Salamanca for classroom projects, visits to various sites, and interviews with local shopkeepers and residents. Each week, you will visit local and regional sites of cultural, historic and architectural interest.

Free Time

Students will have scheduled free time each day during specified time periods. During these blocks of time, students will be able to meet up with their friends within the defined limits of the city center without an Academy staff member present. Students will receive guidance on these limits during orientation.

All students will have the Academy emergency phone number programmed into their cell phones. Academy staff members will be on call should an emergency situation arise while students are on their own.

During free time, students may also choose to exercise by visiting an outdoor running track. If a student wishes to work out at a gym, staff will provide information on local facilities. Students will be responsible for any associated payments. Age restrictions may apply at these facilities.

5. The Language Pledge®

At the core of the language teaching philosophy of the Academy, as in the Language Schools at Middlebury College, is the Language Pledge®. The Pledge is both an ideal to aspire to and a concrete and effective tool to greatly enhance the process of language learning. The power of the Academy's immersion environment relies on the creation of a community of learners striving to achieve shared language learning goals, in which each member commits to work as hard as possible to use only your target language. The Language Pledge® is the vehicle that creates such a community and supports you in that effort.

A. Pledge Standards

All Academy students agree to abide by the Language Pledge®, a formal commitment to speak, listen, read and write the language of study as the only means of communication for the entire summer session.

The Pledge helps you focus your energies on the acquisition of language skills and to internalize the patterns of communication and cultural perspective associated with the target language. It plays a major role in the success of the program, both as a symbol of commitment and as an essential part of the language learning process. It ensures that the vocabulary and structures gained in class are “put in motion” right away, so they are acquired, used and not forgotten.

Our goal is to have you succeed in the Academy's immersion environment. We recognize that living 24/7 in a language other than one's native language is a significant challenge for any person, let alone an adolescent. Academy staff will support, encourage and work with you to acclimate and adjust behavior to meet the Language Pledge's® expectations.

The Academy staff recognizes that fidelity to the Language Pledge® is a significant challenge and commitment for all students. The Pledge is also the core value within our community on campus. Our approach is to support you in meeting your obligations to each other

by honoring the spirit, philosophy and integrity of the Pledge. While inadvertent or unintentional mistakes may result in a break from speaking in language, intentional, multiple and on-going failures to speak, listen, read and write in language will be treated as conduct that violates the Language Pledge® and will result in disciplinary actions.

B. Common Questions about the Language Pledge®

What is the Language Pledge®?

All Academy students agree to abide by the Language Pledge®, a commitment to speak, listen, read and write the language of study as the only means of communication. It is the foundation of our intensive immersion program and originated with the Middlebury Language Schools.

What does the Language Pledge® say?

In signing this Language Pledge® I will do my utmost to follow the letter and spirit of the Pledge as defined by the Middlebury Interactive Languages' Summer Academy).

I understand ... that Spanish is the means of communication for me during all four weeks of the Academy session, except for the few times specified by the Language Director as non-immersion moments.

I will respect ... the Language Pledge® taken by other students in my Academy and I will not speak a language other than Spanish in their presence.

I will respect ... the Language Pledge® taken by

all staff members in my Academy and I will not speak a language other than Spanish in their presence.

I understand that failure to comply with the Language Pledge® may result in a call to my parents or guardians and that subsequent infractions may result in my expulsion from the Academy without credit or refund.

Signature

Print Name/Date

Why are students required to take the Pledge?

The Pledge helps you focus your energies on the acquisition of language skills and to internalize the patterns of communication and cultural perspective associated with the target language. The Language Pledge® plays a major role in the success of the Academy, both as a symbol of commitment and as an essential part of the language learning process. It ensures that the vocabulary and structures gained in group sessions are “put in motion” right away so they are acquired, used and remembered.

Are beginning students, who have never studied the language, required to take the Language Pledge®?

Those students beginning your study of a language take a modified and progressively more rigorous, Pledge. The Academy has built-in times and structures to enable beginners to succeed during the early learning period.

All teaching and residential staff members at the Academy are bilingual and can speak to you in both the target language and English.

When is the Language Pledge® waived?

You are not expected to speak in your language of study when you are faced with an emergency, when conversing with a member of the Academy administrative staff, when speaking with the nurse or a health care professional or when speaking with a member of the host institution staff or during phone calls with family. In addition, you are not required to speak in your language of study during specific times designated by Academy faculty or when you are not under the jurisdiction of the Academy (see below). Most important is adherence to the spirit of the Pledge and the sincere effort to use the target language as exclusively as possible during the session.

May I call my parents, family and friends?

For calls home and when you are not under the jurisdiction of the Academy, (i.e., off-campus after being signed out by a family member), the Language Pledge® is waived. We know that it is important for you to maintain contact with your families and friends and encourage you to call or email your family and friends during the designated times each week. Keeping this contact to a minimum will enhance your language learning success at the Academy.

As indicated in this Handbook, there is limited time available for you to phone or email home. These policies are in place to support both the Language Pledge® and your successful

transition from home. In case of an emergency, you may use the Academy phone or send an email message.

Are there incentives to adhering to the Pledge?

The first and most important incentive is the progress experienced in the target language. The Academy also rewards those students who are exemplary in your commitment to the Pledge.

What happens if I violate the Language Pledge®?

Adhering to the Language Pledge® is part of the Code of Conduct. However, maintaining the Pledge is a challenging undertaking. A student will receive Verbal Warnings for the first violation. Students who continue to violate the Pledge, receive a Written Warning and a call to parents/guardians. Continued violations result in more serious disciplinary actions up to and including dismissal from the Academy without tuition refund.

What can I do if I'm having difficulty honoring the Pledge?

Our goal is to have you succeed in the Academy's immersion environment, not to punish you for trying. Please seek out Academy staff who will be happy to discuss the nature of the problem, brainstorm ideas for success and offer encouragement and support. Remember that you are probably not alone in experiencing challenges, but the goal is to try your best to overcome—not succumb to—them.

When does the Pledge begin?

Adherence to the Pledge begins when you sign the Language Pledge®, which will occur at the end of the first full day of the Academy. Once signed, the Pledge is in effect and you are expected to strive to honor its terms and spirit.

May I read books, newspapers or magazines in a language other than my target language? May I listen to music in other languages?

Please do not bring reading material and/or music in English or any language other than your target language. Again, the Pledge is not simply a rule against using languages other than your target language; it's a commitment for using your target language. Therefore, you should read, listen and write (except for letters home) only in your language of study. Doing otherwise is a violation of the Pledge.

However, language use includes listening, reading, writing, as well as speaking; you will have access to interesting things to read, listen to and watch in your target language.

Families are encouraged to send mail in either English, your native language, or in the language you are studying. While letters in English (or your native language) are fine, we ask that family and friends please refrain from sending English-language/native language magazines, videos, DVDs, etc. The use of all such material will slow a student's progress in the target language.

6. Keeping in Touch

A. Pre-Arrival Travel

If your child is traveling independently and is delayed due to flight cancellation, weather delay, etc., please call the Resident Director, Jorge Silva Di Bella, at +34 627 56 49 63 (be sure to leave a message if there is no answer. This number can also receive messages via text and WhatsApp). Rest assured that if traveling alone, your child will be met at the train or bus station and transported to the Academy by MIL or IES staff regardless of travel delays.

Students traveling to Boston Logan Airport to connect with the group flight should call 802-777-2124 if they experience any delays or change in travel plans.

A. During the Program

Families are welcome to call the MIL administrative office at 888-216-0135 with concerns or questions. This number can be used to contact our Middlebury Office during regular office hours, 9 am – 5 pm Eastern Time.

For emergency calls or calls outside the hours listed above please call the MIL Emergency Line: 802-777-2124. Please note that this phone is to be used only in case of emergency, **defined as situations immediately impacting the health and safety of a student or immediate family member.**

Please note that the Academy on campus works through a system of messages, as our administrators, staff

and faculty are generally engaged with the students throughout the day. Messages are responded to within 24 hours. If families are inquiring about an academic matter, the Program Director will return the call. If families are inquiring about well-being, logistics or any other type of personal student matter, the Resident Director will return the call.

To ensure delivery, any emailed messages should include a student's full name in the subject line. These messages will be printed out and delivered to students each day.

A. **Calling Home**

Students in Salamanca, unlike our residential Academy in the US, will be permitted to keep their cell phones with them in case of emergency and thus may call home on individual schedules. In order to benefit the most from the cultural and language immersion provided at the Academy, **we strongly recommend students call home no more than twice a week**, similar to the standard "call home times" at our other Academy locations. Official "call home time" in Salamanca will be Wednesday and Sunday between 7:30pm and 9:30pm local time. If calling home becomes disruptive to interactions with the host family, the cell phone may be confiscated at the discretion of Academy staff and returned only at specific call home times. In the case of an emergency, students can call any time.

For calling home, we suggest students bring a cell phone with WiFi capability from home. Because of costly calling rates for overseas calls, we recommend you use Facetime or

Skype to communicate online with family. Further information will be provided during Orientation.

If you plan to use your cell phone on a cellular network, be sure to speak with your cell phone provider well in advance. Some phones must be "unlocked," which only your cell phone provider can do. If you plan to use your phone on the cellular network in Spain, you should discuss this with your provider prior to departure to determine the best process and plan for international phone calls.

Please remember that some students will want to talk to their parents on the phone during calling home times, and others may be hesitant, for a number of reasons. It may make them feel homesick, they may be trying to be more independent, or they may just not know what to talk about. Many students also find that they are busy and happy during the Academy and do not prioritize calling home.

A. **Cell Phone Policy**

While we recognize the importance of keeping in touch with family and friends, we want students to be fully engaged in the Academy environment.

Due to the nature of the homestay environment in Salamanca, students will be allowed to keep their cell phones with them throughout the program. However, students will be required to check in their cell phones upon arrival at school each

morning. Phones will be returned for the afternoon walk home. Students are strongly discouraged from using their cell phones while at their homestay. If cell phone usage becomes problematic or disruptive to the program, Academy staff will institute a check-in policy for student cell phones. In this instance, students would be provided with a basic emergency cell phone for walks to and from their homestay.

Use of a cell phone for other than limited calling home is strongly discouraged at the Academy. Such use seriously undermines language learning, breaks our immersion environment and disrupts your engagement in the Academy. **Use of cell phones during peak cultural and language immersion times, such as meal times with host families, is strictly prohibited.**

During orientation, students will be given instructions for contacting staff in case of emergency and will be instructed to program these numbers into their phones.

During field trips, students may wish to use their phones to take pictures. Students are reminded that field trips are an essential part of their cultural and language experience in Spain, and that usage of the phone for other purposes seriously undermines their ability to fully participate in programming.

A. **Email and Computer Access**

The Academy will provide computer access for language learning during the session. However, like cell phones, your use of computers to communicate in English

seriously undermines language learning and breaks our immersion environment. Therefore, we strongly discourage you from bringing computers/laptops/tablets to campus. Computers/laptops/tablets that are brought to the Academy must be checked in on Arrival Day and stored in the Academy office for the duration of the program.

A. **Care Packages from Home**

Since the program is short, we recommend letters be sent only during the first two weeks to avoid delivery problems. Please do not send electronics, reading materials (in English) or other items that could interfere with language immersion.

Students may receive mail at their homestay. The address will be provided prior to the start of the program.

Be reminded that Spain has strict customs regulations for packages. Due to these regulations, please do not mail any packages to students while they are at the Academy.

We do encourage families and friends to write letters. Handwritten encouraging notes are always welcomed by students!

A. **Campus Blog & Photographing of Students**

We encourage families to visit the Academy blog for Salamanca. A link can be found on our main webpage at www.middleburyinteractive.com/summe

r-language-academy/blog. When time allows, staff in the campus Academy will post photos and a brief summary of daily events, as well as highlights of special happenings on campus. This is an excellent way to see what is happening at the Academy.

Photographs and videos captured during the Summer Academy are used on our Academy Blog, social media and on our website, publications and advertisements. All photographs, video or audio are exclusive property of Middlebury Interactive Languages, and no compensation is paid to students or staff for such content. Student names and other identifying information is not shared without prior written parental consent. If you have any questions about this policy, please contact us at academies@middleburyinteractive.com.

H. Homesickness

Homesickness is a normal and typical reaction to being away from family and friends. We recommend that families read the suggested resources on homesickness listed below. Remember that homesickness can strike anyone of any age and is completely normal.

Also keep in mind that some students do not experience significant homesickness; while they miss their friends and family, they also learn to combat it quickly. What works for one student may not be effective for another. For example, some students find it helpful to talk to someone at home, while it may make the homesickness more acute for others. We

suggest all parents follow their student's lead and try to "listen between the words."

Suggested resources on homesickness:

- [American Camping Association guide to homesickness](#)
- [New York Times article: "Soothing the Homesick Child"](#)

I. Intercultural Competence

What you gain during your time in Spain will likely go beyond friendships and language proficiency. Studying abroad also provides you the unique opportunity to develop intercultural competence, the set of skills required to communicate successfully and appropriately with people from other cultures.

Here are a few ways you can develop intercultural competence while in Spain:

- Be aware of your own cultural background and how it impacts your experience of and behavior in your new surroundings.
- Pay attention to the people in your host city and try to recognize how their cultures impact their behaviors, communication styles, and reactions.
- As you get to know your host family and other people in your new environment, ask them about behaviors and language that are appropriate in various situations.
- Gaining intercultural knowledge and skills can help you to solve everyday problems more easily, to develop a

deeper understanding and appreciation for your experience aboard, and to interact with diverse groups of people upon your return home.

7. Travel

You must submit travel plans to the MIL office by May 1. If you are traveling to and from Boston on the group flight to Spain you will be accompanied by MIL staff chaperones. All families will be contacted by MIL staff in June to confirm travel plans.

There is no airport in Salamanca, so those students arriving independently to Madrid Airport will need to take a train or a bus to Salamanca and will be picked up by staff and transported to the Salamanca campus.

Any students who will be dropped off by their parents/guardians on Arrival Day should plan on arriving to the Maestro Ávila school campus at 11am on Arrival Day.

A. Group Travel

MIL has partnered with Student Universe, a for air travel to reserve a block of round trip seats at a discounted rate from Boston to Madrid, Spain.

Departure from the US

The chaperoned group flight will depart from Logan Airport in Boston, MA on Saturday, June 29. Students departing from Boston with the group flight are expected to arrive in The Logan Airport International Terminal Lobby no later than 2:00 pm (EST) in time for the 5:20pm flight to Madrid.

Arrival in Spain

Students on the group flight will arrive in Madrid, Spain on the morning of Sunday, June 30. The group will be met by Academy staff at the airport once they clear customs, and transported by bus to Salamanca. Flight chaperones will assist students from the plane through customs and baggage collection.

Returning to the US

Students traveling on the return group flight will depart from the Madrid Airport on Friday, July 26. Academy staff members will travel by bus with students from Salamanca to Madrid, supervise the connection in Madrid to Boston, and travel with students to Logan Airport. Staff members will meet the flight upon arrival in Boston, but those students connecting out of Boston, Logan will need to make their way to their connecting flight on their own. The flight from Madrid to Boston is scheduled to arrive at 2:35pm (Eastern).

B. Passports

When traveling outside your home country to attend the Academy in Salamanca, Spain, you are required to have a valid passport. If you do not already have a passport, please begin the process as soon as you are accepted to the Academy. Standard processing for new passport applications takes four to six weeks. A clearly legible copy or digital scan of your passport must be submitted to the MIL Admissions Office by April 1. To learn more about how to obtain a U.S.

passport, please see:

http://travel.state.gov/passport/get/get_4855.html.

United States Customs---Declaration of Purchases American citizens and permanent residents must complete the front side of the declarations forms distributed on the return flight, listing in U.S. dollars the total value of good acquired and signing the reverse side. It may prove helpful to save your receipts and pack purchases in one section of your luggage. More information and a sample form can be found here:

<https://www.cbp.gov/travel/clearing-cbp/traveler-entry-form>.

C. **Luggage Requirements**

The standard international baggage regulations permit two pieces of checked luggage. Contact your air carrier for further information about baggage size restrictions. Charges due to oversized and/or extra pieces of luggage are your responsibility. We recommend packing a small carry-on bag with a change of clothes and necessary medications, in case a checked bag should go astray temporarily.

If your luggage does get lost, inform your chaperone so that he/she can assist you in filling out a lost luggage report before leaving the airport. Please also notify the Resident Director immediately upon your arrival. You may choose to equip your luggage with a TSA-approved lock. In order to read the current regulations on what items you are and are not permitted to take on board flights, visit:

<https://www.tsa.gov/travel/security-screening/whatcanibring>.

D. **Required Documents**

Be sure you have the following with you and easily accessible prior to traveling:

- Passport
- Documentation/notes from physician about medical conditions, allergies, medications
- Notarized consent to travel form
- It's also advised that you make two to three copies of each of the above pieces of information and keep them separated in your possession.

E. **Traveling Alone as a Minor**

If you will be traveling alone, please consult your transportation service on its Unaccompanied Minor (UM) policy. Passengers aged 16 and younger may be required to use the carrier's UM service which provides you with an escort from the trip's beginning to its end.

To use the service, parents must notify the airline in advance and complete the appropriate paperwork. MIL staff will be prepared to escort each officially registered UM through security to and from your gate. The MIL authorization contact for Unaccompanied Minors is: Program Representative, Middlebury Interactive Languages, 23 Pond Lane, Middlebury, VT 05753. To be sure we are prepared for your UM and are in compliance with any specific UM procedures, please submit your UM

requirements in the online Travel Information form.

An Academy representative will contact you to confirm travel arrangements.

8. On-Site Staff

Academic faculty members and residential staff are highly skilled in language instruction. The members of the Academic Faculty and Residential Life teams work closely with staff members at Middlebury Interactive Languages. The goal for all staff is to promote a safe, productive and enjoyable environment for students that is conducive to personal growth, language learning and development of community.

The Academy in Salamanca is staffed in partnership with IES Abroad.

A. Academic Team

Academic staff members oversee implementation of the curriculum and ensure that all aspects of life abroad are supportive of language learning.

Academic Director, Claire Scribner

The Academic Director supervises, coordinates and implements the curriculum, organizes program themes and ensures the quality of the language instruction, both in and out of the classroom.

Claire comes to Salamanca from Philadelphia, PA where she is a Dean and Spanish teacher at the William Penn Charter School. She received her B.A. in Spanish Language and Literature from Haverford College, her M.S. in

Conflict Resolution from Creighton University, and her M.Ed. in Secondary Education from Chestnut Hill College. Claire has successfully led professional teams of educators while serving in the role of Academic Dean, and she has gained an in-depth understanding of Latin American and Spanish cultures through extensive travel, study, and work abroad. Claire has worked as a Spanish teacher at the MIL Academy in the US and is returning for her second year as Academic Director in Salamanca.

Teachers

Teachers prepare and teach language classes and project-based electives and assist with evening activities. The teaching team has members from both the U.S. and Spain.

B. Residential Life Team

The Residential Life staff provides supervision, guidance and support to students in their efforts to uphold and enforce Academy expectations and rules.

Resident Director, Jorge Silva Di Bella

Originally from Argentina, Jorge earned a degree in Foreign Language Education and taught Italian as a foreign language within the Argentinian Ministry of Education at secondary level schools as well as in a full-immersion Italian School under the

jurisdiction of the Foreign Affairs Ministry of Italy in Mendoza, Argentina. He has served as a Spanish Language Professor at Indiana University, Director of Residential Life at John Cabot University in Rome, and Accommodations Manager at the University of Reading in the UK. While living in Rome, Jorge enrolled in a culinary school and obtained a professional diploma as “Chef Pasticcere.” Jorge is part of the University of Salamanca Choir. Jorge is thrilled to return this year to the Academy for the second time, and hopes to bring on board all his proficiency in the field to deliver the best possible experience for all academy students.

Mentores (Mentors)

Similar to Residential Advisors in other Academies, the Salamanca “*mentores*” provide supervision, coaching, and support to students over the course of the program. They serve as teachers during informal learning portions of the day and are present during non-classroom activities, including afternoon and evening activities. Mentores will also assist students in navigating to and from their homestay during the first week of the program.

9. Health and Safety

The health, safety and well-being of our students is the highest priority of faculty and staff. The academic and/or residential staff provide supervision at all times. Students are expected to meet Academy standards for safe behavior. Community Standards and Rules dictate strict disciplinary responses for

violations. Students will adhere to prescribed behaviors and boundaries of the campus buildings and local surroundings.

A. **Health**

A nearby medical clinic and hospital will be available to students, with staff escort, if needed. The ability to meet specialized health and dietary requirements may be limited within the residential environment and by local services and offerings. Please discuss your student’s needs with our staff as soon as possible to ensure appropriate care will be possible and in place. Forms are available on the admissions website. Please notify the Admissions Office at 802-458-9252 to obtain forms and to address specific health concerns.

Information Forms

Please return the following health information forms prior to May 15:

- Health and Medications Information
- Permission to Treat
- Health Insurance Information
- Physician Release
- Copy of health insurance card

CampDoc is our system for collecting student health information. Please provide us with as much information as possible prior to the start of the program to ensure the best care.

Insurance

IES Abroad requires all students to be adequately covered by its prearranged

comprehensive international student health insurance plan. Once the confirmation deposit for a program has been received, IES Abroad will automatically enroll the student and purchase the required international health insurance on his or her behalf. The mandatory insurance cannot be waived. Please note that the CISI insurance plan is intended to cover all IES Abroad participants while abroad, but certain limits apply.

The plan is not intended to replace your domestic major medical plan. Students will receive an insurance confirmation/registration email prior to departure. After completing the online insurance registration, students can print their insurance cards and brochures. IES Abroad Center staff will provide students with information on local hospitals and doctors during orientation. The Cultural Insurance Services International (CISI) health insurance coverage will begin on the first day of your program and expires on the last day of your program.

Medical Care On-Site

The Academy will provide on-site health care for routine medical treatment, including dispensing of medication and bandaging cuts and scrapes.

B. Prescription Medication

Students in Salamanca will be responsible for self-administering any necessary prescribed medications. Families must submit all required health information forms through CampDoc prior to May 1. The appropriate sections of the health information forms must be completed both by parents and the

physician. The doctor must list, in English, all prescription and non-prescription medications, dosages and frequency. A prescription bottle is not adequate and will not replace the written doctor's order.

Students will carry prescriptions with them on the plane and will keep them with them at their homestay throughout the program. All medications must be **IN THEIR ORIGINAL CONTAINERS**. In addition, we strongly suggest bringing an original prescription from the prescribing physician.

Planned changes to use of medication just prior to or during the program must be discussed with the MIL health staff prior to the start. Please include medications that were taken during the school year, which will not be taken during the program.

If you require allergy injections, please communicate with our health staff prior to the program to make necessary arrangements. Those who need Epi-Pens may keep them. Please bring at least two to the Academy, with the physician's original prescription.

Over-the-Counter Medication

Common over-the-counter medications can be obtained in Salamanca, including Spanish equivalents of ibuprofen, acetaminophen, Pepto-Bismol, Imodium, Benadryl, hydrocortisone cream, and calamine lotion. Students should inform

a staff member immediately if they are feeling ill or need a certain medication. Students should bring with them to Salamanca any OTC medication they take regularly (i.e., medication for menstrual cramps, headaches, allergy medication, etc.).

Allergies to Medication

If you are allergic to any commonly prescribed medicine, such as penicillin, please notify the Resident Director and ask your personal doctor to suggest some alternatives to the medication before leaving the U.S. If you regularly take or are allergic to any medicines, it is very important that you write down the generic name of that medicine. Ask your doctor to help you with this.

Health Tips

Whenever you go to any foreign country, you are exposed to germs to which your body has not yet built up a resistance. You may be more susceptible to illness than local people are. The most common areas for health problems are digestive and upper respiratory systems. Please take note of this if you have allergies or asthma and bring medication if necessary.

Illness

If a student becomes ill, they should seek medical attention immediately. In emergencies, the Program or Resident Director can take you to the hospital. Please note that MIL policy prevents staff from making medical decisions; the Resident or Program Director will accompany students to the hospital or clinic in an emergency, but under no circumstances can he or she decide which medical services you should receive.

Your Program Director reserves the right to send any participant home who, in the judgment of the staff, is not mentally or physically fit to continue in the program.

Family Notification

Academy staff will notify parents and guardians in the following medical situations:

- A student goes to the hospital.
- A prescription medication is prescribed.
- A condition which might impact the family at home.
- A student visits a dentist or an orthodontist.
- Staff determine contact with a parent is in order.

Vaccinations

You may travel many places around the world without any special inoculations. However, if you plan to visit countries in the Eastern Mediterranean, Eastern Europe, Asia, or Africa, we advise you to talk with your doctor or consult your county Department of Public Health. We also recommend that you consult the Centers for Disease Control. For travel to Eastern Europe, the CDC recommends vaccinations against Hepatitis A and boosters as needed for tetanus-diphtheria and measles. The CDC operates an international travelers' hotline which provides up-to-date vaccination requirements for any region or country you select. Contact the CDC at 800.232.4636 or visit them on the web at www.cdc.gov

C. **Food Allergies**

If you have serious allergies to foods like peanuts, legumes or gluten, please let us know so that we can help prepare to avoid these foods in Spain. While nut-free food can be prepared by host families, we cannot guarantee a 100% nut-free environment.

D. **Safety in Spain**

As in any city, you should take reasonable precautions against crime. Guard money and passport against pickpockets. In situations where you must have large amounts of money or your passport, keep these in a money belt that can be concealed under your clothing. Do not carry your wallet in your back pocket or carry bags that do not zip or snap closed. It is best to carry bags close to your body and keep backpacks on your front in crowded areas.

In the City

You should carry your student ID and a copy of your passport in your wallet or purse at all times. Remember, when it comes to safety, a little bit of common sense goes a long way! Academy staff will go over safety issues and precautions particular to your visits in detail once on campus. For your own safety, we ask that you be aware of what is happening around you at all times and exercise good judgment in social situations.

10. Student Policies, Procedures and Protocols

This student handbook provides the policies, procedures and protocols for the program conducted by Middlebury Interactive Languages (MIL) in connection with IES

Abroad. The following are the applicable policies, procedures and protocols. For programs where students are accompanied by IES Abroad chaperones on the flight to the host country, these policies shall take effect once the students have proceeded through airport security. For programs that are not accompanied by IES Abroad chaperones on the flight to the host country, these policies shall take effect once students arrive in the host country. In the absence of a written policy in this handbook, Middlebury's policies, procedures and protocols shall apply exclusively, however IES Abroad's crisis management plan and protocols shall apply.

Students participating in a program are expected to take responsibility for their own actions or failure to act, and IES Abroad and MIL staff and faculty will hold students accountable for the same. The Student Code of Conduct includes policies based on the premise that students are guests abroad. Students are expected to abide by the Student Code of Conduct and the laws and customs that govern the host country where students are studying. Students are legally subject to the same laws and regulations that govern the host country's citizens, and any other laws that are applicable to students as a foreign citizen in the host country.

As an academic institution, students of IES Abroad and MIL are expected to

respect the rights and dignity of other students, staff, faculty, community members of host institutions and the citizens at large. Students must take responsibility for acting in ways that demonstrate respect for themselves and others, and recognize that they represent the Academy and their country for the duration of their time in the program.

IES Abroad and MIL hold students responsible for knowing the policies as set forth in this handbook and in the catalogue for your program, and those posted as needed on official bulletin boards. These policies exist to facilitate the educational process and to ensure a safe, fair and successful experience for students. Ignorance of the policies is not an acceptable excuse for policy violation.

A. Student Code of Conduct

The rules and expectations below have been formulated to insure a safe and productive environment for all members of the IES and MIL communities. They are based in the concepts of respect for all community members, honesty and integrity in conduct and relationships with others, concern for the well-being of self and others and an appreciation of hard work and a positive outlook.

IES and MIL expect that students arriving at the Academy are knowledgeable about these expectations and come ready and willing to do their best to abide by them. IES and MIL will educate, support and work with students as they adjust to the Academy's expectations: the goal of the Academy is a successful experience for every one of its members.

However, IES and MIL cannot accommodate students who are unwilling or unable to live within the following standards.

Major Rules

Students who violate any of the following in the Student Code of Conduct will be considered for dismissal and should expect to be dismissed. Students who knowingly and willingly remain in the presence of open violations of any rule in the Student Code of Conduct shall be treated as though they themselves had violated the rule. Students are expected to:

- Act with respect for others and their well-being. Examples of behaviors that violate this rule: bullying; harassment, bullying and hazing; impinging on the well-being of others; physical threats and violence; unwanted physical contact, such as pushing, touching, tripping, etc.; verbal threats and the use of language that disparages others based on race, religion, gender, sexual orientation, age, disability, ethnic origin or other characteristics protected by law in the state in which the Academy is being conducted; and behaviors or language intended to humiliate and/or denigrate others or that

cause emotional or physical harm to others.

- Act with honesty and integrity. Examples of behaviors that violate this rule: lying and deceitful behavior; telephone or computer fraud; academic dishonesty.
- Respect community property and the property of others. Examples of behaviors that violate this rule: theft; the use or possession of stolen property; the unauthorized use or possession of another's property; the destruction of or abuse of individual, Academy or host site property.
- Maintain a safe environment for themselves and others. Examples of behaviors that violate this rule: possession of or use of dangerous objects or substances, weapons of any kind (knives, firearms), fireworks or explosives or caustic materials; violation of fire safety regulations; possession of incense, candles, matches, lighters; use of or evidence of the use of, an open flame inside any Academy building (i.e. cigarette butts, burnt candles or incense, etc.).
- Abide by Academy standards and state and federal laws concerning the use and possession of alcohol, illegal substances, tobacco and prescribed medications. Examples of behaviors that violate this rule: possession, use,

providing or distribution of alcohol, illegal drugs and substances (including drug or alcohol-related paraphernalia) or tobacco in any form; misuse of prescription drugs (including the providing of prescription drugs or other chemical substances to others); possession of prescription or over-the-counter drugs without Academy permission.

- Uphold boundary and whereabouts policies of the Academy. Examples of behaviors that violate this rule: leaving the boundaries of the Academy without permission; deliberate absence from any scheduled Academy activity; leaving the dorm and/or floor after curfew; being on the floor of the other gender; being in dangerous or unauthorized areas (restricted dorm areas, window ledges, roofs, etc.)
- Be a positive and cooperative member of the community. Examples of behaviors that violate this rule: refusal to respect and follow the instructions of all leaders, faculty, staff and residential advisors at the Academy; unfriendly, irresponsible

and/or disrespectful behavior toward others in the Academy community or toward persons they may have interactions with while under the jurisdiction of the Academy; deliberate disobedience; use of profanity; possession of prohibited or inappropriate items (cell phone, mobile internet device, pornography); uncooperative and/or disruptive behavior and/or attitude; non-compliance with Academy rules and expectations and/or staff requests.

- Language Pledge® Violations. IES and MIL's goal is to have students succeed in the Academy's immersion environment. IES and MIL recognize that living 24/7 in a language other than one's native language is a significant challenge for any person, let alone an adolescent. IES and MIL staff will support, encourage, and work with students as they acclimate and adjust their behavior to meet the Language Pledge's expectations.
 - The IES and MIL staff recognizes that fidelity to the Language Pledge® is a significant challenge and commitment for all students. The Pledge is also the core value within the Academy community. Our approach is to support students in meeting their obligations to

each other by honoring the spirit, philosophy and integrity of the Pledge. While inadvertent or unintentional mistakes may result in a break from speaking in language, intentional, multiple, and on-going failures to speak, listen, read and write in language will be treated as conduct that violates the Language Pledge® and will result in disciplinary actions.

- During the first week of the Academy, violations will be resolved through discussion with the Resident Director and Language Director of the student's Language Academy Staff will respond with graduated disciplinary responses to continued Language Pledge violations. Sanctions will be determined based upon the nature and scope of the violation and the student's prior language pledge record. Disciplinary and corrective actions may include, but are not limited

- to a written warning and a conversation with the student's parent/guardian. Other disciplinary consequences, such as the loss of privileges, may also be applied. Should violations still continue, more serious disciplinary response will be handled by the Resident Director. These responses include further loss of privileges, probation, and dismissal.
- Language Pledge® violations which are considered by IES and MIL staff to be deliberate, provocative and/or demonstrate a non-cooperative attitude are grounds for dismissal.

STATEMENT ON SEXUAL BEHAVIOR

Because the Academy aims to create a comfortable environment for a culturally and age diverse community, students are prohibited from engaging in any inappropriate physical contact or overtly sexual behavior. Students who engage in inappropriate physical conduct or overtly sexual behavior will be spoken to by the Resident Director regarding the implications of their actions and the impact of their behavior on the comfort and sensibilities of others. Parents/guardians are notified and students are asked to speak with them regarding their actions. Students will face disciplinary action if, in the course of their inappropriate behavior, they violate other

Academy rules (e.g., being on the floor of the other gender in the dorm; leaving the Academy's boundaries.)

RESIDENTIAL GUIDELINES & REGULATIONS

The rules and expectations below are formulated to ensure a safe and productive environment for all members of the community. Rules are based on respect for all community members, honesty and integrity in conduct, relationships with others, concern for the well-being of self and others, and an appreciation of hard work and a positive outlook.

- **Student Dormitory Regulations**

- You are not allowed in the living area or rooms of the opposite sex.
- To respect roommate rights, both must agree to entertain other students in the room.
- At room curfew, you should be in your own room, unless you have staff permission.
- You must sleep in your own room.

- **Room Access, Inspections & Searches**

IES Abroad and MIL reserve the right to enter a room for issues of safety, maintenance or to

determine if illegal, dangerous, stolen or prohibited items are contained therein. Room inspections to ensure rooms are kept safe and reasonably clean are conducted periodically. You are responsible for keeping dorm rooms clean and orderly. Disciplinary action will be pursued if illegal, dangerous, stolen or prohibited items are found during routine room inspections. Room searches and other searches of student property are authorized by IES Abroad and MIL should they have a reason to believe that a student may have unlawful contraband, stolen or prohibited items under applicable law or this student handbook.

- **Damage**

Rooms are thoroughly checked before the program start to ensure readiness. Problems noted by you should be brought to the attention of residential staff immediately for repair. Damages caused by you during the session are charged to your family's account. Hall damages are assessed on a per-capita basis if damage is not attributed to a specific student.

- **Language Pledge® Violations**

We recognize that living 24/7 in a language other than one's native language is a significant challenge for any adolescent. Academy staff will support and encourage students to meet the Language Pledge® expectations.

The Pledge is the core value within our community. Our approach is to support you in meeting your obligations to each other by honoring the spirit, philosophy and integrity of the Pledge. While inadvertent or unintentional mistakes may result in a break from speaking in language, intentional, multiple and on-going failures to speak, listen, read and write in language will be treated as conduct that violates the Language Pledge® and results in disciplinary actions.

The first week of the Program, LP violations are resolved through discussion with the Program Director and Resident Director. Staff will respond with graduated disciplinary responses

to continued Language Pledge® violations (see Student Discipline Procedures).

- **Leaving the Jurisdiction of the Program**

For safety reasons, leaving the physical boundaries of the Program or leaving your group on any IES Abroad or MIL conducted excursions without explicit permission of an IES Abroad or MIL staff member and/or without using the established sign-out procedures will result in disciplinary action up to and including dismissal from the Program. You will be shown the boundaries of the campus and will receive a map on the first day of the program.

STUDENT DISCIPLINE PROCEDURES

The Academy usually utilizes a graduated system of response to violations of the Code of Conduct. Our goal is to use early interventions—or a series of interventions—to educate students about why the identified behavior constitutes a problem at the Academy and to allow the student to adjust his or her future behavior accordingly. Continued violations lead to more serious discipline, with Dismissal as a last resort. Violation of our Major Rules cause serious disruption to the safety and integrity of the Academy environment. Therefore, IES and MIL

reserve the right to dismiss any student who violates any of the major rules.

Following are the disciplinary responses utilized at the Academy:

Verbal Warning

A verbal warning is the first level of discipline at the Academy. Typical offenses may include: early violations of the Language Pledge®, being late to an event, inappropriate language, being disruptive, violations of dorm protocol, etc. These are simple statements letting the student know their behavior is problematic and why and that such behavior should not be repeated.

Written Warning—Parent Contact

A Written Warning, the first formal disciplinary status of the Academy, is completed by a member of the Residential Life staff or a Language Director. It occurs after a student receives several verbal warnings or violates a significant rule. The Written Warning is placed in the student's file and parents are contacted to let them know of the behavior. The student meets with the staff member and any other party involved and the conversation is conducted in English to ensure understanding.

Probation—Parent Contact

A student may be put on Probation after he or she has received a Written Warning and continues the behavior or if he or she exhibits a behavior of a more serious

nature. (See Student Code of Conduct section.) A record of the violation is placed in the student's file and the parents are contacted and informed of the situation. The Resident Director or his/her designee, initiates the conversation with the student and speaks to the parent. A student who is on probation is likely to be dismissed if he/she subsequently violates an Academy rule or policy.

Dismissal

A student is liable for dismissal if he/she, being on Probation, continues his/her behavior or breaks another Academy rule. Students violating a Major Rule will be liable for dismissal at the first occurrence. The Resident Director, in consultation with on-site staff, makes the initial recommendation to dismiss the student. The final decision is made by IES Abroad's on-site Center Director or his or her designee. In the event of dismissal (or voluntary withdrawal), parents, at their expense, must arrange for their student's expeditious transportation from the Academy. The Academy cannot house a dismissed (or withdrawing) student for more than 24 hours after they have been separated from the Academy. There is no refund of any Academy charges for students who are dismissed from the Academy. If a student damages property, the cost of repair or replacement is added to the student's account balance. If a student is dismissed from the Academy for disciplinary reasons, he/she will not be allowed to enroll in a subsequent summer Academy.

Mental Health Evaluation

Students may be required to participate in a mental health evaluation by a local counselor or psychologist in the host country.

11. Student Disability Accommodation Policy

IES Abroad and MIL actively work to reduce barriers faced by students with disabilities who participate in its programs. If you have a documented disability that will require accommodations abroad, we encourage you to submit the completed Disability Accommodation Request Form to Middlebury and full documentation from a qualified professional in writing no later than four weeks before the beginning of the term.

Students with disabilities of any kind are encouraged to visit the website of Mobility International USA at www.miusa.org. A U.S.-based non-profit organization, Mobility International is dedicated to empowering people with disabilities around the world through international exchange, technical assistance, and training, and to ensuring the inclusion of people with disabilities in international programs.