



2023



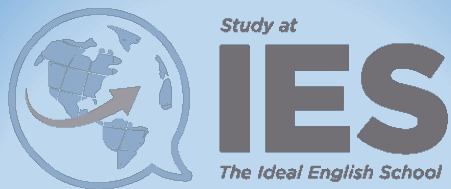
STUDENT ORIENTATION

IES – Ideal English School

10/26/2023



FOUNDER'S MESSAGE



Welcome to Ideal English School!

Our English school is one of the companies in the educational arm of the Ideal Trends Holding Company, present in 40 countries since 1995.

Recognizing the lack of flexible teaching to the needs of local students, immigrants, and tourists, we created an innovative method that deviates from theoretical classes. We've invested in a pedagogical proposal centered on students' conversation and fluency so that learning experiences are fun and exciting.

We believe in quality education for people who urgently want to learn English and we want to help them gain more opportunities outside their home country.

Our mission is to provide English language classes and cultural experiences for international and local students looking to improve their English skills for educational, professional, and personal success, contributing to their journey to becoming global citizens.

I hope that you, Ideal English School students, make the most out of the teaching program with the certainty that our team will transform your learning into valuable skills for your life, promoting autonomy and confidence in your communication.

Believe in and dedicate yourself to the fullest on this learning journey. The results will be extraordinary.

Best regards,

José Paulo Pereira Silva, PhD

CEO of Ideal English School

TABLE OF CONTENTS

- 1. Ideal Trends Group.....2
- 2. Our CEO.....3
- 3. IES Mission/ Vision / Values.....3
- 4. School Information.....4
- 5. Team and Contacts.....4
- 6. Policies and Procedures.....5
- 7. Books and Methodology.....8
- 8. CEFR.....8
- 9. IES Student Services Provided.....8
- 10. International Students Important Information.....9
- 11. Safety and Health.....11
- 12. Attachments.....11

1. IDEAL TRENDS GROUP

“Ideal Trends Group is one of the most promising corporate conglomerates in Brazil expanding abroad in different sectors including digital marketing, technology, education, health, and well-being.”

Find out more in our website:

www.idealtrends.com.br



2. OUR CEO



Jose Paulo Pereira Silva was born in São Paulo and now lives in Orlando Florida with his family. He founded the Ideal Trends Group in 1995

which has become one of the largest conglomerates in Latin America with more than 30 companies in different areas, such as cosmetics, marketing, dentistry, technology, and other business fields. The Group has more than a thousand employees and customers in more than 30 countries.

He holds a degree in Production Engineering, an MBA in Marketing, a Master's and Doctorate in Business Administration, and a Doctorate in International Relations. He is the author of works on personal development, entrepreneurship, marketing, and business.

In his career, he has always prioritized the mission of developing people and dedicates himself to training and mentoring new leaders based on principles such as meritocracy, dreaming significantly, integrity, and being an example. He is pleased to be a transformation agent of normal people into talented professionals with great results.

3. MISSION/VISION/VALUES

MISSION

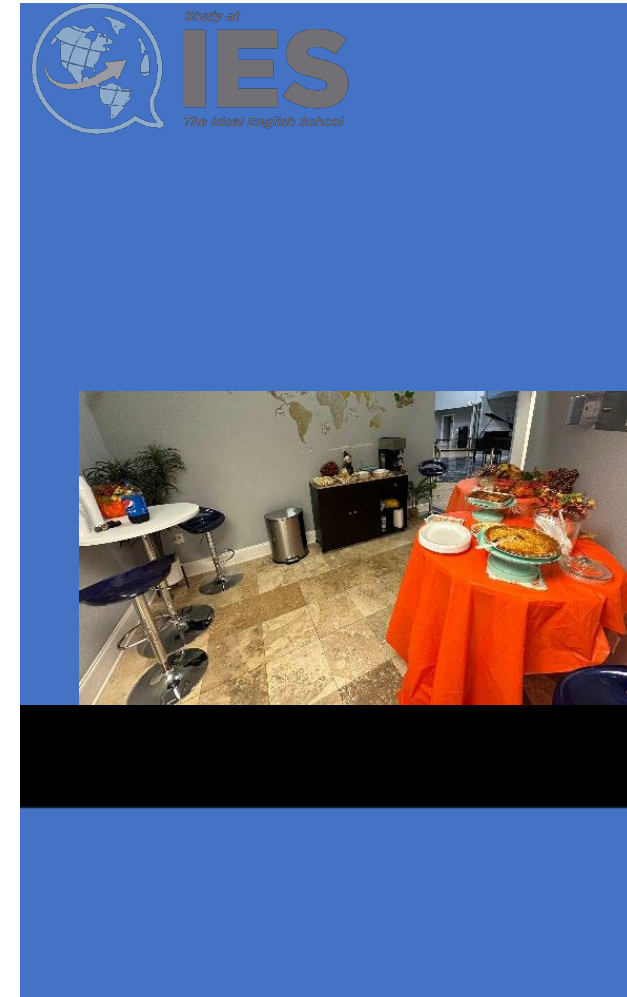
“The mission of Ideal English Schools is to improve students’ lives by helping them become global citizens with a focus on the continuous improvement of language skills in English.”

VISION

To offer flexible programs to those who wish to learn English in an environment that allows them to communicate through social interaction and cultural experiences, making a positive difference in their lives, bringing autonomy, growth and evolution in life and career.

VALUES

High quality education, flexibility, ideal customer service, respect, and constant growth are values to lead students to succeed with honesty, integrity and transparency.



4. SCHOOL INFORMATION

a. Address and Business Hours

Our address is 7411 International Dr. – Orlando – FL 32819.

Our phone number is (407) 948-1663

School Hours:

Monday to Thursday: from 8:00am to 10:00pm

Fridays: from 9:00am to 6:00pm

Saturdays: from 9:00 to 2:00pm

b. Diversity, Equity and Inclusion Statement

“As a part of our principles, diversity is treated seriously and we are committed to creating an inclusive workplace that promotes and values diversity in age, gender identity, race, sexual orientation, physical or mental ability and ethnicity. This way, Ideal English School is creating an environment where everyone, from any background, can do their best and genuinely contribute.”

Intensive – Mornings from Monday to Thursday

From 8:45 to 9:50

From 10:00 to 11:25

From 11:35 to 1:35

Intensive – Evenings from Monday to Thursday

From 5:45n to 6:50

From 7:00 to 9:25

From 9:35 to 10:35

Semi-Intensive Mornings from Monday to Thursday

From 9:00 to 11:00

Semi-Intensive Mornings 2 from Monday to Thursday

From 11:00 to 1:00

Semi-Intensive Afternoons from Monday to Thursday

From 5:00 to 7:00

Semi-Intensive Evenings from Monday to Thursday

From 7:00 to 9:00

5. TEAM AND CONTACTS

[Valeria Martin](#) – (727) 200-4453 – National Director

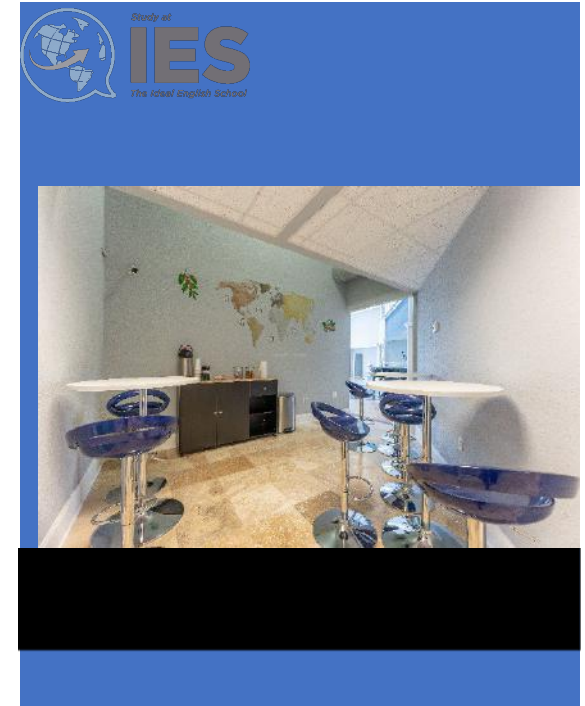
valeria.martin@idealenglishschools.com

Adm/Academic Support and Advising

[Mark Preston](#) – (321)320-4018–Academic Coordinator

mark.preston@idealenglishschools.com

Placement Test, Academic Support and Advising



[Monica Gonzales](#) - (407) 948-1663 – Student Services Coordinator

info@idealenglishschool.com

- Placement Test Scheduling
- Textbook Purchase
- Payments
- Re-enrollment
- Schedule changes
- Absence

6. POLICIES AND PROCEDURES

a. Food and drink

- Ideal English School offers a small dining area and a kitchen for students and staff to use:
- Everyone is able to use the appliances, and they must clean and organize the space after they have been used.
- Coffee cups must be covered while in use.
- Eating and drinking will not be allowed inside the classroom.
- Alcoholic beverages are not allowed on school premises.

b. Smoking

Considering the clear health hazards associated with tobacco smoke and as an institution committed to promoting the best possible health care for all the students and staff, Ideal English School designate all buildings and vehicles, regardless of location, that are owned or leased by the Ideal English School are smoke-free. This policy applies to all the campus facilities.

- It will be the obligation of the school administrator responsible for programs taking place within these areas to ensure that the smoke-free policy is observed.
- Individuals who wish to smoke out of doors must do so outdoor, away from

pedestrian traffic and building air supply, about 500 yd.

c. Drug-free Workplace

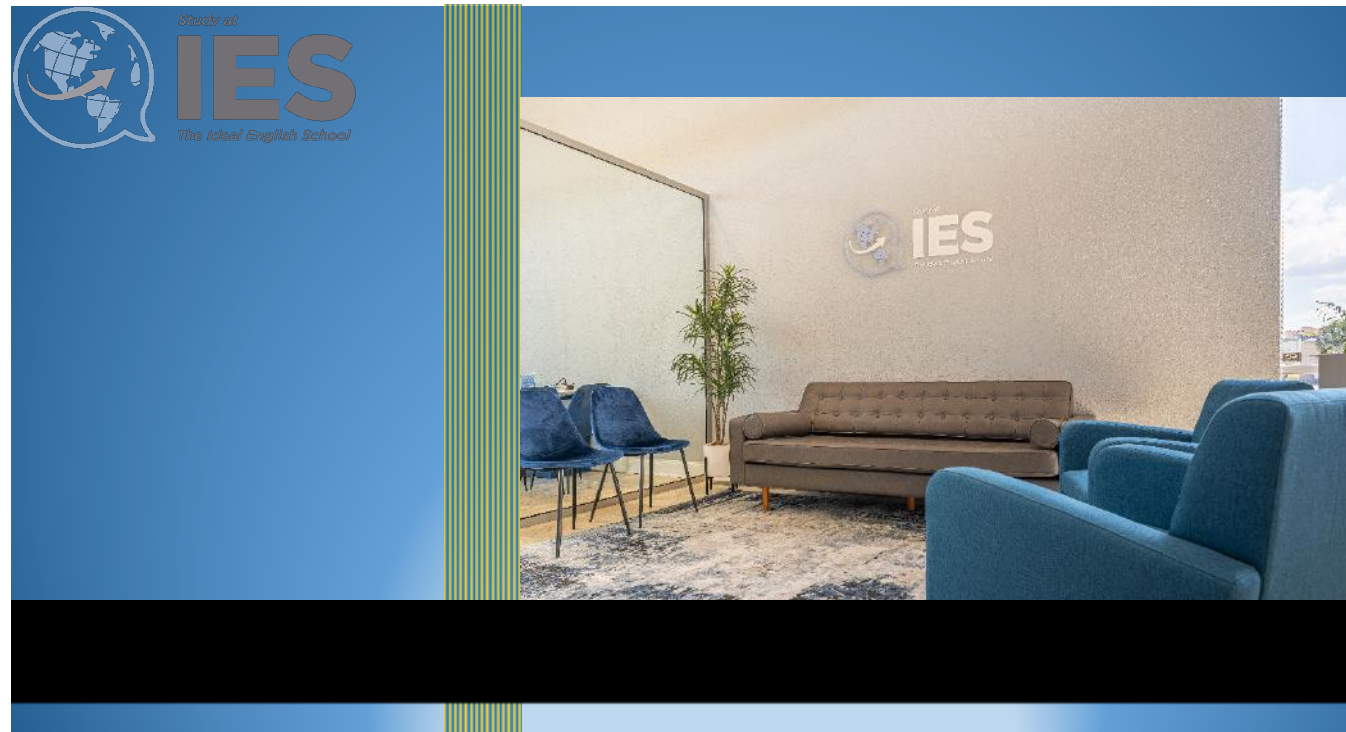
Committed to the development and maintenance of a drug-free environment, the Ideal English School will not tolerate the unlawful possession and use of controlled substances (drugs) on its premises.

d. Emergency Procedures

Campus security has the primary duty to respond to all medical, fire and criminal emergencies.

In an emergency use any school phone to dial 911.

According to school regulations, your tuition payments (payable every 4 weeks) are always due on the 1st, 10th or 20th of each month. You will have a 5 day “grace period” to make your payments without having to pay a late fee. There will be a \$50.00 late fee charged if your payment is 5 days overdue. If the tuition is not paid on time, you will not be able to attend classes. This is true for both part time and full-time students.





Full time students will consequently face a status termination of your I-20. The student can pay an invoice with credit or debit card, through Zelle, or in cash directly at the school office.

Payment instructions

- You will receive a link by email or Whatsapp
- Click on the link to access your invoice
- Fill in your card information
- Save your card information (optional)
- Submit payment
- Receive proof of payment by email

f. Academic Procedures

Exams:

Students will be required to take the following assessments / exams throughout each term.

- Unit Quizzes
- Mid – Term Exam (week 8)
- Final.Exam (week 16)

Failure to Take an Exam:

- **Religious Observance**

Students who miss exams on certain days because of their religious beliefs will be given an opportunity to make up the exam without penalty. The attendance policy, applies to all students regardless of religious observance. Students must inform their instructors a minimum of one week prior to the religious observance day or days.

- **Medical excuses**

Students who miss exams due to medical reasons will give an opportunity to make up the exam without penalty. Students must present documentation of medical treatment to their instructors to make up an exam.

Passing Grade

The passing grade is 70. It will be defined by the averages between mid and final terms exams.

Final Grades:

- 20% Average of Reading score
- 20% Average of listening score
- 20% Average of writing score
- 40% Average of speaking score

If the student does not achieve the minimum desired grade, the academic dept. could be considerate de averages of the quizzes, or schedule an extra class in order to cover those student learning outcomes that were not met. The student will then, retake the test, in a different version.

Academic Probation/Failing

Students who fail a course will receive academic probation for the following term. After completing a counseling session, students may repeat the level during the next term. A second failure constitutes a written academic warning followed by a counseling session with the Academic Director, and students are in danger of termination. Students receiving a third notice may be terminated. Rare instances approved or denied on a case-by-case basis by the program's Academic Director may be deemed exemptions, for example, medical reasons.

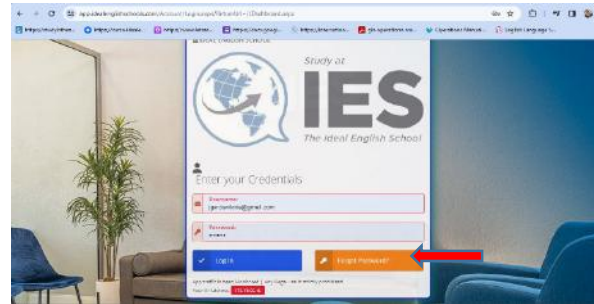
Student Attendance

The student must obtain at least 80% attendance in classes, otherwise he/she will fail. The student can request the replacement of missing classes but will be charged.

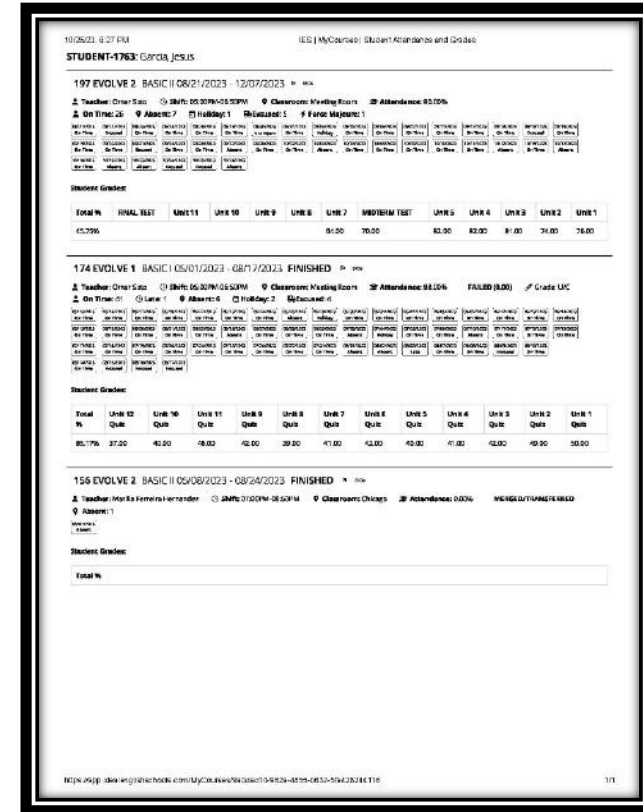
Tardiness

The student must be in the classroom at the schedule time. Students who are up to 10 minutes late may enter the classroom.

How Access your Grades



Progress Report



7. BOOKS AND METHODOLOGY

a. Importance:

- Visualization makes information retention easier.
- Notes directly in the book in context.
- Gradual content tracking.
- Additional practice.

b. Core Books



c. Auxiliary Books



d. Methodology

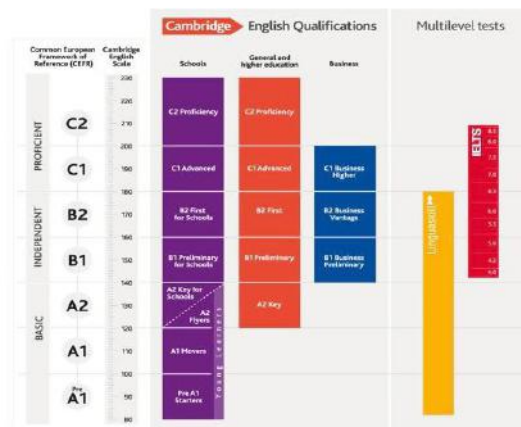
Natural Approach:

- Learning to listen and speak first.
- Using different kinds of visual resources besides the book.
- The brain was developed to learn this way.
- Teaching grammar without nomenclature.

8. CEFR

What is CEFR?

“Common European Frame of Reference.” In short, it describes what each individual should be able to do in terms of a foreign language objectively. Furthermore, according to the speaker's degree of knowledge, it gives similar conditions to anyone, regardless of their place of origin.



9. IES STUDENT SERVICES PROVIDED

Student Orientation

New students are required to attend an academic orientation in which all school policies and procedures will be explained.

Counseling

At the end of the first week, you will have your first counseling session to ensure student satisfaction and that you are placed at the right level.

Extracurricular Activities

You will be provided with a list/calendar of all activities offered to students throughout the year. We encourage you to attend the events at least once a month.

Wi-Fi

Students have access to Wi-Fi internet at all times.

WhatsApp/Text

Student Services has a cell phone number that students can text at any time during business hours to ask questions if needed.

Course Structure and Goals

Level	Analysis
Pre-Basic (Pre-A1)	Recognizes and produces basic words and phrases
Basic 1 (A1)	Can use basic grammar structures with some accuracy
Basic 2 (A2)	Can use elementary grammar structures correctly
Intermediate I (B1)	Can use intermediate grammar structures accurately
Intermediate I+ (B1+)	Can use intermediate grammar accurately with increasing complexity
Intermediate II (B2)	Can use upper intermediate grammar structures with accuracy and some complexity
Advanced I (C1)	Can use advanced grammar structures proficiently
Advanced II (C2)	Can use complex and nuanced grammar structures with precision and fluency

Assistance in native language

Most of our staff members are trilingual in English, Portuguese, and Spanish. If you need assistance in any other language, we will provide translation services.

10. INTERNATIONAL STUDENTS IMPORTANT INFORMATION.

a. Maintaining Status

While studying in the United States, it is important to maintain your F or M student status. Your status relates to the purpose, or reason for why you want to come to the United States. The U.S. Department of State issues you your visa based on your intended purpose. If the Department of State issues you an F or M student visa, this means that you are coming to the United States to study. You should not take any action that detracts from that purpose. Maintaining your status means: Fulfilling the purpose for why the Department of State issued you your visa. Following the regulations associated with that purpose. F-1 and M-1 students share the same primary purpose for coming to the United States however, F-1 students enroll in more traditional academic programs, while M-1 students enroll in vocational programs. Because these two types of programs are different in nature, the types of benefits an international student may be eligible for and how long they may remain in the country

depend on whether they are an F-1 or M-1 student. Learn more about these specific differences by reviewing the F&M Student Status: Know the Difference info graphic.

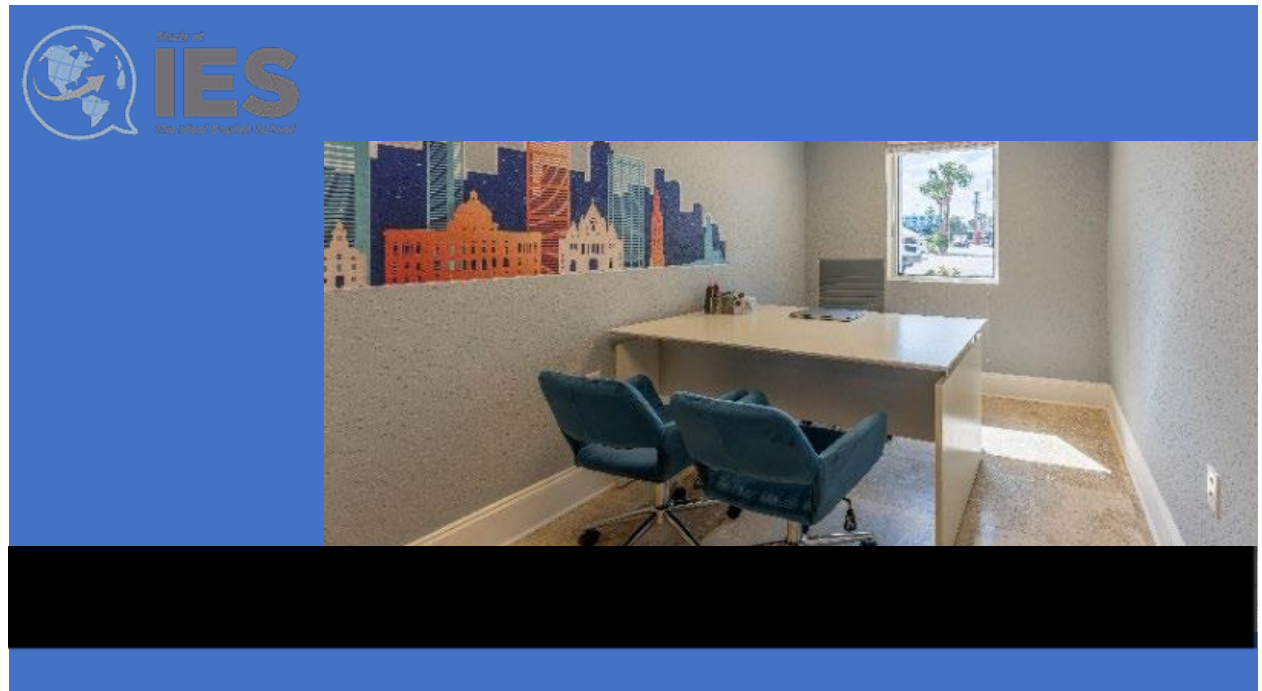
b. Vacation

F-1 students enrolled in an ESL program must complete at least 26 weeks of study prior to being eligible for an extended break or vacation. They must also be eligible and intend to register for study in the term following the annual vacation. The duration of an ESL student's annual vacation is equivalent to the duration of one ESL term. For example, if a school's ESL terms are six weeks long, then ESL students would have an annual vacation lasting 6 weeks.

During an annual vacation, a student does not need to take classes in order to maintain nonimmigrant status. A student may take as many, few, or no courses as the student wants to. Any such study is incident to status.

c. Work and Practical Training for F-1 Students

An F1 student may only work when authorized by a DSO in some cases, and U.S. Citizenship and Immigration Services (USCIS) in others.



If you choose to work without authorization, you will be forced to leave the United States immediately, and you may not be able to re-enter the United States at a later date. F1 students are eligible for curricular practical training (CPT) at either the undergraduate or the graduate level during the program of study. CPT employment must be an integral part of an established curriculum and the position must directly relate to your major area of study. Your DSO can give you the school's policy on this option. F1 students are also eligible for optional practical training during or following the program of study. OPT is a form of temporary employment that directly relates to your program of study. For more information about employment and training options available for F-students, visit the Working in the United States page and talk with your DSO.

d. Education

While studying in the United States, both F and M students must:

Attend all your classes, and maintain normal academic progress. If school is too difficult, speak with your DSO immediately. Maintain a full course of study each term. If you cannot study full time, contact your DSO immediately. You may be eligible for a reduced course load in limited circumstances.

Speak to your DSO before dropping a class. Talk to your DSO about requesting a possible program extension if you do not think you will complete your program of study by the end date listed on your Form I-20. An extension must be requested before your program end date.

e. Upon Program Completion

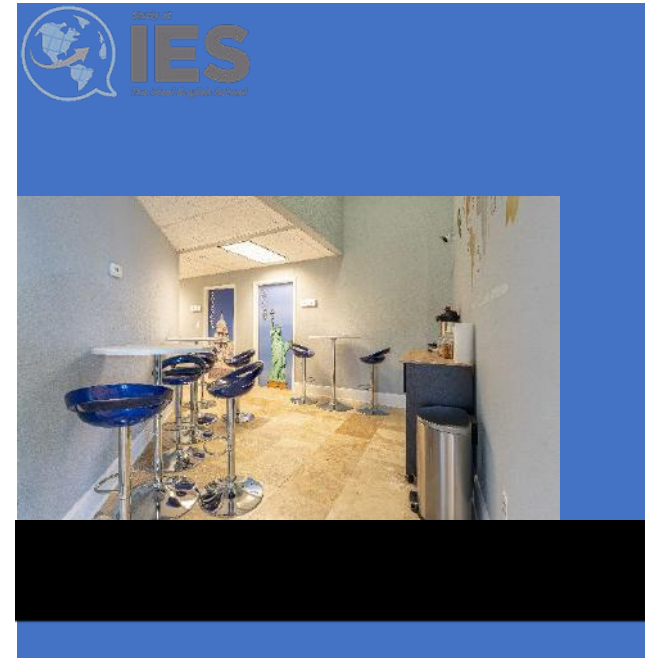
F and M students must take action to maintain legal status or depart the United States after completing your program of study. Once you complete your program of study and any authorized period of practical training, F students have 60 days after completion of your program (the program end date on your Form I-20) to leave the United States.

If you wish to extend your stay in the United States, talk with your DSO to learn more about doing one of the following: Transfer to another school. Change your education level (e.g., bachelor's to masters). Apply to change status to another visa status (e.g., H-1B-temporary worker; O-extraordinary ability in science, art or business; P-athlete). M students have 30 days after completion of their program (the program end date on your Form I-20) to leave the United States. The latest date you may remain in the United States is the "admit until" date on your Form I-94, "Arrival/Departure Record," unless you filed for an extension with USCIS.

f. Transferring to Another School

If you are an F or M student studying in the United States, you may be eligible to transfer to a new school. To be eligible to transfer, you must consistently maintain F or M status and follow the correct transfer procedures.

To maintain your status at your current school, you must continue attending all of your classes while you are waiting to transfer. For an F student, that is until your transfer release date. Your transfer release date is the day on which the designated school official (DSO) at your current school moves responsibility for your Student and Exchange Visitor Information System (SEVIS) record to your new school.



11. SAFETY AND HEALTH

For an M student, that is until you have submitted an application for approval to transfer. In most cases, M students may only transfer within the first six months of their program.

If your DSO believes you may not have maintained your F or M status, your SEVIS record could be in Terminated status, which is the DSO's way of reporting a concern to the Student and Exchange Visitor Program. You may still be able to transfer in Terminated status. Talk to your current DSO and a DSO at the new school if you want to transfer with a terminated record.

If you have employment authorization and are in the process of transferring to a new school, talk to your current DSO about how your transfer will affect your employment authorization. You may continue authorized work at your current school until the transfer release date in SEVIS, but all work authorization ends after that date. After you transfer to your new school, talk to your DSO about employment options at that school.

Health Insurance

IES does not require any type of health insurance for language students; however, it is highly recommended. Failure to obtain health insurance coverage can be very expensive in case of illness, accident or injury.

Health insurance is very important in the United States, and we strongly suggest that our students are covered to avoid the high cost of an accident or injury. Medical costs can be extremely high. We recommend that you contact one of the following providers to obtain health insurance:

IMGlobal: Rodrigo De Souza - (866)-368-3724

[Cigna Global Insurance](#)

[Alianz Worldwide Care](#)

Tokio Marine - 1-866-400-7106

Helber Frasson – (321) 961-2809


<mailto:helber.frasson@2easyinsurance.com>

Feel free to contact them.

12. ATTACHMENTS

- [Calendar](#)

Check the calendar to know starts and end of terms, vacations and holidays.

 2023 ACADEMIC CALENDAR																																									
EVOLVE - 4 DAYS																																									
JANUARY							FEBRUARY							MARCH							APRIL							MAY							JUNE						
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
						1																																			
2	3	4	5	6	7	8	6	7	8	9	10	11	12	6	7	8	9	10	11	12	9	10	11	12	13	14	15	13	14	15	16	17	18	19	13	14	15	16	17	18	19
16	17	18	19	20	21	22	20	21	22	MT	24	25	26	20	21	22	23	24	25	26	23	24	25	26	27	28	29	27	28	29	30	31			27	28	29	30	31		
23	24	25	26	27	28	29	27	28					27	28	29	30	31			30	31																				
30	31																																								
JULY							AUGUST							SEPTEMBER							OCTOBER							NOVEMBER							DECEMBER						
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
						1	2																																		
MT	4	5	6	7	8	9	7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10
10	11	12	13	14	15	16	14	15	16	FT	18	19	20	11	12	13	14	15	16	17	9	10	11	MT	13	14	15	13	14	15	16	17	18	19	11	12	13	FT	15	16	17
17	18	19	20	21	22	23	21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24
24	25	26	27	28	29	30	28	29	30	31			25	26	27	28	29	30	23	24	25	26	27	28	29	27	28	29	30			25	26	27	28	29	30	31			
31																																									

TERM 1: January 2nd to April 27th

TERM 2: May 1st to August 17th

TERM 3: August 21st to December 13th

March 13rd to 19th: Spring Break

November 20th to 26th: Thanksgiving

December 18th to 31st: Winter break

Assessments Mid term Test (MT), and Final Test (FT)

Official Start Dates: 1/2 - 2/27 - 5/1 - 6/26 - 8/21 - 10/1

January 16th: MLK Jr's Day

February 20th: President's Day

May 29th: Memorial Day

July 4th: Independence Day

September 4th: Labor Day

November 10th: Veterans Day

November 23rd: Thanksgiving

“All students are here to learn how to speak English.

However, please keep in mind that some people may feel insecure when speaking.

We kindly ask that everyone always focuses on helping each other in the classroom.”



WELCOME TO IES