

GLOBAL VILLAGE

HAWAII



Cambridge TLE Student Handbook

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FOLLOW US on our social media:

@gvhawaii @gvhawaii

Welcome to Global Village Hawaii

Aloha,

Welcome to Global Village Hawaii! We are happy to have you study with us and have planned an exciting schedule of English lessons and activities for you. You will have the chance to improve your English and visit some of the places that make Hawaii famous. We hope you will make memories that will last a lifetime.

We want you to have a safe and enjoyable time while you are in Hawaii so this handbook is designed to answer many of the questions you may have. If you have other questions or need assistance, you can ask any of our staff members as they are always glad to help.

Enjoy your stay,



Eric Lum
President

Mission Statement

"Our mission is to provide a positive, supportive and inspiring learning environment for English language students through our commitment to the highest standard of quality in the areas of academics, extra-curricular activities, accommodations and student services."



Pacific Guardian Tower
Home of Global Village Hawaii



Building Lobby



Student Lounge



Classroom

Who's Who at Global Village Hawaii

If you have questions or problems, please feel free to contact any staff or faculty member. We want you to have a wonderful educational & cultural exchange experience in Hawaii at Global Village Hawaii.



President — Eric Lum

Eric oversees the entire Global Village Hawaii. He is available to help you with any questions about extending studies, cancellations, visa questions, school transfers, taking leave of absences, accommodations, and refunds. His office is also located in Room 11.



Director of Academics — Jackie Kunning

Jackie oversees the entire Academic Department. She is available to help you with any questions you may have about your class, level, teacher, and program. She also organizes private lessons. Her office is located across from Room 8.



Registrar – Masako Liss

Masako is responsible for the registration of students' information. She speaks Japanese and is available to translate if needed.



Student Satisfaction Coordinator – Matthew Tabion

Matt can help with any general questions about student services that the school provides, such as activities. He can be found at the front desk for any assistance.



Marketing Director – Nana Michimoto

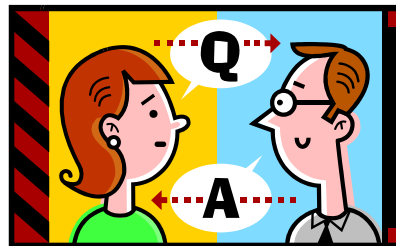
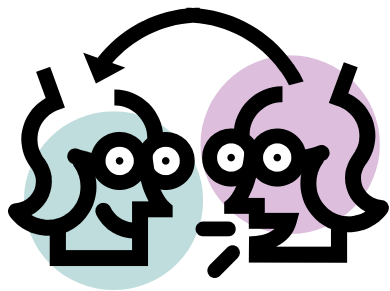
Nana oversees the school's social media and local marketing. She can be found in the office across from Room #11 and speaks Japanese.

English Only Policy

We want you to improve your English as much as possible while you are a student at our school. In order to give you opportunities to use English, we are an **ENGLISH ONLY** school. By using **ENGLISH ONLY**, you will make friends from your own country as well as other countries.

1. English should be spoken at school at all times. This includes cell phones. If you want to use another language, please exit the school and speak in the hallway or downstairs. The only exception is talking with staff members.
2. Students get ONE warning —this is a **yellow card**.
 - Anyone can fill out a yellow card—a teacher, another student, or a staff member.
 - The yellow card with the student's name will be given to the Director of Academics.
3. Students will be counseled by the Director of Academics after receiving **TWO yellow card** in a month.
4. If a student gets **THREE yellow cards** in a month, they will be given a **red card** as a notice that they should leave school and will be dismissed from school for the day. The student will be counted as absent.
5. If a student collects **THREE red cards** in a month, s/he will be asked to leave the school for the entire month.
6. All absences due to red cards will affect the student's overall attendance record and poor attendance may result in termination from the program. This may cause student visa problems with U.S. Immigration. **Please see the Attendance Policy for more information**
7. Students, who show outstanding support for the English Only Policy by encouraging others to speak English or by speaking exclusively English outside of school, will be given a **green card**. This card can be given by any member of faculty or staff. The Academic Staff or Faculty member will congratulate the student during class time in recognition of supporting the policy.

Global Village Hawaii would like all students to enjoy their studies and get the most out of them. The **ENGLISH ONLY** policy is to help students take their studies seriously. Students need to be respectful to each other and use English at all times while in school.



TLE Activities' Descriptions

| Activity | Description |
|----------------------------|--|
| Art Activity | Be creative with your art skills while having fun. Bring: Sunblock (if outdoors) and water |
| Art Museum | Visit Hawaii's largest collection of general fine arts. Bring: Sunblock, water, and money for souvenirs. |
| Beach Days | A day of fun under the sun in one of the many beaches around Oahu. The actual beach location will vary depending on schedule and weather. Bring: Sunblock, swimwear, towel, and water. Must bring a change of dry clothes. |
| Bishop Museum | This museum is the largest museum in the state and the premier natural and cultural history institution in the Pacific. Bring: Water and money for souvenirs. |
| Foster Botanical Garden | Hawaii's oldest botanical garden, we see and learn about its impressive collection of plants. Bring: Sunblock and water |
| Hawaiian Culture Day | Learn about Hawaii, language, dance, and games. Bring: Sunblock, water, and money for souvenirs |
| Historic Downtown Tour | Take a tour of historic downtown Honolulu visiting famous places from the statue of King Kamehameha to the center of the Oahu's government, Honolulu Hale. Bring: Sunblock and water |
| Honolulu Zoo | Visit the many animals at the Honolulu Zoo, including monkeys, lions, giraffes, tortoises, and more! Bring: Sunblock, water, and money for souvenirs |
| HPD Museum | Take an intriguing look back at law enforcement in Hawaii history from Kamehameha I to the present day. Bring: Sunblock, water, and money for souvenirs |
| HPU eSports Arena | Visit Oahu's eSports arena with fully decked out gaming and visual entertainment. Bring: water bottle. |
| Hula | Learn the Hawaiian traditional dance, the hula. Bring: Sunblock, water, and money for souvenirs |
| Kaka'ako | Take a tour around one of Hawaii's vibrant urban island communities and learn how to create a traditional Hawaiian craft. Bring: Sunblock, water, and money for souvenirs |
| Lei Making | The gift that keeps on giving. Get a hands-on workshop on how to make a Hawaiian lei. Bring: Water |
| Leonard's Bakery | Visit Leonard's Bakery, the bakery known for popularizing the malasada. Bring: Sunblock, water, and money for souvenirs. |
| Nature Excursion | A 200-acre arboretum and botanical garden consisting of an artificial lowland tropical rainforest with numerous trails and small water features. Bring: Sunblock and water |
| Pearl Harbor | Visit Oahu's National Historic Landmark and learn the history of this naval base. Bring: Sunblock, water, shoes, and money for souvenirs. |
| Polynesian Cultural Center | Experience Polynesia while exploring the authentic cultures of 6 pacific Islands. Bring: Sunblock, water, and money for souvenirs. |
| Scavenger Hunt | Compete in teams as you race to complete first Search and Find objectives while exploring through Ala Moana. Bring: Sunblock, water, and shoes. |
| Sea Life Park | Kid-friendly marine park dedicated to sea life that offers penguins, sea lion and dolphin shows, a bird sanctuary, a hands-on Hawaiian reef experience, and more. Bring: Sunblock, water, and money for souvenirs |
| Sports Days | Head out to a nearby park to get some exercise while playing fun sports such as dodgeball, volleyball, football, and soccer. Bring: Sunblock, shoes, spare clothes, and water. |
| Surfing | Learn to catch a wave through a group surfing lesson. Bring: Sunblock, swimwear, towel, and water. Must bring a change of dry clothes. |
| University of Hawaii Tour | Take a tour through various parts of Hawaii's major teaching and research university. Bring: Sunblock, water, and money for souvenirs. |
| Waikiki Aquarium | See, interact with, and learn about sea animals from Hawaii and around the world. Bring: Sunblock, water, and money for souvenirs. |

****Please refer to the YLE Activities Calendar or speak with the Activity Leader if you have any questions. All activities are subject to change without notice due to availability and weather.***

Culture Shock

What is culture shock?

Culture Shock describes the anxiety someone feels when they move to a completely new environment. It expresses the feelings of not knowing what to do or how to do things in the new country.

Culture shock happens when things are different and we may not know:

- The language
- How to use bank machines, telephones, etc.
- How to get around the city
- What is appropriate or inappropriate



Symptoms of culture shock

The symptoms of culture shock can appear at different times. Many people feel the symptoms after the first few weeks but everyone is different.

Some—but not all—of the symptoms include:

- Sadness, loneliness, depression
- Worry about your health
- Aches, pains, and allergies
- Insomnia (inability to sleep) or sleeping too much
- Changes in how you normally react to situations—getting angry easily, feeling powerless, mood swings (going from happy to sad or angry very quickly)
- Unable to solve simple problems
- Feelings of not being adequate or insecure
- Homesickness



How to Fight Culture Shock?

The first step is to realize that any feelings of culture shock that you may be having is normal. You are not alone. If you need to speak to someone please feel free to speak with any of the staff. If you feel that you need more serious help, please let someone know. The sooner you speak to someone about your feelings the more likely you will be able to adjust to life in Hawaii and at Global Village successfully.

Other ways to fight culture shock are:

- Join activities and try to make new friends
- Don't forget the good things that Hawaii has to offer
- Remember that you can always speak to someone at Global Village Hawaii about any problem you may have
- Be patient, going through culture shock is a process and it takes time to adjust to a new culture and life
- Get regular exercise—exercise tends to relieve symptoms of stress and loneliness
- Maintain contact with your family and friends back home
- Allow yourself to feel sad or homesick about the things that you miss back home
- Try to focus on the positive things rather than the negative things



Health and Safety in Hawaii

We want you to enjoy your stay here so here are some tips on how to remain safe and have a good time.



1. **Never** walk alone at night. Always use the buddy systems and have a friend or your host family with you.
2. Do **not** talk to strangers nor give your phone number to strangers nor tell them where you live.
3. Do **not** go close to a stranger's car even if they pull up beside you. Do **not** get into a stranger's car. It is very dangerous to accept a ride from someone you have never met, even if they say they know your host family or someone you know.



4. If you think you are being followed, do **not** go home. Go to a public place and make an emergency call to your host family, the school's emergency phone, or the police—911.
5. Do **not** carry a lot of money with you—it is a good idea to carry no more than \$45—but carry enough in case you have to take a taxi home. Do **not** carry your passport.
6. Do **not** ever leave your bag alone. If you put your bag down or leave it on the beach, someone may steal it. Try to keep it with you at all times.
7. **Never** ask anyone to help you change money or how to use the bank machines. If you need help, ask someone at school. We can help you.
8. If you have trouble be sure to call someone, do **not** try to solve the problem by yourself. Let us help you.
9. Water can be drunk straight from the faucet. If you prefer bottled water, it can be purchased from the vending machine in the Student Lounge or in nearby stores.



10. Given that chemically sensitive people may react to different scented products with wide varying degrees of severity, GV Hawaii strives to maintain scent-free offices, classrooms and spaces.
11. If any warning signs are posted at beaches, observe the off shore conditions or check with the lifeguard before getting in the water.
12. Always use sunblock/sunscreen to protect your skin when you are outdoors in the sun. The sun's ultraviolet rays can be harmful.

School Rules

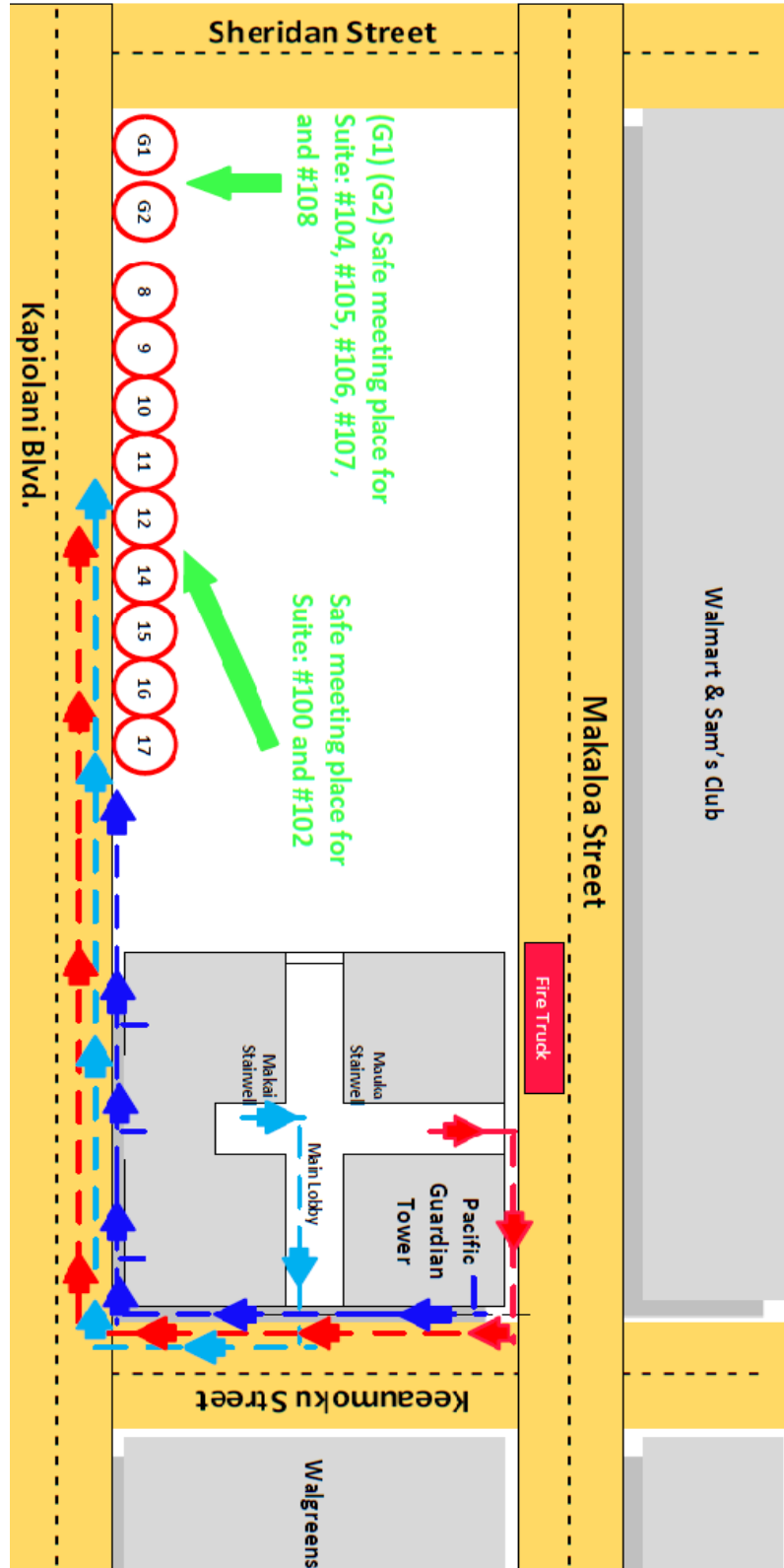
1. **Use English at all times** when you are at school and on activities. See the English Only Policy
2. Come to school on time.
3. Make sure you clean up after yourself. Do not leave food, drinks, paper, books, pens, etc. on the tables. Your teacher will show you where you can leave your school work when you are not in class.
4. You may have drinks in the classroom but please **do not eat food during the lessons**—save it for break time.
5. **No running, jumping, shouting or playing around at school.** There are other people as well. Please respect them.
6. **Do not talk loudly during the break time.** You may disturb other classes.
7. **Always be polite and respectful** to your teacher and your classmates. Do not tease or be rude to your classmates or teachers. Bullying, discrimination [e.g. race, religion, sexual orientation and gender] and abuse in any form will not be tolerated and may lead to dismissal from school.
8. You should not cause disruptions or sleep in class. Listen to your teacher, do your lessons and enjoy learning English.
9. If you have a problem you should speak to someone about it. We cannot help you if you do not talk to us.
10. Return to class promptly at the end of break time.
11. If you need to leave the classroom to go to the restroom during class time, **please raise your hand and ask to be excused.** Be mindful of how often you go and how long you take.
12. If you signed up for activities, **you must go to all the activities as well as attend all the classes** unless you are sick or have gotten prior approval from your teacher and the coordinator. If you do not come, we will need to contact your parents.
13. When you are on activities, stay with your classmates and activity leader. **Do not go off by yourself.**
14. When you are in school and in public places, be respectful of other people, do not run, jump, shout, or play around.
15. ***Please be sure your parent picks you up from class on time at 5:00 pm at the back school door by the restrooms.***

Emergency Evacuation Procedures

*Please see your teacher for more details.

Evacuation Instructions:

1. Do not panic and follow your teacher's instructions to leave the building immediately.
2. If you are on break and there is an evacuation, go directly to the safe meeting area and find your classmates and teacher. Do not go to your classroom.
3. Do not cross Kapiolani Blvd. when heading to the safe meeting place.
4. Return to your classroom when your teacher says so.



Homestay Rules

1. You must be home by:

Under 13 years: 7:00 pm every night

13-15 years: 9:00 pm every night

16-17 years: 9:00 pm Sunday – Thursday

12:00am Friday & Saturday

Call your host family if you miss your bus or if you cannot be home by 7:00 on week nights and 9:00 on the weekend. (Times may be different according to your age.)



2. Anytime you want to use the phone, you need to ask the host family's permission.
3. You cannot make long distance phone calls on your host family's phone. You need to use a telephone card.
4. Quiet time in most homes is after 10:00pm. You should not play loud music, talk, or listen to the TV loudly after 10:00pm.
5. You should obey all the host family rules.
6. You cannot watch pay-per-view movies on your host family's TV.
7. You cannot invite another student to your home without your host family's permission.
8. You are a guest in your host family's home; you should always be respectful of them and their home.
9. You should not run, jump, shout or play around in your host family's house.
10. If you break or damage something in your host family's home, you will need to pay for it.
11. You should always let your host family know where you are. On the weekends, if you go out with friends, be sure to let your host family know where you are going, who you are going with, and when you will return. If your plans change, call the host family and let them know the changes.
12. Your host family should not have to wake you up more than once in the morning.
13. Be respectful of bathroom schedules; in some homes many people have to get ready in the morning and there is only one bathroom.
14. Communicate with your host family if you have a problem. Everyone wants you to enjoy your time in Hawaii; if you have a problem let someone know. We can help you with your problem.
15. In the United States, children usually clean up after themselves. You should keep your room and bathroom tidy. You may also be asked to help set or clear the dinner table.

Hawaii's Laws

- ▶ **NO DRINKING OF ALCOHOL** - The drinking age in the United States is 21 years old. You cannot buy or have any alcoholic beverages—beer, wine, or spirits.
- ▶ **NO SMOKING** - You can only buy cigarettes if you are 21 years old or older.
- ▶ **NO ILLEGAL DRUG USE** - The use of any illegal drugs results in the immediate termination of your enrollment and possible imprisonment by the police or immediate deportation.
- ▶ **NO SHOPLIFTING** - Taking things from shops without paying for them is a serious crime in the United States and results in the immediate termination of your enrollment and possible imprisonment by the police or immediate deportation.



NO SHOPLIFTING

- ▶ **WEAR YOUR SEATBELTS**—In Hawaii everyone must wear seatbelts whether they are in the front or back seat of a vehicle.
- ▶ **NO LITTERING**—Be sure to place all trash in a trashcan. Do not throw any trash on the street.
- ▶ **CROSS ONLY AT CROSSWALKS**—Use crosswalks to cross the street and only cross if the walk sign is on. It is also against the law to use your phone while in a crosswalk (No Texting).



You must obey all US and Hawaii laws when you are here. Not doing so may mean that you will have to return to your home country early.

If any of the above laws or school rules is broken, in addition to the legal consequences and depending on the severity of the violation, students may receive any of the following reprimands:

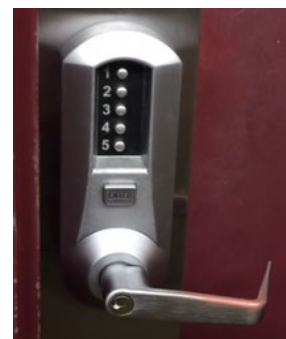
- ▶ **Level 1**: The student will receive a formal verbal warning and reminder that their parents will be contacted if there are further offenses.
- ▶ **Level 2**: Student will be counseled and an email or phone call will be made to the student's parents and or agent.
- ▶ **Level 3**: The student will be prohibited from participating in future activities and/or possible dismissal from the Young Learners of English Program.

Important Information

Restroom Codes: Please see the Front Desk

Women: “3 - 5 - ENTER” *and then turn handle*

Men: “2 - 4 - ENTER” *and then turn handle*



In Any Urgent Situation:

1. **CALL SOMEONE.** Always call someone to inform them of your situation.
 - School, teacher, host family, parent, or chaperone.
2. In case of emergency, **CALL 911** (Police, Fire, Ambulance).

School Information

| | |
|------------------------|--|
| My School Name: | Global Village Hawaii |
| Address: | 1440 Kapiolani Blvd., Ste. #1100, Honolulu, HI USA 96814 |
| Telephone: | (808) 943-6800 |
| Website: | www.gvhawaii.com Email: hawaii@gvhawaii.com |

Important Phone Numbers

| | |
|---|---------------------|
| My Host Family Name (if applicable): | |
| School Emergency Phone | 808-341-0664 |
| Emergency (police, fire, ambulance) | 911 |
| Taxi | 808-422-2222 |

Bus Information

I need to take bus number _____ from school to _____.

Then I need to _____.

The last bus to leave for my home is at _____.

Daily Schedule (unless stated otherwise)

| | |
|---------------------------------|------------------------------|
| Activity [if applicable] | See Activity Calendar |
| Lunch | 12:30 - 1:10 pm |
| Class 1 | 1:20 - 3:00 pm |
| Break | 3:00 - 3:10 pm |
| Class 2 | 3:10 - 4:50 pm |

Wi-Fi Code: hanahou03

