



# Arroyo Pacific Academy

## International Student Program 2024-25 Handbook

Arroyo Pacific Academy is a private, independent, college preparatory middle school and high school. We welcome students from other countries to learn and grow. We enjoy and appreciate the perspective international students bring to our community. We consider it a privilege to be a participating private school in the global opportunity to educate middle and high school students.

This *International Student Handbook* provides additional policies and procedures that together with the *School Handbook* inform you of the directions and expectations needed for your success.

### **International Student Program Philosophy**

Arroyo Pacific Academy helps international students improve their English skills and understanding of American culture and history through our instructional programs. We use a variety of teaching methods to help students with different learning styles succeed. Second language instruction includes skills such as listening, speaking, reading, and writing, adjusted to students' individual comprehension levels. Teachers are here to help and support our students, allowing them to experiment with language freely.

### **International Student Program Goals**

Students come from varied backgrounds, circumstances, and educational experiences. In order to meet the academic and social needs of international students, our program goals are:

1. To use English to communicate in social settings.
2. To develop student competency in understanding, speaking, reading and writing in English.
3. To prepare students for the mastery of content area materials in English.

### **International Student Curriculum: English Language Development (ELD)**

The English language Development (ELD) program is made to accommodate students with different levels of ability (as shown through testing). However, we do not offer courses for entry level students. The intermediate level is for students with some mastery of English. The advanced level is for students who are fluent communicators, but who need some help with academic English.

### **International Student Curriculum and English Language Development Goals**

Through the Schoolwide Learner Outcomes, students are prepared to function in the regular class environment and in society while maintaining their cultural identity. Our curriculum goals are:

1. To develop English listening skills in conversations and in academic settings.
2. To develop English speaking skills in conversation and in academic settings.
3. To develop the ability to read in English and comprehend a large range of genres and styles.
4. To develop the ability to write in English with unity, coherence and appropriate grammar.
5. To develop understanding and appreciation of the cultural heritage of the other students and to maintain a growing appreciation of their own cultural traditions and values.
6. To develop the ability to participate fully in United States society based on awareness and understanding of basic concepts of government, customs and traditions.

## General Policies, Rules and Expectations

In addition to the Arroyo Pacific Academy *School Handbook*, the following policies, rules and expectations are important details to be a successful student at Arroyo Pacific Academy.

1. We remind international students that often they are the only representatives of their home country that their fellow students have met and interacted with before. Therefore, international students should be aware of the impressions they leave with others, and the biases that others can potentially form about their country based on their behavior in school.
2. Student discipline will be enforced by members of the faculty, with all final disciplinary decisions made by the school administration.
3. Students are expected to obey the rules and regulations of Arroyo Pacific Academy as printed in the *School Handbook*. Students are also expected to follow the laws of the United States, and the state of California.
4. California law prohibits use of alcohol, tobacco, and marijuana by anyone underage (21 years). The law also prohibits anyone of any age from using illegal drugs.
5. It is illegal to drive after consuming any alcohol if you are underage or enough to cause a blood alcohol content of .08 (about 2 drinks depending on your weight, diet, and metabolism) if you are over 21.
6. It is illegal to drive after consuming or being under the influence of drugs of any kind whether illegal or prescribed. (See warnings on your medication to know which legal drugs are not permitted)
7. Any infraction of these laws may result in a student being returned to their country immediately at the expense of the natural parents.
8. Except in the case of family emergencies, students should remain in the United States the entire school year. Exceptions may be granted under the following conditions:
  - a. All Classwork submitted and student is earning at least a grade of C in all classes
  - b. If a student will miss classes, all work must be completed and turned in prior to leaving.
  - c. Class attendance has been regular, and students have been on time.
  - d. Permission from the SEVIS Principal Designated School Official (PDSO) is obtained four to six weeks in advance.
9. Students should dress appropriately as stated in the Dress Code as printed in the *School Handbook*. Following all policies as stated in the *School Handbook* is necessary to classroom attendance.
10. Students should understand and follow all rules and procedures as stated in the *School Handbook*. Failure to comply with these policies, rules and procedures may result in appropriate sanctions.

## Contracts: Statement of Receipt

International students, guardians and host parents are expected to understand and sign an agreement to follow the school's policies, rules and procedures. This contract is provided and is due by the time of registration before the first day of school.

## Orientation Program For New Students

New international students accepted and enrolled at Arroyo Pacific Academy are required to attend an Orientation Program which will provide an overview of the international program and school. The student will be given an English Proficiency Examination and a Mathematics Placement Examination.

## Academic Policies

Please read and implement the Academic Expectations as stated in the *School Handbook* in addition to the following:

1. All new students should arrive in California and to Arroyo Pacific Academy for the International Students Orientation Program and for Registration.
2. International students planning to study at Arroyo Pacific Academy should understand that limited English ability will limit the choice of subjects they will be able to take.
3. Students will complete an English Proficiency Test and Mathematics Placement Test prior to their final placement in classes. Course placement with individual student schedules is determined by English ability, official transcripts, class availability and grade level. Students will be retested at the end of each semester.
4. An English Proficiency Test SLATE, SLEP EDGE, or TOEFL with official documentation is required. Students who are not demonstrating sufficient academic growth on these tests may not be allowed to continue in the program.
5. Students are expected to maintain a full class load. This means that students will have passing grades in at least five courses per semester.
6. Students must maintain a minimum score of 70% in each ELD class. In addition, students must also maintain a cumulative **C** average in all other courses.
7. A teacher may call a meeting with the student and host parent if grades are lower than 70% at each Progress Report, or as deemed necessary.
8. Students who are accepted or who are placed on Academic Probation as defined in the *School Handbook* are required to attend the After School Tutoring Program daily.
9. This is an academic program. Students are expected to be on time and in class each school day. All absences, other than illness or emergency, should be pre-arranged with SEVIS, and the PDSO. In the case of illness or emergency the student must bring a letter on the day he or she returns to school from the host parent and/or doctor to confirm the student's location.
10. Progress in English will improve only as students use English and practice it. For this reason, students should use and speak English at all times within school and at school activities.

## Attendance Policies

Please read and follow the Attendance Expectations as stated in the *School Handbook* in addition to the following: Arroyo Pacific Academy follows the attendance requirements of the State of California. The attendance of each student is under the direction of the Principal for each class period of each school day.

A record is kept of a student's tardies (by the minute) to each class with daily absences. As a reminder, students are to be present at school daily, to be on time for school each day, and to be prompt in arriving for scheduled classes. Full attendance in every class is essential and mandated for academic credit and I-20 compliance. A 10% absence from a class for any unexcused reason is reason to deny academic credit for that class. Summer School will be required, and the I-20 may need to be reissued.

## **International Student Transcripts**

Translated and evaluated original transcripts are required for admission. Students who come to Arroyo Pacific Academy after their freshman year will have their previous coursework sent directly to the colleges and universities to which they are applying to the school. Therefore, courses taken and credits earned at previous schools may not be reconciled on the Arroyo Pacific Academy transcript. It will be necessary for the student to send 2 transcripts when applying to college: one from the international school(s), which the student must request, and one from Arroyo Pacific Academy.

## **Suspension and Expulsion**

A student may be suspended or expelled from Arroyo Pacific Academy for any serious breach of school policy, rule or procedure as stated in the *School Handbook* and the *International Student Handbook* or for any behavior that places the school in a negative light. This applies to behavior both on campus and off campus, during and outside of class time. See the *School Handbook* for Suspension and Expulsion policies.

## **Host Parent(s) Responsibilities**

The arrangement of the homestay for the international student is the responsibility of the student's family and not the responsibility of Arroyo Pacific Academy. Host parents must be approved by Arroyo Pacific Academy. International students must live with and under the supervision of approved host parents in the same residence address.

Host parents must maintain current contact information with the school. Host parents are required to follow and enforce all policies, rules, and procedures as stated in this International Student Handbook and the School Handbook. Parents and host parents should tell the school immediately in writing of any change in the student's address, contact information or living arrangements. Host parents should contact the homestay company and/or the natural parents as well as the school's Homestay Coordinator in case of an accident, serious illness, medical emergency, or serious problem with the student.

Host parents must live in the same housing with the international student. Host parents are requested to attend school meetings as arranged by the faculty or administration to help students with their enrollment and academic responsibilities. Host parents should make sure the student is attending school daily and on time, following all attendance policies, rules, and procedures as written in this *International Student Handbook* the *School Handbook*.

Host parents should help the student understand and follow the school's policies, rules, and procedures and the Form I-20 Requirements. Host parents should make sure that the student informs them of where the student will be when away from home, and when the student expects to be home.

Failure to follow the school's stated policies, rules, and procedures may require the international student to move from the homestay and host parent(s) into a new and approved homestay.

## **Host Parents/Guardians and Homestay Policies for Students**

1. International students who are not living with immediate family (Mother or Father) must live with a host family or guardian approved by Arroyo Pacific Academy.
2. The school reserves the right to refuse a host family or guardian for any reason the school decides is in the best interest of the student and overall program at Arroyo Pacific Academy.
3. Students are expected to provide full cooperation with their host families. Students must show respect and follow all house rules. Students should fully integrate with the host family by voluntarily helping with family chores and spending time with the family.
4. Students should not discuss the private affairs of their host family with others unless there is a safety concern.
5. Students who are disobedient, disrespectful, or cause other disruptive behaviors with the host

family, may receive disciplinary punishments or fees at Arroyo Pacific Academy. Repeated failure to cooperate will result in dismissal from Arroyo Pacific Academy.

### **Moving or Changing Host Parents**

International students must live with and under the supervision of approved host parents or approved guardians in the same address. International students can not change host homes or host parents without the knowledge and permission of both the host parent and Arroyo Pacific Academy. Students must provide one full month notice, in writing, to both the host parent and the Homestay Coordinator, prior to leaving a homestay family, or the student will have to pay a non-refundable \$200 re-registration fee.

## **Legal F-1 Visa Status**

Each F-1 status international student admitted to the United States and Arroyo Pacific Academy must meet and maintain certain requirements set by the United States Citizenship and Immigration Service (USCIS) as well as follow all the policies, rules, and procedures stated in the *International Student Handbook* and this *School Handbook*. Failure to maintain their status will result in the termination of the student's Form I-20. For more information, please visit <https://studyinthestates.dhs.gov/students>

## **SEVIS Form I-20**

The three-page document is issued to you by Mrs. Yen, the PDSO, once admitted as an F-1 student. It is used for obtaining a visa, entering the U.S., transferring schools, and informing the United States Citizenship and Immigration Services (USCIS) when there is a change in your program. As an international student, you should always have your current I-20 with you.

Before you leave the U.S. for temporary visits, you must have the I-20 endorsed by Mrs. Yen. Otherwise, you may not be allowed to reenter the United States. Your I-20 must not expire before you complete your program. It is your responsibility to maintain your I-20 status.

## **International Student I-20 Status**

All forms and contact information should be current, and all questions answered fully and accurately. Any falsification of information and/or signatures on any form will result in the termination of the Form I-20, dismissal from the school, and notification to the Student and Exchange Visitor Program, U.S. Immigration and Customs Enforcement. Tuition and fees are not refundable for a student whose Form I-20 record has been terminated, canceled or transferred.

## **Failure to Attend and Failure to Maintain SEVIS I-20 Status**

A student's Failure to Attend school and Failure to Maintain Status by excessive absences/tardies and/or unacceptable grades are unacceptable. Failure to Attend and Failure to Maintain Status are in violation of the student's status with the I-20 that Arroyo Pacific Academy issued. It is the parent's, guardian's and host parent's responsibility to follow all policies, rules and procedures as stated in the *School Handbook* and the *International Student Handbook*. Arroyo Pacific Academy is required to terminate the SEVIS I-20 record of a student who has violated their status. Tuition and fees are not refundable for a student whose SEVIS I-20 record has been terminated or canceled.

## **SEVIS**

The Student and Exchange Visitor Information System is part of the Student and Exchange Visitor Information Program in the Department of Homeland Security. Arroyo Pacific Academy works directly with the Student and Exchange Visitor Program and U.S. Citizenship and Immigration Services in the Department of Homeland Security. Helpful Resources <https://studyinthestates.dhs.gov/students>

<https://studyinthestates.dhs.gov/students>

Arroyo Pacific Academy is certified by the Student and Exchange Visitor Program (SEVP) and is authorized under Federal Law to enroll nonimmigrant students for the Elementary School, Middle School and the High School. The Form I-20 is issued at Arroyo Pacific Academy. All information is reported according to the Student and Exchange Visitor Information System (SEVIS) regulations and the U.S. Citizenship and Immigration Services in the Department of Homeland Security.

# Arroyo Pacific Academy

## 国际学生项目 2024-25 学生手册

Arroyo Pacific Academy是一所私立、独立的大学预科初中和高中。我们诚挚欢迎来自世界各地的学生加入，学习与成长。我们非常珍视并欣赏国际学生为我们社区带来的多元化视角。能够成为全球教育体系中的一员，致力于培养初中和高中生，我们深感荣幸。

本《国际学生手册》详细阐述了相关政策和程序，并与《学校手册》共同为您提供成功所需的指导与期望。

### 国际学生项目理念

Arroyo Pacific Academy通过我们的教学项目，帮助国际学生提升英语技能，并加深对美国文化和历史的理解。我们采用多样化的教学方法，支持具有不同学习风格的学生取得成功。第二语言教学涵盖听、说、读、写等技能，并根据学生的个人理解水平进行调整。教师在整个过程中为学生提供帮助与支持，鼓励他们自由探索语言的使用。

### 国际学生项目目标

学生来自多样化的背景、环境和教育经历。为满足国际学生在学术与社交方面的需求，我们的项目目标如下：

1. 能够在社交环境中使用英语进行有效交流。
2. 提升学生在英语听、说、读、写方面的综合能力。
3. 帮助学生为掌握英语教学内容做好充分准备。

### 国际学生课程：英语语言发展（ELD）

英语语言发展（ELD）课程针对不同水平的学生设计（通过测试结果确认）。然而，我们不提供入门级课程。中级课程适用于已有一定英语基础的学生。高级课程则面向能够流利交流但在学术英语方面仍需帮助的学生。

### 国际学生课程及英语语言发展目标

通过全校范围的学习成果，学生在保留文化身份的同时，能够适应常规课堂并融入社会。我们的课程目标包括：

1. 培养学生在对话与学术环境中的英语听力技能。
2. 培养学生在对话与学术环境中的英语口语技能。
3. 提升学生阅读并理解广泛英语体裁与风格的能力。
4. 培养学生用英语写作时的连贯性、逻辑性及语法准确性。
5. 增进学生对其他文化遗产的理解与欣赏，同时不断增强对自身文化传统与价值观的认同感。
6. 通过理解美国政府、习俗及传统的基本概念，培养学生充分参与美国社会的能力。

### 一般政策、规则和期望



除了《Arroyo Pacific Academy 学校手册》外，以下政策、规则和期望对于成为Arroyo Pacific Academy的成功学生也极为重要。

1. 我们提醒国际学生，他们往往是同学们唯一接触过的本国代表。因此，国际学生应意识到他们所留下的印象，以及他人可能基于他们在学校的行为对其国家形成的偏见。
2. 学生纪律将由教职员工执行，所有最终的纪律决定由学校行政部门做出。
3. 学生应遵守《Arroyo Pacific Academy 学校手册》中列出的规则和规定。学生还应遵守美国及加利福尼亚州的法律。
4. 加利福尼亚州法律禁止21岁以下的人使用酒精、烟草和大麻。法律还禁止任何年龄段的人使用非法药物。
5. 如果未满21岁，饮酒后驾驶属于违法行为；如果已满21岁，则血液中的酒精含量达到0.08（大约2杯酒，具体取决于体重、饮食和代谢）也属于违法行为。
6. 无论是非法药物还是处方药，任何在使用或受药物影响后驾驶的行为均属违法。（请参阅药物说明，以了解哪些合法药物是不允许的）
7. 任何违反这些法律的行为可能导致学生被立即遣返回国，相关费用由其自然父母承担。
8. 除非遇到家庭紧急情况，学生应在整个学年内留在美国。以下情况可申请例外： a. 所有作业已提交，并且学生在所有课程中至少获得C的成绩。 b. 如果学生将缺课，所有作业必须在离开前完成并提交。 c. 课堂出勤情况良好，学生准时上课。 d. 在离开前四到六周获得SEVIS首席指定学校官员（PDSO）的许可。
9. 学生应按照《学校手册》中规定的着装规范进行适当着装。遵守《学校手册》中列出的所有政策对于课堂出勤至关重要。
10. 学生应理解并遵守《学校手册》中列出的所有规则和程序。未遵守这些政策、规则和程序可能会导致相应的处罚。

### 合同：收到声明

国际学生、监护人和寄宿家庭家长需理解并签署遵守学校政策、规则和程序的协议。此合同需在注册时提交，并须在开学前完成。

### 新生迎新计划

被接收并注册入读Arroyo Pacific Academy的新国际学生必须参加迎新计划，该计划将提供有关国际项目和学校的概述。学生将接受英语能力测试和数学分级测试。

### 学术政策

请阅读并执行《学校手册》中所述的学术期望，并遵守以下附加规定：

1. 所有新生应按时抵达加利福尼亚州和Arroyo Pacific Academy，参加国际学生迎新计划和注册。
2. 国际学生在计划在Arroyo Pacific Academy学习时，应理解有限的英语能力将限制其可选的科目范围。
3. 学生将在最终安排课程之前完成英语能力测试和数学分级测试。课程安排及个人课表将根据英语能力、正式成绩单、课程可用性和年级水平来确定。学生将在每学期结束时重新测试。
4. 需要提供SLATE、SLEP EDGE或TOEFL等英语能力测试的官方文件。未在这些测试中显示出足够学术进步的学生可能会被要求退出该项目。
5. 学生应保持全课时负担。这意味着学生每学期至少需要在五门课程中获得及格成绩。
6. 学生必须在每门ELD课程中保持最低70%的分数。此外，学生还必须在所有其他课程中保持累积C级平均分。
7. 如果成绩在每次进度报告中低于70%，或根据需要，教师可与学生及寄宿家庭家长召开会议。
8. 根据《学校手册》的定义，被接受或处于学术警告中的学生必须每天参加课后辅导计划。



9. 这是一个学术项目。学生应每天按时到校，准时上课。除因病或紧急情况外，所有缺席应事先与SEVIS及PDSO安排。如果因病或紧急情况缺席，学生必须在返回学校的当天提供寄宿家庭和/或医生的证明信，以确认学生的位置。
10. 学生的英语进步将通过使用和练习英语得到提升。因此，学生在学校及校内活动中应始终使用和讲英语。

### **出勤政策**

请阅读并遵守《学校手册》中所述的出勤期望，并遵循以下附加规定：Arroyo Pacific Academy遵循加利福尼亚州的出勤要求。每位学生的出勤情况由校长在每节课期间负责记录。

记录将包括学生每节课的迟到（以分钟计算）和每日缺席情况。学生应每天按时到校，准时上课，并在安排的课程开始前准时到达。每节课的全勤是学术成绩和I-20合规的重要条件。任何未被许可的原因导致的10%缺课将导致该课程无法获得学术学分。学生将被要求参加夏季学校，并可能需要重新签发I-20。

### **国际学生成绩单**

入学时需提供翻译和评估后的原成绩单。对于在高一之后入读Arroyo Pacific Academy的学生，他们之前的课程成绩将直接发送至他们申请的大学和学院。因此，之前学校所修课程和获得的学分可能不会在Arroyo Pacific Academy的成绩单上体现。学生在申请大学时需要提交两份成绩单：一份来自国际学校（需学生自行申请），一份来自Arroyo Pacific Academy。

### **停学和开除**

学生可能因严重违反学校政策、规则或程序（如《学校手册》和《国际学生手册》中所述），或因任何使学校声誉受损的行为而被停学或开除。这包括在校园内外、课堂内外的行为。有关停学和开除的政策请参见《学校手册》。

### **寄宿家庭责任**

国际学生的寄宿安排由学生家庭负责，而非Arroyo Pacific Academy。寄宿家庭必须经过Arroyo Pacific Academy的批准。国际学生必须与获批准的寄宿家庭同住，并在同一地址下接受寄宿家庭的监督。

寄宿家庭必须保持与学校的最新联系信息。寄宿家庭需遵守并执行《国际学生手册》和《学校手册》中所列的所有政策、规则和程序。父母和寄宿家庭应立即书面通知学校任何学生地址、联系信息或住宿安排的变更。寄宿家庭在发生事故、严重疾病、医疗紧急情况或学生遇到重大问题时，应联系寄宿公司、自然父母及学校的寄宿协调员。

寄宿家庭必须与国际学生同住。寄宿家庭应参加学校安排的会议，以协助学生完成入学和学术责任。寄宿家庭应确保学生每日按时到校，遵守《国际学生手册》和《学校手册》中的所有出勤政策、规则和程序。

寄宿家庭应帮助学生理解并遵守学校的政策、规则、程序以及I-20表格要求。寄宿家庭应确保学生告知他们离家时的去向及预计回家时间。

若未遵守学校规定的政策、规则和程序，可能要求国际学生更换寄宿家庭。

### **寄宿家庭/监护人及寄宿政策**

1. 国际学生若未与直系亲属（父母）同住，必须与经过Arroyo Pacific Academy批准的寄宿家庭或监护人同住。
2. 学校保留拒绝任何寄宿家庭或监护人的权利，原因由学校决定，以符合学生和Arroyo Pacific Academy整体项目的最佳利益。
3. 学生应全面配合寄宿家庭，尊重并遵守所有家庭规则。学生应主动参与家庭事务，并与寄宿家庭共同度过时光，以充分融入寄宿家庭。
4. 学生不应将寄宿家庭的私人事务与他人讨论，除非涉及安全问题。

5. 对寄宿家庭表现出不服从、不尊重或造成其他扰乱行为的学生，可能会在Arroyo Pacific Academy受到纪律处分或费用处罚。若屡次未能配合，将会导致被Arroyo Pacific Academy开除。

### **更换寄宿家庭或寄宿家长**

国际学生必须与获批准的寄宿家庭或监护人同住，并在同一地址下接受监督。国际学生在未获得寄宿家长和Arroyo Pacific Academy的知情和许可的情况下，不能更换寄宿家庭或寄宿家长。学生在离开寄宿家庭之前，必须提前一个月以书面形式通知寄宿家长和寄宿协调员，否则学生将需支付不可退还的200美元重新注册费用。

### **合法的F-1签证状态**

每位以F-1身份入境美国和Arroyo Pacific Academy的国际学生必须满足并维持美国公民及移民服务局（USCIS）规定的要求，并遵守《国际学生手册》和《学校手册》中列出的所有政策、规则和程序。未能维持F-1签证状态将导致学生的I-20表格被终止。更多信息，请访问

<https://studyinthestates.dhs.gov/students>。

### **SEVIS表格I-20**

该三页文件由PDSO Mrs. Yen在您作为F-1学生被录取后发放。它用于申请签证、入境美国、转学以及在您的项目发生变更时通知美国公民及移民服务局（USCIS）。作为国际学生，您应始终携带最新的I-20表格。

在您离开美国进行临时访问之前，必须由Mrs. Yen签署I-20表格。否则，您可能无法重新进入美国。您的I-20表格在您完成项目之前不得过期。维护I-20状态是您的责任。

### **国际学生I-20状态**

所有表格和联系信息应保持最新，所有问题应完整准确地回答。任何信息和/或签名的伪造将导致I-20表格被终止、学校开除，并通知学生和访问者项目、美国移民与海关执法局。I-20记录被终止、取消或转移的学生学费和费用不予退还。

### **缺勤及未能维持SEVIS I-20状态**

学生因过度缺勤/迟到和/或不合格的成绩导致的缺勤和未能维持状态是不被接受的。缺勤和未能维持状态违反了Arroyo Pacific Academy颁发的I-20状态。家长、监护人和寄宿家庭负责遵守《学校手册》和《国际学生手册》中列出的所有政策、规则和程序。Arroyo Pacific Academy有义务终止违反其状态的学生的SEVIS I-20记录。I-20记录被终止或取消的学生的学费和费用不予退还。

### **SEVIS**

学生和访问者信息系统是国土安全部学生和访问者信息项目的一部分。Arroyo Pacific Academy直接与学生和访问者项目及国土安全部的美国公民及移民服务局合作。有关资源

<https://studyinthestates.dhs.gov/students>

Arroyo Pacific Academy获得了学生和访问者项目（SEVP）的认证，并根据联邦法律授权招收非移民学生，涵盖小学、初中和高中。I-20表格由Arroyo Pacific Academy发放。所有信息均根据学生和访问者信息系统（SEVIS）规定和国土安全部的美国公民及移民服务局进行报告。