

**Arroyo Pacific Academy**

---

# **International Student Handbook**



2017 – 2018

**Collaborative Workers, Critical Thinkers, Lifelong Learners  
& Responsible Citizens**

41 West Santa Clara Street   Arcadia   California   91007-3100  
[www.arroyopacific.org](http://www.arroyopacific.org)



## TABLE OF CONTENTS

---

Arroyo Pacific Academy Mission Statement	3
Arroyo Pacific Academy Statement of Philosophy	3
Expected Schoolwide Learning Results	3
International Student Program Philosophy	3
International Student Program Description	4
International Student Program Goals	4
International Student Curriculum: English Language Development (ELD)	4
International Student Curriculum and English Language Development Goals	4
General Policies, Rules and Expectations	4
Academic Policies	5
Attendance Policies	6
Host Parent and Guardians	6
Contracts	6
Homestay Policies	6
SEVIS Form I-20	6
Orientation Program For New Students	7
Service Learning Program	7
Suspension and Expulsion	7
Failure to Attend and Failure to Maintain SEVIS I-20 Status	7
SEVIS	7





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

This *International Student Handbook* provides additional policies, rules and procedures that together with the *School Handbook* inform you of the directions and expectations necessary for academic success, a successful graduation and entrance to the university or the post-secondary institution of your choice.

### **Mission Statement**

---

Arroyo Pacific Academy is a learning institution where academic attainment has the highest priority within a learning environment that is supportive and encouraging.

### **Statement of Philosophy**

---

Priority is given to success in academic achievement. Academic programs are offered to high school students.

Recognizing the value and uniqueness of each student as a person with artistic, emotional, imaginative, intellectual, physical, religious, and social potential, the teacher endeavors to lead the students to seek the fullest development of their talents and concentrates on intellectual and academic potential.

### **Expected Schoolwide Learning Results**

---

Arroyo Pacific Academy provides a distinctive educational program and a special place for students to learn, grow and prepare for life. Students demonstrate the intellectual curiosity and academic skills needed for success in college and adult life as we expect the graduate of Arroyo Pacific Academy to be:

1. **Collaborative workers** who
  - Demonstrate respect and sensitivity to diversity of ideas, interests and skills of others
  - Employ effective leadership and group skills
  - Work effectively with others
2. **Critical thinkers** who
  - Complete an academic program that complements an individual's learning needs
  - Demonstrate critical thinking, analysis, and evaluation skills to solve problems
  - Demonstrate competency in reading, writing, and mathematics demonstrated by achievement that meets relevant standards

3. **Lifelong learners** who

- Adapt to a changing world by understanding individual learning styles
- Communicate effectively, orally and in writing, across various media, by meeting school standards
- Set goals, establishes priorities, and hone decision-making skills
- Respect diversity, learn and work effectively in a multi-cultural setting

4. **Responsible citizens** who

- Demonstrate civic responsibility and participate academically and cocurricularly, and in community service learning projects
- Respect and appreciate the uniqueness of self and others
- Understand connections between choices and consequences by taking responsibility for his/her actions

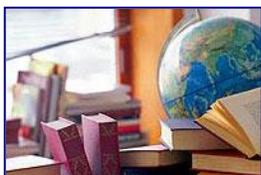
### **International Student Program Philosophy**

---

Arroyo Pacific Academy provides an instructional program that promotes the natural abilities of international students to improve in their English language proficiency, culture and history. It is characterized by creative teaching strategies, which both inspire and challenge students to achieve the Expected Schoolwide Learning Results.

Second language instruction incorporates the skills of listening, speaking, reading and writing. All modalities of cognitive and learning styles are included to make instruction relevant and comprehensible. Language instruction strives to accommodate individual proficiencies by presenting learning activities at the appropriate level of difficulty.

Our teachers create an atmosphere of acceptance and support for the students. The approaches to instruction allow students the freedom to experiment with language and not be afraid to make mistakes.



## **International Student Program Description**

We welcome students whose predominant language is not English.

The International Student Program is designed to teach students social and academic language skills as well as the cultural aspects of the English language necessary to succeed in an academic environment and contribute to society. It involves teaching, listening, speaking, reading and writing at appropriate developmental and proficiency levels with little or no use of the native language.

## **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, providing there is no disability.

The standardized curriculum and texts seek to define the structured learning experiences or content for the teaching of students who are English proficient so that they may achieve the Expected Schoolwide Learning Results. This program is designed to teach students social and academic language skills as well as the cultural aspects of society.

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

The English Language Development (ELD) Program is designed for students at differing levels of English proficiency as determined by testing. Organization of the English Language Development curriculum is leveled. We do not offer courses intended for entry level students. The intermediate level is for students who demonstrate partial linguistic competence. The advanced level is for those students who have achieved communicative competence but who need mastery of linguistic academic skills.

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

Through the Expected Schoolwide Learning Results, 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 listening skills for comprehending English in conversations and in grade appropriate academic settings.
2. To develop English speaking skills in conversation and in grade appropriate academic settings.
3. To develop the ability to read in English for a variety of purposes: information, pleasure and academic development.
4. To develop the ability to write in English with unity, coherence and appropriate structures.
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 in the 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. International students must always be aware of their responsibility as international ambassadors for their country and make a determined effort to represent their country in a positive manner.
2. Student discipline will be enforced by members of the faculty, with ultimate responsibility for all disciplinary decisions resting with the school administration.
3. Students are expected to obey the rules and regulations of Arroyo Pacific Academy as printed in the *School Handbook*. In addition, students are expected to abide by the laws of the United States and the state of California.
4. Compared with adult drivers, teenage drivers have a much higher accident rate. For this reason, we require the natural parents to sign a release form if they choose

to allow their child to ride in a car with a teenage driver. Arroyo Pacific Academy cannot be held responsible for monitoring this choice.

5. California law prohibits use of alcohol by anyone under 21 years of age, and tobacco is illegal for anyone under age 18. The law also prohibits anyone of any age from using illegal drugs. It is illegal to drive after consuming excessive alcohol in any form (including medications such as cough syrup), or taking any drug (including prescription medications), or using any combination of alcohol or drugs.

Any infraction of these laws may result in a student being returned to his/her country immediately at the expense of the natural parents.

6. 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 grades are at an acceptable level and all class work is current with a grade of **C** or better.
  - b. If a student will be missing classes, all work must be completed and turn in prior to leaving.
  - c. Class attendance has been regular and student has been punctual.
  - d. Permission from the SEVIS Designated School Official is obtained four to six weeks in advance.
7. Students should dress modestly and appropriately as detailed in the Dress Code as printed in the *School Handbook*. Compliance with this and all policies as stated in the *School Handbook* is a prerequisite to classroom attendance.
8. Students should read for understanding and implement all policies, rules and procedures as stated in the *School Handbook*. Failure to comply with these policies, rules and procedures may result in appropriate sanctions.



### **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 for only one year should understand that limited English proficiency will limit the choice of subjects students will be able to take.
3. Students will complete an English Proficiency Test and Mathematics Placement Test prior to final placement in classes. Course placement with individual student schedules is determined by the level of English proficiency the student demonstrates, official transcripts, class availability and grade level. Students will be retested at the end of each semester.
4. An English Proficiency Test EDGE, or TOEFL with official documentation is required. Students who are not demonstrating sufficient academic growth on these examinations 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 six 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 attend the After School Tutoring Program daily.
9. This is an academic program. Students are expected to be punctual in class each school day. All absences, other than illness or emergency, are expected to be pre-arranged with the SEVIS, Principal Designated School Official/Dean of Studies.

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 verify the student's whereabouts.
10. English Immersion: Student 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 implement the Attendance Expectations as stated in the *School Handbook* in addition to the following:

Arroyo Pacific Academy satisfies the compulsory attendance requirements of the State of California. The attendance of each student is under the direction of the Vice Principal on attendance for each class period of each school day.

A register is kept of a student's minutes tardy to each class with daily absences. Parents/guardians are informed in a written notice weekly.

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.

### **Host Parents/Guardians**

---

All international students not living with immediate family (Mother or Father) must live with a host parent or guardian approved by Arroyo Pacific Academy. The school reserves the right to refuse a host parent or guardian for any reason Arroyo Pacific Academy deems to be in the best interest of the student and the overall program. Students must obey all rules of the host parent or guardian.

### **Contracts: Statement of Receipt**

---

International students, guardians and host parents are expected to understand and sign an agreement to abide by the policies, rules and procedures of Arroyo Pacific Academy. This contract is provided and is due to Arroyo Pacific Academy at the time of Registration prior to the first day of school.

### **Homestay Policies**

---

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.

The school reserves the right to refuse a host family or guardian for any reason the school

deems to be in the best interest of the student and overall program at Arroyo Pacific Academy.

2. Students are expected to provide full cooperation with their host families. Students must show respect and abide by all house rules. Students should fully integrate with the host family by voluntarily helping with family chores and spending time with the family.
3. Students should not discuss the private affairs of their host family with others.
4. Students who are disobedient, disrespectful, or cause other disruptive behaviors with the host family, may receive disciplinary sanctions at Arroyo Pacific Academy. Repeated failure to cooperate will result in dismissal from Arroyo Pacific Academy.

### **SEVIS Form I-20**

---

The three-page document is issued to you by Mr. Walley, SEVIS Principal Designated School Official upon admission 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 a foreign student, you should always be in possession of your current I-20.

Before you leave the U.S. for temporary visits, you must have the I-20 endorsed by Mr. Walley. Otherwise, you will 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.

### **Orientation Program For New Students**

---

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

The morning classes allow time for evaluation of English proficiency through standardized testing, writing samples and math testing. Students will also be introduced to our faculty and staff, the School Handbook, the Agenda, the Daily Schedule, the School Calendar, our various clubs and co-curricular activities and other information which will assist students in settling into life at Arroyo Pacific Academy.

Activities may include walking tours of the neighborhood: Santa Anita Park, Westfield Santa Anita Mall, downtown Arcadia and the Arcadia Public Library. Students may also visit local

museums, Old Town Pasadena, and experience the San Gabriel Mountains, Hollywood and the Santa Monica Beach. A detailed itinerary of these and other activities will be provided upon arrival.

### **Service Learning Program**

Arroyo Pacific Academy requires that students participate in at least two Service Learning Projects per school year. Our faculty is committed to assist students in getting connected with an appropriate local service opportunity.

### **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 disrepute. This applies to behavior that occurs both on campus and off campus and during and outside of class time.

**Suspension** ordinarily involves barring the student from participation in any school activity, including classes, for a specified period of time up to a maximum of five school days for any single occurrence. Suspension may also be limited to prohibition from participation in co-curricular activities. Any student suspended from classes may not be allowed to make up class work and tests.

**Expulsion** which is the requirement that a student be removed immediately and permanently from Arroyo Pacific Academy, is a sanction reserved to the Principal. Students will be automatically expelled if, after an investigation, are found to be in possession of a weapon or other serious infractions. Students may appeal an expulsion directly to the Principal.

#### **Appeal of Expulsion**

If the student and parent/guardian wish to appeal an expulsion decision, a letter of appeal must be given to the Principal within two school days after notice of the expulsion is received. The appeal must be based upon the specific grounds for the decision to expel.

Once an appeal is filed, the Principal will schedule a hearing at which the student, at least one parent/guardian and other involved school staff will be present.

At this hearing, the facts of the case, including the offense(s) of which the student stands accused will be reviewed and the student will have an opportunity to make his/her case.

The appeal will be adjudicated by the Principal and the decision conveyed to the student and his/her parent/guardian, within three calendar days.

The President is the final decision maker.

### **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 his or her status. Tuition and fees are not refundable for a student whose SEVIS I-20 record has been terminated or cancelled.



#### **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 the U.S. Citizenship and Immigration Services in the Department of Homeland Security.

