

Arroyo Pacific Academy

College Preparatory Middle School and High School

International Student Program

Guidelines for International Homestay Students and Host Parents

School Handbook and International Student Handbook Supplement

2020 - 2021



Collaborative Workers, Critical Thinkers, Lifelong Learners & Responsible Citizens

The purpose of this document is to provide written Homestay Policies and Homestay Expectations for the International Student Program at Arroyo Pacific Academy. Host parents are to comply with all policies, rules, procedures, expectations, and best practices of Arroyo Pacific Academy as stated in the *School Handbook*, the *International Student Handbook* and these guidelines. It is the goal of the school to require a safe environment for international students which is positively conducive for the student to meet the academic, attendance, character formation, and personal appearance requirements of Arroyo Pacific Academy.

Housing for all international students must be approved by the administration of Arroyo Pacific Academy. 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. All host parents must be approved by the school's Homestay Coordinator.

1. All students accepted into the International Student Program must live with an approved adult over the age of 25 who is employed.

2. Prior to leaving the home country for Arroyo Pacific Academy, the student's parents should discuss the importance of good behavior with their student and ensure that he or she understands the significance of acting in a manner that will reflect well on his or her family and country.

3. The student must make a concerted effort to improve his or her ability in the English language. The program is a total immersion in language learning.

4. The student must make an effort to get involved in the community by attending and participating in school and community events.

5. Arroyo Pacific Academy reserves the right to terminate a student's participation in the International Student Program if his or her academic progress, attendance, and/or conduct, is considered detrimental or incompatible with the interests of the International Student Program. Violations of school policy outside of school hours may also impact the student's enrollment in the International Students Program. In this case, all tuition and fees paid are nonrefundable and the student's Form I-20 will be terminated.

6. The student must obey the laws of the United States and the State of California where they live and visit. A student found guilty of violating the law will be returned home at his family's own expense as soon as the student is released by authorities.

7. The student is not allowed to possess or use illegal drugs. Smoking and the use of any tobacco products is forbidden. The drinking of any alcoholic beverages is expressly forbidden. United States law strictly forbids the consumption of alcohol for everyone under age 21.

8. The student and his or her parents must communicate with the Admissions Office prior to the student's departure from the home country. International students may not arrive on campus prior to the International Student Registration Day without prior permission from Mr. Robert Nguyen, Director of Admissions.

9. International students will each live with an Arroyo Pacific Academy host family or an approved host family. The host family must be able to effectively communicate in English to the administration, faculty, and staff.

10. Students are expected to live with the same host family for the duration of the school year.

11. The student must obey the host family's rules and be willing to participate in family activities. The student must be respectful of the host family and the host family's property.

12. Problems that arise in the host family are to be resolved first through discussion with the host family, then with the assistance of the school or homestay organization.

13. If the student is experiencing any sort of relational stress or difficulty or experiences abuse or harassment of any kind or, he or she will immediately disclose the incident to the homestay organization and the administration at Arroyo Pacific Academy.

14. The student will attend school daily and will be enrolled as a full-time student. The student must make a concerted effort to make satisfactory academic progress (**A**, **B** or **C** grades) and must be involved in some co-curricular activities. If a student is achieving a **D** average or lower, the host parent and the Dean of Studies may require additional study hours or tutoring and limit co-curricular and weekend activities until the grade is improved.

15. The student and host parents will obey the attendance and disciplinary rules as stated in the *School Handbook* and the *International Student Handbook*. The student will be respectful of school administration, faculty, staff, students, and the host family.

16. Host parents and/or guardians must have on file a current email address, a working telephone number with active voicemail, and be able to communicate in English directly with the school for all official academic and attendance issues regarding their student. Issues not resolved must be brought to the attention of the administration.

17. Visits by the student's family or friends while enrolled at Arroyo Pacific Academy are encouraged. However, host families will not be expected to house a student's guests at any time.

18. All required forms, including but not limited to the Medical Authorization Form, Health and Immunizations Form, and Emergency Contact Form must be completed by the host family by the date specified.

19. Students must inform their host parent about any medication they bring from their home country to take on a regular or occasional basis.

20. The student is forbidden from participating in any dangerous sports or activities such as, but not limited to, hang gliding, bungee jumping, and sky diving. The host family and the school will not accept any responsibility for any situation arising from the student's involvement in any forbidden activity.

21. Serious romantic involvement is strongly discouraged. The student may not take any action that may change the nature of his/her life i.e. become engaged or married.

22. A personal cell phone or an International Calling Card must be provided to each international student by his or her parents, unless this requirement is waived by the SEVIS Principal Designated School Official.

23. The Internet may be accessed from the host family residence. The host family may limit Internet and cell phone usage to certain hours of the day, if they feel it is interfering with academic progress or with face to face social connections.

24. Students may bring their own computer if approved by the host family. Inappropriate use of the Internet by the student, including viewing pornography or visiting questionable websites, is not acceptable. Such activity may result in program termination.

25. The student should have sufficient financial support to ensure his or her well-being during the entire program of study and yearly enrollment at Arroyo Pacific Academy.

26. Parents by the date specified must submit proof of a checking account with an ATM/Debit card in the student and parent name with a \$2,000 balance to be used for personal expenses while at Arroyo Pacific Academy.

27. The student is not permitted to borrow money from the host family or others.

28. The student is not allowed to relocate from the approved homestay without prior approval from school officials. Proper relocation requests procedures must be followed. Failure to do so may result in the termination of the student from the International Student Program.

29. If a student's enrollment is terminated by the school for reasons of infraction(s) of school policies, rules, procedures, practices or standards, the parent or family of the student remains liable for full payment of all tuition, fees, and family contribution/donation. No fees, pledge payments or contributions already paid and received by Arroyo Pacific Academy are refundable in the case of student withdrawal, transfer or expulsion. Refunds will only be considered if a student is denied a visa by the U.S. government and if proper official documentation is provided to the school.

30. The student is permitted to travel domestically with the host parents or with Arroyo Pacific Academy sponsorship. Independent travel, aside from trips directly to and from the home country, is not allowed unless prior approval is granted from the SEVIS Principal Designated School Official. The cost of independent travel would be the student and his/her family's responsibility.

31. International seniors must meet college application due dates during the Fall semester. On or before May 1st seniors must complete a SEVIS Transfer Form attached to a college acceptance letter which are to be submitted to the School/College Counselor who will give it to the SEVIS Principal Designated School Official to transfer the student's Form I-20.

32. International students, their parents, guardians, and host parents are expected to read and be familiar with the Arroyo Pacific Academy *School Handbook* and the *International Students Handbook*. By signing the Statement of Agreement, host parents are agreeing to the standards, rules, policies, and procedures detailed in the School Handbooks and these guidelines.

33. Mr. Robert S. Walley, SEVIS Principal Designated School Official (PSDO) reports directly to SEVIS. SEVIS is the Student and Exchange Visitor Information System. It is part of the Student and Exchange Visitor Information Program in the Department of Homeland Security.

34. International Students Maintaining Status
While studying in the United States, it is important to maintain your F 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 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.

Learn more about the requirements:

<https://studyinthestates.dhs.gov/maintaining-status>

<https://studyinthestates.dhs.gov/full-course-of-study>

Host Parent Expectations

1. Host parents must be able to communicate effectively in English.

2. Host parents must notify the school when the student is absent. This should be done by telephone and/or email followed by a handwritten note when the student returns to school.

3. Host parents are expected to be able to account for the student's whereabouts when the student is not in school. This includes weekdays, weekends, evenings, and when the student is absent.

4. Host parents are expected to ensure that the student is attending school. If the host parent is having difficulty with the student in this matter, the host parent needs to notify the school so that appropriate actions can be taken. Failure by a host parent to meet this responsibility may result in the relocation of the student to a new homestay.

5. Host parents must notify the school immediately when they are aware that the student is relocating.

6. Host parents are not allowed to host more than 2 students from Arroyo Pacific Academy. Violation of this policy will result with the host parents being removed as an approved homestay.

7. Host parents are expected to be involved with their student and with the school community. They are expected to attend monthly parent meetings at the school and attend student-parent-teacher conferences when required.

8. Host parents are expected to have a current email address and working telephone number with

an active voicemail. Most school communications are sent by email, so host parents are expected to check their emails daily. Host parents are also to check the status of their student's progress on Jupiter.

9. Host parents are not allowed to leave their student unsupervised when they go out of town.



The administration of Arroyo Pacific Academy reserves the right at any time to interpret and/or change the policies herein.