



# Welcome to

# **Manago** Amerigo







# WELCOME!

# Welcome to Amerigo!

Our entire team is so excited for you to arrive. Your time here will be filled with many exciting adventures, new friends, interesting classes, and life-changing moments. Maybe you'll join a club, take part in the school play, learn to play an instrument, meet a new best friend, or find a new favorite academic subject – whatever your future with us holds, we know it will be wonderful.

We're sure that you have many questions as you prepare for the school year, and this Know Before You Go Guide will provide all the information you need to know ahead of your arrival – including a packing list, Frequently Asked Questions and much more. Please review all of the information carefully to make sure you're ready for your arrival.

We cannot wait for you to arrive, and we look forward to seeing what amazing things the years ahead hold for you.

See you soon!



# **PURPOSE OF GUIDE**

Your arrival on campus is only a short time away – and we are eager for you to join us! We are here to guide you from this moment until your graduation from high school. We hope that this guide gives you the tools you need as you prepare to begin your Amerigo journey!

**The Know Before You Go Guide** was developed to answer many of the most commonly asked questions that students and parents may have prior to arriving on campus. As you prepare for the school year, it is a valuable reference and a means to avoid confusion and misunderstandings.

As you are reading this, we are sure that you are both a little bit nervous, and a little bit excited. We created this guide to help calm some of your nerves and affirm some of your excitement.

In creating this guide, we have covered topics ranging from local attractions and necessary clothing, to descriptions of the home you will soon be inhabiting. We have tried to be as thorough as we can in preparing this and have relied on our years of working with young international students to help direct us. However, there may be topics or subjects that we do not address fully.

If you have any questions at all, don't hesitate to contact our Amerigo staff

# NON-DISCRIMINATION POLICY

Amerigo admits students who possess the motivation, ability, and character which would enable them to succeed in our program, regardless of race, color, creed, ethnic, national origin or any other applicable categories protected by state and local law. The program does not discriminate on the basis of race, color, creed, ethnic, or national origin in the administration of its educational policies, admission policies, scholarship and loan programs, athletics, and other campus-administered programs.

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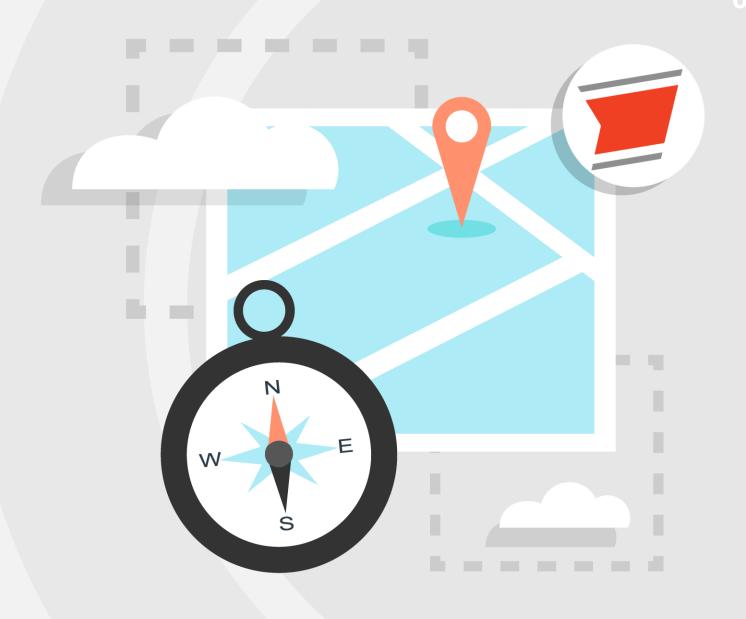
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# Preface



# HONOR CODE

At Amerigo, we believe that a fundamental part of the student experience is the culture of our campus. We strive to create a fulfilling and safe environment, which starts with the ethical behavior of our staff and students.

Therefore, we expect the following from every student who is a part of our campus:

### **INTEGRITY**

I will be honest in all my interactions with others. I will not lie, plagiarize, cheat or steal, nor will I tolerate these actions by others.

# RESPECT FOR ONESELF

I will work to develop healthy habits of mind, body and spirit.

I will not use alcohol, illegal drugs or other harmful substances.

### **RESPONSIBILITY**

I will take responsibility for my actions, rather than make excuses or blame others. When I fall short, I will learn from my mistakes and try again.

# RESPECT FOR OTHERS AND THE COMMUNITY

I will treat others as I would like to be treated and will also look for opportunities to better the community around me. In addition, at Amerigo Education, we are rooted in a core set of values that set expectations for our culture, our staff and our students.



### **MENTOR**

Embodies the spirit of looking out for youth; an experienced individual tasked with training and counseling new students.



### **VOYAGER**

Demonstrates a curiosity of the world and new ways of doing things; works in sync with everyone in the community, looks out for them and has fun with them.



### **CANDOR**

Views a direct and open presentation of one's own thoughts and ideas as essential; willing to be honest in holding oneself and others accountable.



Section 1

# What to Know Before You Leave

# PRE-ARRIVAL DOCUMENTS



**ARRIVAL INFORMATION –** Submit your arrival details at least two weeks before arrival using the provided survey link. If you haven't received the link, contact your consultant agency or Amerigo directly. All students must complete the survey, even if airport pickup is not needed.

Important: Double-check your flight details, including the correct flight number, date, and time of arrival, before submitting the form.



**FILLED HEALTH FORMS,** must be emailed to Amerigo at least two weeks before arrival for review by the school nurse—the earlier, the better.

If a student lacks required vaccinations, they can receive them upon arrival, but costs are not covered by student insurance.

Students must also bring hard copies of their health forms.



**FINAL TRANSCRIPTS** – Email final transcripts to Amerigo at least two weeks before arrival for review by the Academic Department to ensure proper course placement for the academic term—the earlier, the better.

Students must also bring **three hard copies** of their transcripts, each in a sealed envelope, as they will be required for future college applications.



**UNIFORM MEASUREMENT** (for the schools in New York only) - Submit uniform measurement details at least three weeks before arrival using the link provided to your agency or directly to your family (if no agency is involved).

Students who do not submit their measurements will not receive uniform sets upon arrival at their New York school.



**NON AMERIGO ACCOMMODATION FORMS** need to be submitted to Amerigo not later than 2 weeks prior the arrival. **Non Amerigo Accommodation forms** are a part of the Students Enrollment Contract.

**IMPORTANT NOTE** (!) Each school may have additional required pre-arrival documents. A full list is sent to the agency or directly to the family if no agency is involved. Please ensure all required documents are submitted **by their final deadlines**.

# **PACKING LIST**

### **ESSENTIALS**

- Casual clothing for use outside of school
- Athletic wear
- Lace-up or loafer-style shoes for school
- Jacket
- Sneakers
- Formal wear, e.g., sport coat/ blazer + tie, or a dress
- Formal black leather shoes
- International credit card (if under 16 years old)

- Backpack: Used for schoolbooks and supplies during the day—students will also have a school locker
- A cell phone: *Very important* for communication
- Personal toiletries
- International electric outlet convertor
- Prescription medicine including a Doctors' Note in English

### **OK TO BRING**

- Laptop
- Small electronics, e.g., cameras, iPads, Air Pods, speakers
- Personal sports equipment
- Room decorations, e.g., pictures, posters, plants

### **DO NOT BRING**

- Alcohol, tobacco products, vapes, and any other illegal substance
- Weapons including knives and imitation firearms, such as airsoft guns
- Any medications that do not align with the Medication Policy in the Student Handbook



# **CELL PHONES**

All students are required to have a cell phone for communication with Amerigo staff.

This is extremely important to ensure students' safety.

Please note that Huawei Phones are not adaptable in the US, as many apps do not work on them.

Upon arrival, students will have two options for procuring a cell phone plan, including a SIM card:



# PURCHASE A CELL PHONE PLAN THROUGH AMERIGO

For students who already have a smart phone, Amerigo offers an option for them to purchase an unlimited talk, text and data plan (sim card included), in collaboration with a major US cell phone carrier T-Mobile. The plan provides students phone service in the US throughout the academic year at a discounted student rate.



# PURCHASE A CELL PHONE PLAN THROUGH A THIRD PARTY

Although discouraged, a student may pursue cell service through a third party in the US. Students must ensure their cell and data service is working properly throughout the year. Students should purchase unlimited talk, text, and data plans. A comparable cell phone plan through a third party is generally more expensive than one offered by Amerigo.

# MONEY IN THE US



While studying through Amerigo, you will need to pay for personal services, incidentals, and other individual purchases out-of-pocket. In most instances, payment will be made by you at the time services are offered. Examples are services at medical facilities that are not covered by insurance (deductible, non-emergency dental work, pre-existing conditions), and school club activity fees, AP test fees, sports gear, etc.

Below are three ways our students have access to money.

# INTERNATIONAL CREDIT CARD

Students can use a family credit card with their parents' permission or endorsement.

This is the most convenient and preferred form of payment.

Parents appreciate having access to the transaction history.

# STUDENT CONTINGENCY ACCOUNT

Each student has a Contingency Account with Amerigo.

Students may use the contingency account to pay for some medical expenses or school activity fees.

Any money not used by a student will be credited back at the end of their studies with Amerigo.

### **BANKING IN THE US**

Students over the age of 16 may choose to open a bank account at the Bank of America in the US.

This allows parents to wire funds directly from a local bank in the home country. Please check with your local bank as fees apply.

Students under the age of 16 are required to have parents' presence when opening a US bank account.

# FREQUENTLY ASKED QUESTIONS



### When do I choose my classes?

Ahead of your departure, you will be invited to school-specific course interest and planning sessions by the Amerigo Academics Team. These are great opportunities to better understand the process of selecting courses and the steps you need to take to advance into higher level courses. They are also opportunities for you to share your course interests and to work with staff to plan your course schedule. Our team will then work with you before arrival to finalize your schedule. You may also email <a href="mailto:support@amerigoeducation.com">support@amerigoeducation.com</a> if you have any questions.

## What are the resources for learning English?

Amerigo students will be enrolled in an English Language Learning course during the school day. You will be placed at the appropriate level based on your English placement test. You will also receive additional academic and language support outside of the school day through supplemental programs, offerings and tutoring.

### Is there a dress code or uniform at my school?

Yes! There is a dress code or uniform requirement list in your school's student handbook. Amerigo will provide students with a basic uniform set, and students will have the option of purchasing additional uniform pieces as needed or desired. Shoes must be flat with backs and not open-toed.

### When will I receive my school uniforms?

You will receive a school uniform set during Orientation. Additional uniform pieces can be purchased at any time throughout the year.

## What are the unique requirements at a Catholic High School?

Catholic high schools are known for their nurturing environment, rigorous academic curriculum and the focus on raising responsible individuals. All students at Catholic high schools are required to take a religion class every year. Students are also required to follow a dress code on school days. In addition, students are expected to attend Mass approximately once a month.

### Where do I eat my meals?

During the school week, students eat lunch at school.

# FREQUENTLY ASKED QUESTIONS



# Are Amerigo students permitted to have cars?

No, Amerigo students are not permitted to have access to cars in the US. Students are not permitted to drive.

### Are Amerigo students permitted to learn to drive or have a driver's license?

Out of concern for our student's safety, students are not permitted to take Driver's Education classes. Students are not permitted to drive while in our program.

### How will I get to/from school?

As a self-provided student, you are responsible for your own transportation to and from school. Please check with your local school district to see if a bus is provided.

### Can I get a job?

No. F-1 international students can only work in the US after receiving authorization and with certain restrictions. Amerigo Education does not authorize F-1 international students to work on or off campus.

# What type of medications can I bring?

If you are on a prescription medication, please make sure it is listed on your healthcare paperwork.

Section 2

At the

Airport



# **ARRIVALS IN THE US**



- Inform Amerigo of your arrival information
- Arrive on designated move-in dates
- Look for a School Welcome sign

- Pack your important documents in your carry-on bag, compiled neatly within a clear plastic folder for easy access.
- Have a printed copy of Travel Tips & Document Checklist





# TIPS TO ADJUST TO A NEW LIVING ENVIRONMENT

- Limit naps in the days to help with jetlag
- Rest and eat at regular times
- Get to know your campus
- Say hi to your new friends
- Ask questions

### When is the earliest I can arrive to the US?

Immigration laws do not allow you to arrive in the US more than 30 days before the first day of school (also known as the report date). If you have any questions, please contact your Director of Campus Operations.

# What if I have connecting flights in the US?

If you have connecting flights within the US, allow enough time (at least 4 hours) between flights. US Customs may search your bag for unauthorized items. Your arrival will be registered electronically. You will only go through US Customs at your first entry point in the US.

# **IMMIGRATION AND BORDER CONTROL**

# What should I have with me when I enter the US?

When entering the US, you will need to show your passport, visa and I-20. Your passport must be valid for at least 6 months after your arrival. Be ready to show proof of finances (parents' bank statement) and your SEVIS fee receipt.

# What will happen at Border Control?

You will be fingerprinted, photographed, and an entry stamp will be placed in your passport. You may be asked to go to another line where an immigration officer will look at your documents and ask you additional questions. Please do not let this worry you. This is a normal part of the process, and it may take 2-4 hours or longer to complete.

We highly advise against bringing any vegetables, fruits or meats into the US. These items can be confiscated by border control.



# What are some common questions asked by the immigration officer when entering US?

# What is the purpose of your trip?

The purpose of your trip is to come to the US to study in high school. You should know the name and location of your school. You should also be prepared to answer questions related to the grade you will be starting and why you chose to study in the US.

# How long do you intend to stay?

Students should be able to answer when they plan on going home, for example when your current school year ends.

# Do you have anything to declare?

Please review this form: <a href="https://bit.ly/24YjoOo">https://bit.ly/24YjoOo</a>. We highly advise against bringing any vegetables, fruits, or meats into the US, these items can be confiscated by border control.

# Where can I get more information?

For more information about Port of Entry, immigration status & what you can bring to the US, visit, <a href="https://bit.ly/2qszAMe">https://bit.ly/2qszAMe</a>.



Section 3

# Get a Head Start with Orientation

# **ORIENTATION OVERVIEW**

# THE COUNTDOWN HAS STARTED FOR YOUR AMERICAN HIGH SCHOOL EXPERIENCE!

Are you excited? Nervous? Curious? To ensure you have a smooth and successful transition to your American high school, we have planned a fun-filled and academically-focused Orientation this summer.

All incoming new students are required to attend this important Orientation program.

# Academic Success

- School campus tour
- School schedule, classes, academic support
- Extracurricular activities
- School policies and rules

# **Amerigo Community**

- Introduction to campus team members
- Amerigo policies, rules and expectations
- Soft skills development



# Recreation Time

- Icebreaker games
- Local sightseeing
- Day excursions

### To Do List

- Pick up your uniform
- Receive your textbooks and school devices (i.e., iPad)
- Take your ID card photo



### **IMPORTANT NOTE:**

Orientation is a mandatory experience for all new incoming students. Aside from the transformative experience it offers, many required activities are conducted during Orientation. Failure to attend Orientation may result in limited choices for academic courses, a late start to classes, restricted independent mobility while abbreviated Orientation is conducted, and logistical complications with lunch accounts, uniforms, cell phone, school supplies, and the like.

# STUDENT SUPPORT

### SCHOOL DAY SUPPORT

During the school day, Amerigo staff, as well as school counselors and teachers, will be available are for support, either in-person or over the phone/video. Students can arrange meetings to discuss course selection, schedules, and overall academic progress. Within the school, the international student resources serves as a hub solely for international students to congregate and receive the individual attention they need. Depending on your school, your school may have an international student office.

### STUDENT INSURANCE

We provide all Amerigo students with an international student insurance plan that covers both outpatient and inpatient treatment. If you have a pre-existing medical condition, we recommend you bring a one-semester supply of medication with a doctor's note. We also offer an enhanced insurance plans for students who prefer high coverage for mental health treatment. This enhanced plan features an increased coverage for prescription.

Dental and vision coverage are not included in our student insurance but can be purchased separately. Insurance is mandatory for all students on campus and cannot be waived.

## ACADEMIC SUPPORT

Amerigo staff, as well as school counselors and teachers, are available for in-person support to meet directly with students to discuss course selection, schedules, and overall academic progress.





Section 4

# 5 Important Tips for High School in the US



# **5 IMPORTANT TIPS AT AMERICAN HIGH SCHOOL**

Your work must be your own

to the discussion.

In the US, academic integrity is important. This means that any work you do for school originates from your own thoughts and evaluations. Even answers found from outside sources must be either rephrased so that they reflect your own thoughts and word choices or attributed to the source. Additionally, work should not be AI-generated and must reflect your own effort.

Your American educational experience is a marathon, not a sprint

A marathon is a long race that requires consistent effort, while a sprint is a short race that requires a quick burst of effort.

American school is more like a marathon, where your consistent contributions and efforts will be rewarded.

Get ready to actively participate in class

An American classroom is full of activity, with lots of discussion, debate, and vocal participation. Understanding the material is important, and American teachers like to see that students are able to show their understanding of the material and contribute

Technology is for schoolwork—not just for socializing

Many of your courses will require that you use a laptop or iPad in conjunction with written or physical materials. Although it is tempting to use your device for other purposes (gaming or browsing the internet), this is something that is not permissible in school and can lead to disciplinary action.

Make sure to schedule one-on-one time

Make appointments with teachers and guidance counselors. This will afford you even more one-on-one time with some important people in the school so you can build a relationship.





# 5 THINGS TO KNOW ABOUT LIVING IN THE US

1

# There is a zero tolerance approach to drinking, smoking, vaping and/or substance abuse

One major difference between many countries and the US are laws around smoking, vaping and drinking. The United States takes smoking, vaping and drinking laws very seriously. Even if you come from a country where people your own age are allowed to smoke, vape or drink, it is important that you acknowledge that it is against the US law that people under the age of 21 purchase or consume cigarettes, electronic cigarettes, alcohol or any other substance.

2

# **Utilize your English skills**

One of the key components of your experience in the US with Amerigo is that you graduate from our school with very strong English skills! At the same time, we know that learning a new language can be exhausting and that it can be very comforting to finish the school day and speak with your friends in the language of your home country. That said, we hope you use English as much as you can while also monitoring yourself and recognizing when you need to take a break.

3

### Mr., Miss, Ms. Or Mx!

Respectful greetings for adults vary from culture to culture. When you get to the US, refer to adults by the title, Mr., Miss, Ms., or Mx, followed by their last name.

4

### Tips on tipping

The United States has a tipping culture for many of its service workers. We ask you to be mindful of this while living in the US. Here are some tips on how to tip service workers:

- Do tip: waiter, meal delivery person, hairdresser, nail salon staff, coffee shop worker
- Do not tip: help desk workers, mechanic or plumber, teachers or Amerigo staff, flight attendants

5

# Be careful with what you joke about!

In general, the US has a pretty casual approach to joking in social situations. However, some topics are considered off-limits or even threatening. Before you arrive in the US, we wanted to make sure you were aware of some of these topics:

### Self-harm:

Any jokes about hurting yourself will be taken extremely seriously and can even elevate to contact with parents or medical officials. Amerigo will always help any students going through difficult feelings, but joking about this topic is insensitive and can be harmful to you and your community.

### Violence:

Jokes about violence of any kind, particularly threatening someone with weapons, will likely result in a meeting with your Principal, Director of Campus Operations, or even local authorities. Additionally, serious consequences, up to and including dismissal, are possible outcomes.

### Another person's appearance:

Depending on where you're from, this may seem odd, but Americans generally do not make jokes about each other's appearance. In fact, jokes about appearances can be viewed as offensive and may be considered bullying.

### Jokes of a sexual nature:

Sexual jokes are also considered to be extremely offensive and should not ever be made.

## Race/Ethnicity:

Amerigo is a diverse and inclusive environment that embraces the traditions and culture of all ethnic and/or racial backgrounds. Disparaging comments made about any race or ethnicity will not be tolerated.

Section 6

Making the Most of Your Amerigo Experience



# MAKING THE MOST OF YOUR AMERIGO EXPERIENCE

Make Friends

America is known to be a melting pot where people come from various countries, cultures and ethnicities. It may feel comfortable to spend time with people from a similar background and culture, but we encourage you to make friends with local students and students from other countries. You can be an ambassador of your own culture and country, and you will be amazed at how much you can learn from each other!

Join a Club or Activity

Your high school years are one of the best opportunities you will ever get to explore new activities, try different things, and see what you're passionate about. Inside the classroom and outside of it, you'll start to get a better idea of who you are and what drives you. This is also the best way to make friends, build your communication and leadership skills, and above all, have some fun.



Volunteer for Those in Need

Most schools have required community service hours. Doing what you can to give back to the community is one of the traits advocated for in American education. A lot of opportunities will be provided both by the school for students to engage in volunteer work. You could devote some hours mentoring younger kids, providing peer tutoring, cleaning a park, or baking cookies for a food shelter. You will get so much satisfaction by knowing you have helped someone in need!

Take on a Leadership Role!

Leadership is one of the characteristics that American colleges and universities look for in an applicant. Leaders are simply the ones that serve others and make a difference in a community regardless of how small or big the community is. There is an abundance of opportunities at school or a

role is too small.



local community where you can take a leadership role. Just remember, no



**T**Amerigo<sup>®</sup>

We Look Forward
To Seeing You Soon









