



School District #22
Homestay Manual
2017

Table of Contents

1. Introduction	Page 3
a. Welcome and Thank You	
b. International Student Program	
c. Philosophy	
d. Homestay Staff	
2. Program Basics	Page 5
a. Room/Facility Set Up	
b. Host Family Expectations	
c. Expectations of the Student	
d. Screening Process	
e. Criminal Record Checks	
f. Placement and Matching	
g. Custodianship	
h. Homestay Fees	
i. Conflicts with Students and Hosts	
j. Student Moves	
k. Emergencies	
3. Student Arrival	Page 9
a. Airport Pickup and Drop-off	
b. Lost luggage	
4. First Few Days	Page 10
a. Call Home	
b. Jet Lag	
c. Unpacking	
d. House Tour	
e. Establishing Rules and Expectations	
f. Culture Shock	
5. Communication with Student	Page 12
a. Privacy	
b. Rules	
c. Family Events and Activities	
d. Asking for help	
6. Homestay Guidelines	Page 14
a. Curfews	
b. Schedule	
c. Chores and Duties	
d. Phone	
e. Cell Phones	
f. Computer	
g. Meal Times/Family Expectations	
h. School Lunch Preparation	
i. Laundry	
j. Sleepovers	
k. Babysitting	
l. Drugs, Alcohol, Smoking	
m. Driving	
n. Dating & Relationships	
o. Damage	

7. School and International Student Program	Page 18
a. Attendance	
b. Expectations	
c. Academic Performance	
d. Homework	
e. Report Cards	
f. Tutors	
8. Money	Page 19
a. Spending Money	
b. Lending Money	
c. Banking	
d. Employment	
e. Volunteering	
f. “Extras”	
9. Travel	Page 20
a. Student Travelling Alone – Within Canada	
b. Student Travelling Alone – Outside of Canada	
c. With the Host Family	
d. School Activities/Trips	
e. Missing School Due to Travel	
10. Study Permits, VISAs and other Documentation	Page 23
a. Study Permit	
b. Canadian VISAs	
c. Other VISAs	
d. Renewing VISAs and Study Permits	
11. Student Departure	Page 24
a. Flight Information	
b. Last Few Days	
c. Packing	
d. Storage of Student Belongings	
e. Date of Departure	
12. Student Participation Agreement	Page 26
13. Contact List for International Student Program	Page 27
14. Medical Insurance Information	Page 28
15. Guardme Medical Expense Form	Page 29

1. Introduction

Welcome and Thank You

Thank you for becoming a member of the International Student Program. Your role as a Host Family is a vitally important one. You are the primary caregiver and support system for an international student who has made the significant decision to move to Canada to study and learn about Canadian culture.

This experience will be rewarding. Students can bring so much to your home and your family. This is a wonderful chance to experience another culture and a different way of life. See this as an opportunity to not only share your culture and experiences, but to learn about someone else's.

International Student Program

The Vernon International Student Program (ISP) exists in all of the secondary schools in the district and a number of the elementary schools as well. There are dedicated staff in each of the secondary schools who are there to act as advisors and support for the international students. Most students will become very familiar with these staff members as the English Language Learning (ELL) teachers are the student's first point of contact for any school or academic-related questions or concerns.

The International Student Program is administered out of the School Board Office. If you have any questions about the program, your first call should be to the International Student Program office at the School Board (250-549-9246). See attached International Student Program Contact List.

Philosophy

The homestay experience is considered as one of the most important parts of a student's study abroad experience. You are taking in a new member of the family. It is important to recognize that while there may be bumps in the road this can be one of the most worthwhile experiences a family can have. We believe that the experiences and memories the students have with your family will far outlast any classroom activity they might participate in. Be sure to take this to heart and get as much out of the experience as you can.

You have taken on the responsibility for this child's welfare and support for their education. We ask that you treat this child as you would your own child; give them the love, support, and structure that is needed by any child of any culture or background.

While the International Student Program is the legal custodian for the student in Canada (more on that later), you are the primary caregiver. We trust your judgment and your ability to do what is in the best interest of your student. If questions or situations arise where you are not sure of the right path, always feel free to contact your Homestay Coordinator or International Student Program Office. They are there to help.

Homestay Staff

The role of the Homestay Coordinator (HSC) has many facets. The HSC will interview and screen prospective host families. They will place students according to family and student profiles, ensuring that a good match is made to the best of our abilities. Ongoing supervision and support as well as mediation and conflict resolution are also significant portions of the HSC's responsibilities. Essentially, you can rely on the HSC to be there for you if you have any questions, concerns, or just want to talk about the experience.

2. Program Basics

Room/Facility Set Up

In order to be a host family, you are required to provide the following for your student:

- a private room, with a closet, window and door (must comply with BC Building Code)
- a bed (not a futon or blow up mattress) complete with a box spring or frame and suitable bedding
- a dresser and closet (or place to store clothing and items)
- a desk, chair, and lamp
- access to bathroom and bathing facilities, including towels
- access to laundry facilities including laundry soap
- adequate heat, light, and ventilation
- landline phone (if you use a cell phone you must provide the student with a means to seek help should there be an emergency and you are not home)
- access to the home at all times by providing a key and/or access code
- Wi-Fi access

Host Family Expectations

Additional services that the host family is to provide:

- Three wholesome meals per day, seven days per week. Adequate supplies of various food groups and snacks need to be available at all times.
- Meet reasonable transportation needs including airport pickup/drop off, occasional social outings or to sporting events, lessons, or doctor's appointments. Families are encouraged to familiarize students with public transportation (where available) and soliciting rides with other families participating in similar events.
- Provide support and assistance where emergency or health situations arise. If the situation is serious, please ensure the HSC and the ISP Office is kept informed.
- Make short term arrangements for the supervision and accommodation of your international student if you need to be away, and advise your HSC. (The Supervising Adult MUST be 25 years or older and be a Canadian Citizen or Permanent Resident of Canada)
- Assist student in obtaining and completing paperwork on time. This might include health care, permission forms or travel requests.
- Access to various Canadian cultural experiences and family outings.
- Support and supervision as needed to assist in the student's academic success. This includes supervision of homework, reviewing assignments and helping students to practice speaking English.
- Holding your student to the same rules and expectations that you hold your own children to. There should not be a separate set of rules for your student as there is for your children, unless dictated by age-appropriateness.
- While you are requested to provide support to help students achieve academically, our teachers will take responsibility when there are academic and/or attendance problems. Please contact the International Student Program Office if you have concerns about academics or attendance.

Expectations of the Student

The student is expected to adhere to the rules and regulations outlined in the Student Participation Agreement (see page 26).

Screening Process

All families are required to go through a stringent screening process to become host families for the International Student Program. Host families are to be 25 years of age or older and be a Canadian Citizen or a Permanent Resident of Canada and speak English.

When families are accepted as a Host Family, they may not be matched with a student right away, as placement is based on matching both the international family and student's wishes.

Criminal Records Checks

Everyone in the home that is 18 years of age or older are required to have a criminal record check completed. This can be done through the Ministry of Justice. Criminal record checks are done every 5 years through the Ministry of Justice; however, we will be requiring homestays to sign a yearly offence declaration form each year until you are required to go through the Ministry of Justice again. Information on the process to have a Criminal Record Check completed by the Ministry of Justice and the Yearly Declaration Forms are included in your Orientation Package.

Placement and Matching

Every effort is made to appropriately match students and families. Students complete a homestay application when they apply to the Vernon School District International Student Program outlining interests, hobbies, and preferences. Based on the Homestay's Profile and the Coordinators' knowledge of the host family she will then place the student.

Please note that every effort is made to accommodate both the families and the student's wishes but it is not always possible to meet each and every request. Therefore, the HSC's are trusted to use their judgement and experience to prioritize the most important qualities on both sides. If the host family has any questions or concerns about the matching process, they are encouraged to contact their HSC directly for more information. The provincial government has stated there can only be two (2) international students per household.

Custodianship

Unless the international student has family in the Okanagan who will act as custodian, Tracy Godfrey or Lisa Johnston with the International Student Program will be named as custodian for students in this program. Being the Custodian means we have the legal right and the responsibility to make decisions on behalf of the students in the International Program.

A custodianship document is a notarized declaration signed by the custodian in Canada (the agency will also have completed a similar document in the home country which is signed by the natural family). The custodianship declaration states that adequate arrangements have been made for the custodian in Canada to act in place of a parent in times of emergency, such as when medical attention or intervention is required. For younger children, a broader declaration may be required. Broad declarations must state that the custodian is not only responsible in times of emergency but also for day-to-day care and supervision.

In the event that someone needs to make an emergent decision on behalf of a minor child in the custody of the Vernon School District, every effort should be made to seek authorization and inform one of the School District's custodians (Tracy or Lisa) of the situation. Should you not be able to reach anyone, host families are trusted to make a decision in the best interest of their student. Should advice or direction be needed, the HSC or any administrator from the International Student Program can be contacted.

Homestay Fees

Homestay fees are paid by the student to the International Student Program office. Fees are paid to cover the costs associated with hosting the student, including full access to home facilities (bedroom, common space, etc.), meals, snacks and reasonable transportation within the community, family activities and ongoing support of student.

The monthly rate for September to June is \$800.00. Payments are paid mid-month by direct deposit. (For example: You will receive a cheque on June 12 for the month of June.) Host families are encouraged to complete a direct deposit bank form. This will facilitate the transfer of funds. **Please note:** in the event of a student move or a student leaving early for any reason, fee payments may need to be adjusted. Discuss this with your HSC in the event your student moves or leaves.

Conflicts with Students and Hosts

Families are encouraged to use their own mediation and communication skills to manage any problems or conflicts that arise with their international student. Often if families treat the situation as they would an issue within their natural family, the problems are easily resolved.

Communication is the most important part of establishing good relationships. However, should the host family or student struggle with the rules and expectations, please involve the HSC to assist with liaising and mediating. Every effort will be made to keep the student in the family and to resolve the issue to mutual satisfaction. It is possible that a viable solution cannot be found, in which case the student will be moved to another host family.

Student Moves

Every effort is made to ensure students and families are a good match from the beginning. However, not every match will be ideal. In the event a student needs to be moved, a determination will be made by the International Student Program administration or the HSC (in conjunction with the family and the student) to make a decision in the best interest of everyone involved. Depending on the nature of the move, the student may be moved at the end of the month or may be moved immediately. If the move is requested by the student, the Host Family will be given 48 hours prior notice. Host family feedback on this issue is always welcome.

It is important for host families to note that student moves may be initiated for any number of reasons, some of which may have nothing to do with the effort and work you have done as a family. Should the host family wish to discuss the option of removing a student from their home, the first step is to contact the HSC to discuss the matter.

Emergencies

As a Host Family, you must never leave the student alone, unsupervised overnight, regardless of the student's age. If you have a family emergency and it is inappropriate for the student to be involved, please contact your Homestay Coordinator so arrangements can be made for a short term alternate Host Family placement.

If you are going to be away from the home, it is the host family's responsibility to arrange supervision for the student. This may be a family member or good friend (over the age of 25 a Canadian Citizen or Permanent Resident who you would trust your own children). Please contact your HSC if you are going to be away and have someone else supervising the student.

It is recommended that you have a family member or good friend prepared (Criminal Record Check completed) to look after your student should you be required to leave your household temporarily.

It is important that you always inform us if your student is under the care of another adult including another host family. It is our responsibility to let the family know where their child is staying, even for a short period of time.

3. Student Arrival

Airport Pick-up and Drop-off

Airport pick-up and drop-off during the program is the responsibility of the host family, the cost of which is a part of the regular homestay fees. If for any reason you are unable to transport your student to the airport please contact your homestay coordinator and they will arrange for transport. The cost of this transport will be deducted from the homestay fees.

Travel information for the student is often a last minute thing. Rest assured you will be provided with the relevant travel details once it is received. **Be sure you have the flight number and confirm the flight information before departing for the airport.** Be aware that often international flights can be delayed and that there is always a possibility that a student might miss a connection. Every effort is made to ensure delays are communicated to you. It is important to remember that while the delays may cause you a slight inconvenience, it is certainly more stressful and overwhelming for your young student.

Use the airport arrival as an opportunity to build a strong relationship with your student by welcoming them to Canada. If you have young children in your family, having them create a welcome sign with which to greet your student is a wonderful idea.

Lost Luggage

As many of us have experienced, arriving at your destination without your luggage can be extremely stressful. It is especially difficult for a student who is in unfamiliar surroundings and perhaps doesn't have a strong command of the English language. In the event that your student's luggage does not arrive, please assist in liaising with the airline to file the appropriate paperwork. The vast majority of the time, luggage is merely delayed and will be retrieved within a couple of days. In this instance the student will need access to basic necessities.

4. First Few Days

As you can probably imagine, the first 24-72 hours are not going to be an indication of your student's behaviour and personality. This period of adjustment will be a time where you need to be flexible, patient, and understanding. Your student will very likely be experiencing jet lag and home sickness.

Call Home

Once you have reached home, the first thing your student needs to do is call home to let them know he/she has arrived safely. If they have not and do not have access to a cell phone or computer we ask that you kindly allow the student to make a brief call home on your line, even if he/she hasn't obtained a calling card yet.

Jet Lag

Many of our students are traveling through multiple time zones and on multiple flights to arrive in Vernon. Depending on their point of origin, it is possible that the student has been in transit for more than 24 hours. It is important to balance rest time to recover from the exhaustion of travel and the need to get on the local time zone. The adjustment will be easier if your student adjusts his/her watch to local time right away. Food, lots of water, fresh air and exercise will also assist in the adjustment.

It is not recommended those recovering from jet lag sleep for long periods of time during the day as this only prolongs the jet lag effects. Maintaining a normal schedule and adjusting to our time zone as soon as possible is vital to the transition.

Theories suggest that it can take one day for every hour of adjustment a body must make. Don't plan too many activities for the day of arrival. By the time the student completes the travel formalities, arrives at your home, has a tour of your home and meets your family this will be quite a lot for one day. Perhaps save the welcome festivities for day two.

Unpacking

You may want to provide your student with some time to unpack and explain where to store extra luggage or off-season clothing. Also assist in finding a secure location for important items like passport, plane tickets, insurance documents, and money.

House Tour

Please do a thorough tour of your home – both inside and out. Show students how to use appliances, security measures, and discuss common and personal spaces. Students may not know simple things such as having the shower curtain inside the shower stall, or how to use an alarm system or garage door keypad. It is not possible to over-communicate with your student.

Things to share with your student:

- tap water is safe to drink
- not everything can or should be flushed down the toilet but do explain toilet paper should be flushed not put in the garbage container and show them how much to use.
- shower curtains go on the inside of the tub
- shoes off when entering the home
- recycling – what is recycled, what isn't
- thermostat or temperature adjustments
- computer access
- fire extinguisher and fire safety plan

- emergency phone numbers (Post on Fridge – 911 and non-emergent numbers)
- entertainment equipment
- appliances, including stove, oven, microwave, dishwasher, washer & dryer

Discuss things like meal times (does all the family eat together), meal preparation, and clean up. Students are encouraged to carry a lunch to school. The traditional North American bagged lunch may not be familiar to your student so it is suggested you review common lunch items and ask your student for input on what he/she would like to have for lunch.

Establishing Rules and Expectations

Once your student has settled in, you will want to begin by outlining your household rules and expectations. It is very important during this process that you leave nothing unsaid. Language and cultural barriers can pose challenges as you establish your rules. **Remember: don't assume anything! It is always better to overstate things than to leave things implied.**

Many of our students come from family homes that are very different than our own. It is possible they have never cooked for themselves, done laundry, or even been expected to make their beds. Others might be accustomed to various chores. You are able to establish your own expectations for your home – just be sure that you adequately explain these expectations and, if needed, provide training and support for the first while. We strongly recommend that you put everything in written form and give the student a copy.

Culture Shock

Your student will face many challenges as he/she adjusts to the new surroundings. Culture shock is a phenomenon which affects most people who move into a new culture, and there is no easy definition or solution. Awareness, understanding, and patience are vitally important.

The initial phase of culture shock is usually called the “honeymoon phase”. This is when the student is quite excited and happy to be in their new surroundings. Everything is new and thrilling.

Once the novelty wears off, the student may go through a phase of disenchantment, where everything is dissatisfactory. At this point, the student will often compare everything to their home (food, friends, environment, etc) and will voice unhappiness with everything, even things they had previously enjoyed. It is very important to remember that this is a normal process of adjustment and does not necessarily reflect a rejection of you and your family and your life. Patience and understanding will greatly assist the student in coming through this difficult phase.

One of the best counter measures to this dissatisfaction is for the student to keep busy. Students who spend significant amounts of time online, in their rooms, or isolated from people will find the transition much more difficult than those who immediately begin to interact with others. Finding an activity of interest will greatly facilitate this transition.

Following the disenchantment phase, the student will often return to a more balanced perspective. This can take some time. Each student goes through the culture shock process differently. Just be sure to be aware, supportive, and ask for help if you are concerned.

5. Communication with Your Student

The most important thing to remember is that you cannot over-communicate with your student. Don't assume anything. Discuss everything – even things you believe to be common knowledge. Especially if your student has a low level of English comprehension, it is very important to ensure understanding of the concepts. Be sure to ask your student to repeat important things back to you in his/her own words to ensure he understands. You will also find yourself looking for creative ways to convey concepts. Using different words, charades, drawing pictures and other communication tools will become common place.

Privacy

Standards of privacy and personal space can vary significantly across cultures. Explain to your student the idea of personal space in the household. It often helps to explain that you will respect his personal bedroom space by knocking prior to entering and ask that he/she do the same in return.

It is important to respect their personal space, if you feel it is necessary to enter the student's room when they are not present, please contact the Homestay Coordinator prior to doing so.

It can also be helpful to be aware that both cultures and individuals can have different standards of personal space. Watch your student to see how he/she interacts with others and monitor whether or not this warrants a discussion. Some people are able to sense a change in personal space and some are not.

Rules

When discussing household rules with your student, you may find it useful to put some basic rules in writing. Often for a student, rereading a list results in quicker understanding than hearing them spoken. It also makes it easier to revisit the rules should further discussion be warranted.

Some general rules and guidelines which are strongly recommended by the International Student Program are:

- Students must let you know where they are at all times.
- Students should ask ahead of time for rides to special events and appointments.
- Students must attend school every day. If the student is ill, the host family should inform the school office of the excused absence.
- Students must not possess weapons of any kind, this includes air guns.
- Students are not allowed to drink alcohol, attend bush parties, use or possess drugs, smoke, vape, make online purchases without your knowledge, have permanent tattoos or piercings done while in the program.
- Students must wear helmets when bike riding or skiing.
- Immigration regulations prohibit international students from holding jobs, this includes babysitting.

Family Events and Activities

You are encouraged to include your student as a member of the family for various activities and outings. Everything from family visits, to sporting events, to grocery shopping are all events that your student might be interested in trying. The best part of the international student experience is often the homestay, often due to the simple day-to-day activities and the bond they form with you.

Discuss with your student his/her desired level of participation in family activities. Generally, students do like to participate in family events; your student will be the best source of information on this. For the first few weeks, you may need to gently encourage the student’s active participation. However, once he/she settles in, you will likely find he/she needs no encouragement.

Some students may not seek a high level of involvement. Some students are here to focus on academics and will spend the bulk of their time studying. Others prefer more individual time. Use your judgment to evaluate the student’s state of mind and seek further advice if you are concerned about the amount of time the student spends alone.

Asking for Help

The Homestay Coordinators and the staff of the International Student Program are all here to help you with any questions or concerns you might have. As we are all trying to find life balance, we ask the following process be used when contacting Homestay Coordinator’s and/or ISP Office Staff.

- **Non-emergent** matters (see list below) should be sent via email or text, as opposed to picking up the phone.
- **Emergent** matters (see list below) require immediate action and should be called in to your homestay coordinator. If no one answers please see contact sheet for contact number of other homestay coordinators, Homestay Manager and International Principal.
- Academic or attendance concerns should be directed to the ELL teacher at your school, program Principal or homestay manager during regular business hours or via email or text.

➤ ***Emails and/or texts will be responded to during regular business hours:***

Monday-Friday, 8:00 am to 4:00 pm.

➤ ***Calls made after 4:00 pm are to be Emergent only.***

➤ ***Weekends, homestay coordinators will take turns being on call for emergencies. The on-call phone will only accept calls (no emails or texts).***

Examples: Emergent and Non-Emergent

Emergency	Non-emergency
<ul style="list-style-type: none"> • Student is hospitalized and seriously injured • Additional care or overnight stay is needed, possibly surgery 	<ul style="list-style-type: none"> • Student is at emergency department, discharged and has spoken to natural parents. No additional care is needed. Example: sprain, toothache, minor cut with stitches
<ul style="list-style-type: none"> • Student has broken the program rules – drinking, drugs, police involvement 	<ul style="list-style-type: none"> • Student has broken a homestay rule. Discussion with coordinator can wait for a school visit
<ul style="list-style-type: none"> • Student did not come home and you don’t know where they are 	<ul style="list-style-type: none"> • Student is an hour past curfew
<ul style="list-style-type: none"> • Student is in danger or has been threatened 	<ul style="list-style-type: none"> • Student lost their wallet, passport, visa

6. Homestay Guidelines

The following are some general guidelines which are recommended by the International Student Program.

Curfews

The International Student Program requests families set curfew times based on the recommended times:

Grade 10-12 Sunday-Thursday 8:00 pm; Friday and Saturday – 11:00 pm

Grade 8-9 Sunday-Thursday 8:00 pm; Friday and Saturday – 10:00 pm

Grade 7 and less **Younger students will need earlier curfews.**

Curfews should be in keeping with your family routine. There are to be no sleepovers on school nights, however, we do realize there are times you may be away and need your student to spend a weeknight at another home. We rely on your judgment for student's safety and well-being.

Please Note: During winter months students should not be out walking once it is dark. Arrangements should be made with the homestay for pick-up.

Schedule

Go over a sample weekly schedule with your student, being sure to touch on “busy” or “peak” times in the day. For example, if everyone gets up in the morning at the same time and must prepare for work and school by sharing a common bathroom, be sure to find out how much time your student will need to get ready and how that will fit into your established routine. It is possible that all members of the family may have to slightly adjust their schedule. Discussing the process can help alleviate stress.

If you have regularly scheduled lessons, events, or appointments, ensure to include your student and let him/her know how this will affect them. For example, a child's hockey practice or music lesson might result in the family dinner hour being delayed.

It is also important to advise students that they need to advise you in advance of any activities they will be participating in (sports, movies, mall, friends place, etc.) and also, those that will require transportation.

Chores and Duties

Your student is encouraged to actively participate in the household duties required of any family member. Please be aware that many of our students may come from homes where they are not required nor expected to do any chores. This may be an adjustment for your student. Explaining how your family differs from theirs and why it is this way will help. Students are responsible for cleaning their own bedroom/bathroom as well as being involved in light household chores such as loading the dishwasher, etc. Training, supervision, and support through the first few tasks may also make the transition easier.

Each family will divide tasks differently and this is certainly the prerogative of the family. However, it is important that the student be treated as a full member of the family. This means, generally-speaking, your international student should not be expected to perform tasks and chores that would not be expected of your own children. The flip side to this is you are not expected to be your student's servant. Your student is a member of the family – not a guest.

Phone

Immediately upon arrival, you should establish telephone expectations, especially with regards to international calls. It is reasonable for a student to want to phone home on a regular basis; it is important to find the most logical and accessible way for calls to be made.

If you have an internet package, Skype is a valuable software package which allows you to make calls to other Skype users for free or to regular phone numbers for a very low per-minute rate. This is an ideal set up as students can create their own accounts. Visit www.skype.com for more information.

If you have a cable phone (through Shaw Cable or similar) investigate whether or not a set number of international minutes are included. If so, and you do not currently use them, perhaps it would be acceptable for the student to use some of the free minutes. If you choose this option, be sure to monitor usage so as not to exceed any limits you might have.

Cell phone and direct dialing are **STRONGLY DISCOURAGED** for international calls. Please be aware that these methods can come with hefty charges. The International Student Program will not be responsible for collecting monies owed on phones.

Cell Phones

Cell phones are a way of life for teenagers. If your student would like to obtain a local cell phone during their stay, please assist them with appropriate research. It is likely that students will need to get “pay as you go” phones as they are not eligible for a credit rating here in Canada. We advise you **DO NOT** sign a contract on behalf of your student. The International Student Program will not be responsible for collecting money from students on cell phone bills, etc.

Computer

Many students will arrive with a laptop. Should your student have his own computer, consider how he might gain access to the internet. Can you provide a router for wireless access? This means it is quite inexpensive and will greatly facilitate their communication with home.

If the student does not bring his own computer, be sure to discuss usage of a family computer. Who needs to use it? When? Are there time limits? Also be sure to discuss suitable games, programs and web surfing.

Meal Times/Family Expectations

Discuss with your student what your family expectations for meal times are. Do you always sit down together to eat? Are meals often at varied times depending on schedules? Be sure to explain how your family works and what your expectations of your student are with regards to meal times. Meal time is great time for the student to bond with the family and practice their English. We ask that students are home for dinner Sunday to Thursday.

School Lunch Preparation

Are students expected to prepare their own lunches to carry to school or will you prepare their lunch for them? Many students will have very little – if any – experience at making bag lunches. Be sure to go over the typical bag lunch contents and discuss with your student what appeals to them for lunch. Host families are responsible for providing suitable foods for carrying to school for lunch. If the student chooses to buy lunch at school, he will need to pay for this himself.

Laundry

Do you want your student to do his own laundry or do you prefer to do all the laundry yourself? Many students will not be familiar with laundry facilities and will require instruction and supervision as they begin this process. Be sure to establish guidelines to avoid confusion and misuse of appliances.

Sleepovers

As they make new friends, students may wish to stay overnight at a friend's house. We recommend that if your student sleeps over at a friend's house, you then invite that student to your home. We ask that students not have sleepovers on school nights (Sunday to Thursday) and they are limited to one night on weekends unless there are special circumstances. It will not help you form a strong relationship with your student if they are away from Friday morning until Sunday night. It is at the discretion of the host family as to the suitability of the student's request and asking you to use your good judgment and parenting skills to ensure the student is well-cared for. Students are advised to make arrangements with you in advance and we ask you to check on the arrangements, speak to the adult of the home to ensure they are aware of the arrangement and that they will be at the home for the duration of the sleepover.

Babysitting

Students cannot be asked to babysit (with or without compensation) and cannot be placed in a position of authority or responsibility.

Drugs, Alcohol, Smoking, Vaping

The use of drugs is strictly prohibited and may result in removal of the student from the program. All students sign a participation agreement when they arrive which outlines the severity of the consequences for infractions such as this. If you become aware of usage (or even have strong suspicions) please discuss this immediately with your Homestay Coordinator who will contact the Principal of the International Student Program. It is vitally important to the safety and well-being of the student that the administration is made aware of infractions as soon as possible. Families who choose to hide potentially damaging information will be dropped from the program.

International students are held to a higher standard of behaviour than local students due to the fact they are visiting and away from their families and social networks. As students adjust to the Canadian way of life, they will come across some of the more dangerous aspects of social life. As your student begins to make friends and go out, be sure to discuss how to make the right decisions and what is expected of the student should they end up at a party where drugs or alcohol are present. We do not want them to be home every weekend for the duration of their stay, but we need them to follow the rules in order to continue their participation in the program.

Smoking is discouraged in the International Student Program; however some students may be of legal age to choose to smoke. If you permit the student to smoke outside your home, provide a location and rules about disposing of the remnants.

Driving

Even those students in possession of a driver's license from their home countries are **not permitted** to drive while in Canada. International students are not allowed to drive and they are not allowed to take driving lessons from their host family or from a professional driving school.

International Students are **not permitted** to drive with an L or N driver. All drivers must have a Class 5 full licence.

Dating and Relationships

Dating and romantic relationships are discouraged as we hope the student makes the most of their time here by studying hard, making new friends, and learning about the Canadian Culture. Also, some cultures forbid close personal relationships. We ask students to be respectful of the expectations of both the host family and family in their home country.

Damage

It is important to ensure that you have sufficient house and car insurance to cover potential liability, property or accident claims. Many insurance companies have special clauses or riders for boarders and it is the responsibility of the Host Family to ensure they have adequate liability and content insurance to cover an international student living in their home. It is recommended that you advise your insurer of any change in risk.

Any willful damage caused by your student to the property of the Homestay Family, with the exception of normal wear and tear, and faulty equipment, needs to be reported promptly. Take pictures immediately and then contact your Homestay Coordinator and they will assist you in the process.

7. School and International Student Program

Attendance

All students are expected to attend school on a regular basis. Should your student be ill and unable to attend school, it is your responsibility to contact the school for an excused absence. Students are not permitted to skip classes or show repeated unexcused absences.

The schools will hold the international students to the same attendance standards as the local students. Should attendance prove to be an ongoing issue, please be sure to contact the International Student Program office.

Rarely, a student may need to miss extended periods of time due to international travel (e.g. return home due to a family illness). Please contact the International Student Program office if this becomes a consideration.

Expectations

In school, international students are held to the same standards as local students. This means they are expected to adhere to all rules and regulations as outlined in the school handbook and discussed during the student orientation when the student arrives. However, due to language barriers, it may be useful for you to review the school handbook with your student at home.

Academic Performance

International education systems have varying standards for grading and marking. It may take your student some time to adjust to the way marks are assigned in Canada. If your student shows concern over his results, please encourage him to discuss it with his teachers (the ELL teacher is always a good place to start).

Homework

Students are expected to complete all homework assignments. Please consult with your student and provide assistance and supervision as needed.

Report Cards

Report cards will be made available through Parent Connect and the agent in the student's home country will be given access and advised when report cards are available.

Tutors

Tutors are available through the schools as needed. There are a number of options available including peer tutors (at little or no cost) and professional tutors (who charge a pre-established hourly rate). Should your student wish a tutor, please contact the International Teacher at the school or the International Student Program for more information.

8. Money

Spending Money

Students are encouraged to arrive with access to some pocket money from their first day. They may need your help to exchange currency or get to a bank.

Lending Money

The International Student Program strongly discourages host families from lending money to their students for any reason. If you have concerns over the financial resources of your student, please discuss this with your HSC. In the event that you choose to lend money to your student please be aware that the International Student Program **WILL NOT** be able to assist with the collection of the funds.

Banking

Long term students are well-served to open a bank account in Canada. It would be helpful if you could assist the student with the initial visit to the bank to open the account. It is often ideal for you to choose the bank you use personally as you have an established relationship with them. Please note you should not be directly involved in the banking (no co-signing or shared accounts) and the student should be personally responsible for the account and the money.

In many cases, the student and his natural parents will set up an account in the home country with a bank card which can operate here in Canada. This allows the natural parent to monitor spending and regulate access to additional needed funds.

Employment

International students are prohibited by law from gaining employment while in Canada to study. They may not earn income during their stay as a secondary student.

Volunteer Opportunities

Students are encouraged to volunteer for school events, clubs, or community-based events. This is an excellent way to get involved in community life and to meet others with common interests.

“Extras”

Students are recommended to budget \$150 - \$250 per month for the extras that are not covered by the fees they have paid for their program. This money should cover social outings with friends, gifts, and additional personal supplies not a part of the homestay agreement. Some students will arrive on strict budgets and have very little disposable income. Other students will have access to large amounts of disposable income. If you are concerned about your student's spending habits, please discuss this with your HSC.

9. Travel

STUDENTS TRAVELLING ALONE - WITHIN CANADA

This form is for students travelling unaccompanied by their Host Family.

Safety is always a concern for our students and we feel confident they are safe when they are in school or with their homestay. When they leave our district to go to other cities or stay with people we do not know, we must ensure the student will be safe and well cared for.

It is our policy that if a student wishes to leave our district for overnight or longer we need to know where they are going and they must be under the care of a responsible adult. For that reason, we do not allow our students to go with a group of friends and stay together in a hotel in Vancouver or Kelowna. However, if there is an adult there who will be responsible for them for the duration of their time away (**must be 25 years of age or older**) the student will be allowed to go as long as they have met the policy requirements.

We require the following process every time a student requests to travel and overnight visiting privileges.

1. The student and the host family must complete the Out-of-District Student Travel form, and submit at least **10 days prior to travel**.
2. The completed form must be returned to your ELL Teacher. It will be approved by Mrs Godfrey or Ms Johnston (or designate).
3. ***Incomplete forms will be denied. The named responsible adult must be 25 years or older.*** Please provide a scan or photocopy of the adult's passport or driver's license, plus provide current address, phone number and cell phone number for the adult and an alternate emergency contact.
4. We will be calling the supervising adult to confirm the travel plans and review our program rules. The ability to communicate in English with someone from the International Program Office is required.
5. Please make sure the entire form is completed with the necessary attachments. If you are not sure please ask for assistance from your homestay family or International Teacher at School.
6. Students are **NOT** to book any travel until they have received approval from the International Program. Once the form has been signed by the ISP Principal or designate (approving or denying), the student, homestay family and the International Teacher at their school will be emailed a copy of the completed form.
7. Students that fail to follow this process and leave the district overnight without prior permission will result in disciplinary action.

STUDENTS TRAVELLING ALONE - OUTSIDE OF CANADA

This form is for students travelling unaccompanied by their Host Family. Please use this form when you are travelling during school breaks.

It is our policy that if a student wishes to leave the Canada to visit family or friends, we need to know where they are going and they must be under the care of a responsible adult. For that reason, we do not allow our students to travel and stay on their own in a hotel, resort, etc. However, if there is an adult there who will be responsible for them for the duration of their time away (**must be 25 years of age or older**) the student may be allowed to go as long as they have received approval from the International Student Program office.

We require the following process every time a student requests to travel outside of Canada (this includes travelling to their home country during the school year).

1. The student and the host family must complete the Student Travel Form – Outside of Canada, and submit at least **10 days prior to travel**.
2. The completed form must be returned to your ELL Teacher. It will be approved by Mrs Godfrey or Ms Johnston (or designate).
3. ***Incomplete forms will be denied. The named responsible adult must be 25 years or older***. Please provide a current address, phone number and cell phone number for the adult and an alternate emergency contact. If travelling to your home country the responsible adult will be your parents.
4. If you are not travelling to visit your family in your home country, we will be calling the supervising adult to confirm the travel plans and review our program rules. The ability to communicate in English with someone from the International Program Office is required. If you are returning to your home country and staying with your natural parents we will be confirming plans with your agent. Please ensure you indicate this on the form.
5. Please make sure the entire form is completed with the necessary attachments (not required if going to stay with their natural parents). If you are not sure please ask for assistance from your homestay family or your ELL Teacher at your school.
6. Students are **NOT** to book any travel until they have received approval from the International Program. Once the form has been signed by the ISP Principal or designate (approving or denying), the student (if they provide their email address), homestay family and the International Teacher at their school will be emailed a copy of the completed form.
7. Students that fail to follow this process and leave the district overnight without prior permission will result in disciplinary action.
8. Travel plans requiring significant absence from school will **NOT** be approved. Attendance and progress will also be considered.

With the Host Family

Families who wish to take their student on short trips during the student's stay are encouraged to do so. This is a wonderful opportunity for the student to meet more people and see other parts of our country. In the event you do choose to travel together, be sure to inform the student's natural family (preferably in writing) and also your Homestay Coordinator.

If you are crossing international borders (by car or otherwise), please advise your Homestay Coordinator a minimum of 10 days prior. The process requires the student have written permission from the International Student Program along with a letter of permission from the International Student Program Principal or designate as he/she is the student's legal custodian in Canada. We also ask the student advise their natural parents (include dates of travel, destination, and with whom the child will be traveling). You also need to ensure that the student has the proper Visa/Permit to enter the country and travel medical insurance. If you are not sure of this please contact the International Student Program Office.

School Activities/Trips

If the student is participating in a school activity or trip of some kind (perhaps a sports tournament or band trip), the permission forms for such can be signed by the host family. If the activity/trip requires them to be away from home overnight please ensure you advise your homestay coordinator by email of the dates and where the student will be. It is also a good idea for the student to advise their natural parents of the trip/activity they will be attending.

Missing School Due To Travel

Students should plan travel so they **do not** miss school time, given that education is the primary reason for their visit to Canada. However, in the event that school will be missed for any travel, it is the student's responsibility to seek approval on the appropriate Travel Form and travel requiring significant absence from school WILL NOT be approved. Attendance and progress will also be considered. Once the student has received approval they must advise the school and all teachers. Also, the student must obtain all missed assignments and complete all work as originally scheduled.

10. Study Permits, Visas, and Other Documentation

Study Permit

A Study Permit is a document issued by Citizenship and Immigration Canada that allows someone who is not a Canadian citizen or permanent resident of Canada to study in Canada. This is not a travel document; it is the document that dictates how long the student can remain in Canada.

The Study Permit is required for those who are pursuing a program of study that is longer than 180 days, or six months. Those studying for less than 180 days are not required to obtain a Study Permit.

Canadian Visas

A Temporary Resident Visa (TRV) or Visa, as it is commonly known, is a document issued by Citizenship and Immigration Canada that allows someone who is not a Canadian citizen or permanent resident of Canada to enter the country. The Visa can expire while the student is in Canada, but must be renewed if the student leaves Canada and plans to return.

Not every country requires a Visa. Some students will have Visas, and some will not. The important thing to note is if a student requires a Visa, he would not be permitted to enter Canada without it. Therefore, if there is a Visa in your student's passport, he is then from a country that requires a Visa. If there is no Visa in his passport, he is from a country that does not require it. Sometimes Visas allow multiple entries into a country and sometimes only a single entry.

Other Visas

If students choose to travel to another country during their visit to Canada, they may require an additional visa for admission to that country. Please note that Visa regulations vary by country and what applies to Canadian travelers may not be the same for citizens of other countries. If you require more information please contact the International Student Program administration office for more information.

Renewing Visas and Study Permits

Ideally, students will have sufficient paperwork for the entirety of their program of study. However, it is possible that your student will need to renew a Visa or Study Permit while he is in Canada. If this becomes necessary, please have the student speak to their ELL Teacher at their school.

11. Student Departure

All International Students are required to leave by June 30th unless they are attending the summer program. If your student(s) is staying past June 30th they must have permission from the International Student Program Principal or designate. Please **DO NOT** make separate arrangements with the student or the family (as you will not receive payment from the SD) speak with your Homestay Coordinator or the International Student Program office.

Flight Information

Please have your student provide you with a flight itinerary as soon as possible. We suggest you start asking in April. Once you receive the information would you please send to internationalaccounts@sd22.bc.ca

As your student's program draws to a close, he will likely look to his departure with mixed emotions, excited to be going home but sad to be leaving his new friends and family.

Last Few Days

Please do what you can to assist your student in collecting all of their items to ensure they leave nothing behind. Well before the departure, it is important to assess the amount of luggage to be taken home. Airlines have very restrictive luggage limits which can be costly if exceeded. It is likely cheaper to ship some items separately from the flight.

Any textbooks borrowed from the school will need to be returned. There can be additional charges to the student if textbooks are not returned. Also, students need to ensure they pay all their school fees prior to leaving.

We do ask that you never sign a cell phone contract for a student but if you have you need to ensure it is cancelled and paid prior to the student leaving.

Be sure your student gets a good chance to revisit any favourite places and take any last-minute pictures to take home to share with family. A last farewell dinner with your family is a nice way to send the student off.

Also, we strongly recommend that you do a room inspection with the student weekly throughout the year and especially prior to leaving. This way if there is damage to the room we can only deal with the student prior to leaving.

Packing

Most students have accumulated extra clothing etc since their arrival. To avoid being charged for overweight luggage we ask that you remind students to go through their belongings and donate them to Salvation Army or another agency. If they insist on keeping everything we ask that you remind students of the weight and size restrictions on luggage and the cost should it be overweight or oversized. This information is usually on the flight itinerary or you can check with the carrier they are flying with online or by phone. For most the allowable weight is 23 kilograms (50lbs) per piece of luggage. Anything over 23kg they will be charged, this ranges from \$25.00 and up. There are also charges for oversized bags; again this depends on the carrier. If they have items that weight over 23kg or larger than 292cm in linear dimensions and/or 203 cm in length, they should be calling ahead to make arrangements prior. A simple way to check the weight is for you to weigh yourself and then pick up the bag while still on the scale and deduct your weight. Also, a reminder of what they can and cannot travel with is a good idea. Example: no liquids over 100ml in carrier on luggage.

Storage of Student Belongings

For returning students, we ask that they pack all their belongings up prior to leaving and check with you on where to store them over the summer. They should use their suitcases and boxes. We suggest they put their name on them and seal them with packing tape. This way nothing will go missing. Also, students are not to pay storage fees over the summer. If it is impossible for you to store the student's belongings in your home we can store them in our office. They **MUST** be in boxes, no plastic bags and clearly and securely labeled.

Date of Departure

Check to ensure that flights are not delayed or cancelled prior to leaving the home. We recommend students arrive at the airport two hours prior to flight time. As June is a busy time at the airport, we want to ensure students are checked in and through security with time to spare.

Please walk your student into the airport and wait while the student completes his baggage check. Being there to assist with any last-minute problems or questions can greatly reduce the departure stress for the student. We ask that you stay at the airport until the student gets through security. This way if there is a problem you are available to assist the student. It is also important to review the transit procedures if the student is connecting through Calgary, Vancouver, Toronto or another large airport. Most airport websites have maps to show the general processes.

**School District #22
Student Participation Agreement**

Students accepted into the Vernon International Student Program are expected to follow the rules and policies of the Vernon School District as well as the laws of British Columbia and Canada. This agreement is intended to ensure a student's health and academic success. Each student and their parent/guardian must read the following statements and by signing, agree to be bound by and honour its terms strictly.

The student must:

1. Abide by the laws of British Columbia and Canada.
2. Not drink alcoholic beverages or use or possess drugs or medications other than those prescribed specifically for the student by a doctor for medical purposes.
3. Not purchase, use or have in their possession weapons of any kind, this includes air guns.
4. Not drive a motorized vehicle or obtain a driver's license while studying in the Vernon School District.
5. Respect the property of others including host families, schools and their community.
6. Follow the code of conduct for their school and the Vernon School District.
7. Attend school on a regular basis and be on time for classes. Absences will be considered excused when the host family informs the school.
8. Be a student in good standing by completing all homework and assignments in a timely fashion.
9. Request permission to travel outside the Vernon School District by submitting an Out of District Travel Form. The school district may deny requests to travel if the student's safety is of concern.
10. Maintain a full time program of studies. The Vernon School District will supervise the educational plan with the goal of successful completion of the student's educational goals.
11. Students may not smoke or vape. Students must identify on their application if they are smokers. Smoking is not allowed in any host family's home.
12. Students are not allowed to drink alcohol, attend bush parties, use or possess drugs, smoke, vape, make online purchases, have permanent tattoos or piercings done while in the program.
13. Students must wear helmets when bike riding or skiing.
14. Immigration regulations prohibit international students from holding jobs, this includes babysitting.
15. Abstain from sexual intercourse.

I have read and agree to accept the above program rules and expectations.

Signature Parent/Guardian

Signature of Student

Date

Date

International Student Program
2017-18 Contact Information

Tracy Godfrey Principal	250-549-9203 Cell 250- tgodfrev@sd22.bc.ca
Lisa Johnston Supervisor International & Homestay	250-549-9207 Cell 250-308-8887 ljohnston@sd22.bc.ca
Danielle Wycott Homestay Coordinator <i>Fulton & Seaton Secondary</i>	250-308-6893 vernonhomestay1@sd22.bc.ca
Tatiyanna Kolesnichenko Homestay Coordinator <i>Kalamalka & Vernon Secondary</i>	250-309-0027 vernonhomestay2@sd22.bc.ca
Janice Foster Home Stay Coordinator <i>Charles Bloom, Elementary & Short Term</i>	250-547-9312 / cell 250-306-0290 charlesbloomhomestay@sd22.bc.ca
Dawn Baker Accounts and Homestay	250-549-9246 internationalaccounts@sd22.bc.ca
Kelly Eso Admissions	250-549-9263 admissions@sd22.bc.ca
Donna Hull Short Term Programs/Marketing	250-549-9295 international@sd22.bc.ca
Kathy Filipenko Charles Bloom Secondary	250-547-2191 kfilipenko@sd22.bc.ca
Greg Peter Clarence Fulton Secondary	250-545-1348 gpeter@sd22.bc.ca
Diana Ward WL Seaton Secondary	250-545-1396 diward@sd22.bc.ca
Rebecca Wilson Mission Hill Elementary	250-545-0639 rwilson@sd22.bc.ca
Andrew White Vernon Secondary	250-545-0701 awhite@sd22.bc.ca
Derri-Ann Cooper Kalamalka Secondary`	250-542-3361 dacooper@sd22.bc.ca

MEDICAL INFORMATION

- All Students are covered by guard.me.
- Guard.me **DOES NOT** cover Pre-existing or non-emergent care.
- Coverage is **VOID** if the student is injured while driving a motorized vehicle.
- Must call Student Guard as soon as possible if a student is taken/admitted to the Hospital for care. (1-888-756-8428)
- Advise your Homestay Coordinator and/or International Student Program Principal or Supervisor immediately of any medical emergency or accident.
- If a student needs to see a Doctor, please advise them to use a Walk In Clinic and not Emergency at the hospital.
- If a student requires a prescription, they should present their card to the pharmacist and the student should not have to pay. If a pharmacy will not use this process, the student will pay and submit to Student Guard for reimbursement.

If you require further information about Guard.me Coverage or MSP, please contact the International Student Program Office.

www.guard.me

STUDENTGUARD®

PLEASE PRINT CLEARLY

STUDENTGUARD® Policy Number:	Coverage Start Date:
Organization or School Name:	Coverage End Date:
Name of Insured/Patient:	Date of Birth:

Who do we pay: _____ **And How:** Cheque (Make cheque payable to): _____
Name

Address

Tel: _____ **Fax:** _____ **Email:** _____

1. Do you have any other insurance? You must answer NO or YES (Include ANY other insurance.) IF YES, provide details:

2. Were you hurt in an accident? NO or YES Tell us what happened, including when and where the accident happened:

3. Tell us **WHEN** and **WHY** you saw the doctor (below). *Original bills and receipts must be sent with this Claim Form for us to pay you.*

Date (d/m/y)	Cost/Currency	Why you needed medical care (Diagnosis)

FOR DIRECT BILLING BY MEDICAL PROVIDERS ONLY

For prompt reimbursement as detailed below, **FAX** this signed form to **STUDENTGUARD®**

Rx given X-ray Ordered Lab work Ordered Other/Details

A) Is the emergency treatment, medically necessary to identify and/or treat an acute, unexpected sickness?

NO or YES

OR B) Is this treatment pre-arranged and/or given to maintain the stability of a chronic sickness or condition?

NO or YES

AND C) Did the same or similar conditions occur in the 90 days prior to the Coverage Start Date?

NO or YES

If YES, provide details and dates: _____

If you answer YES to A) we will reimburse you directly

If you answer YES to B) or C), have the insured pay for this visit. Questions? Please call the number below.

Medical Provider's Name: **PRINT** _____ Date: _____ Medical Provider's Signature (only required for direct payment) _____

ATTACH ALL BILLS and MAIL TO:

STUDENTGUARD® Claims

303 John Street, Suite 810
 Thornhill, Ontario Canada L3T 5V4
 TEL: 1 888 756 8428

Medical Providers only Fax to:

1 866 329 8447 or 1 866 329 6948

I, the undersigned, declare that all the information I have provided in the Claim Form is true and accurate. I acknowledge receipt of Travel Health Insurance Expense Submittal Guidelines from StudentGuard's private administrator. I authorize my hospital, physician, other medical provider or insurer to provide to any third party complete medical records to Travel Health Insurance Expense Submittal, the STUDENTGUARD website or otherwise for the purpose of administering claims. All information shall be held in complete confidentiality and is not to be used for any other use. In the event of a lawsuit, should my email address will be restricted to insurance inquiries unless I base email contact. A photograph or legible transmission of this Claim Form is as valid as the original. I assign my rights to payment to the company named above.

Claim 0001

This form may be copied

Signature (Claimant)

Date