



Host Parent Handbook

2024-2025



INTERNATIONAL STUDENT PROGRAMS
Campbell River School District

July 2024

Dear Host Parents,

Welcome to the Campbell River International Student Program. We are thankful to have you as part of our team for the 2024-2025 year.

Since 2005, Campbell River has hosted students from around the world who come to experience life in Canada with a Canadian family. The connections that have been made over the past 17 years have been unforgettable and our students forever feel connected to our host families, school staff, and communities. The host family is vital to their experience because it creates the foundation of safety and trust from which students can confidently engage with their new culture.

For international students, residing with you in Campbell River will be a highlight in their lives. For you, hosting an international student will be an enlightening experience which we sincerely hope is both positive and rewarding. Thank you for opening your homes and hearts to these children.

This guide offers you “best practices” for a successful hosting experience. Please use it as a resource and guidebook. It does not replace your best judgment and the support that our team provides for you should you have any questions regarding your student or our program. Please take the time to review this guide and keep it handy for when questions arise. If you want to ask us personally, please contact us.

Sincerely,

Mercedes, Rhonda, Karen, and Kim, (The International Team)



Mercedes Hayduk
Manager,
International
Student Programs

Rhonda Teramura
Student Wellness &
Homestay Advisor

Karen Giesbrecht
Administrative
Assistant

Kim Stix,
Academic Advisor



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WHO TO CONTACT?

School Absences: Will your student miss school? Are they ill? Or absent for a family vacation? Please let the school know by calling the Attendance Line.

Carihi Attendance Line 250-286-6282

Timberline Attendance Line 250-923-9500

Homestay! Student Concerns? Questions about your Homestay situation or remuneration? Need to update Homestay Information?

The main method of communication from the program to the host parents will be via email. Please check your email regularly to ensure you have not missed important information! We do send some emails through our database – TrueNorth. Some email security settings will block this email, so please check your junk or spam folder to “approve the sender”. We also have a private Facebook Group for Homestay – CR International Program – Host Parent Group.

Contact Rhonda Teramura – Student Wellness & Homestay Advisor
Rhonda.Teramura@sd72.bc.ca
250-830-2324
Office Hours: 9:00 am – 4:00 pm

Academics! Academic Concerns? Student is missing a lot of school?

Contact Kim Stix – Academic Advisor
Kim.stix@sd72.bc.ca
250-830-2338
Office Hours: 8:30 am – 4:00 pm

International Program: Questions? Not sure who to contact? Travel Forms? Questions about medical insurance?

Contact Karen Giesbrecht, Administrative Assistant
International@sd72.bc.ca
250-830-2338
Office Hours: 8:30 am – 3:30 pm

Contact Mercedes Hayduk, Manager International Student Programs
Mercedes.Hayduk@sd72.bc.ca
250-830-2323

EMERGENCY? For all Emergencies Call 250-204-4816 (after calling 911)

One of us always has the emergency phone. While we may not answer immediately, we will respond shortly so please leave a message. Please call anytime day or night if you or your student has an emergency and needs support. ***This number does NOT accept text messages.***



International Student Programs Mission & Philosophy

Our program aims to connect people from around the world and build intercultural competencies for our students, staff, and community. We believe that cross-cultural connections are vital to healthy people, communities, and our planet.

- We believe in creating lifelong connections between international students and our community.
- We invest in relationships – both with our Partners, Host Families, and students in our care.
- We believe our incredible location and community provides our students the opportunity to easily connect with our community and grow as global citizens of the world.



Pre-Arrival – What to do?

- Contact your home insurance provider to confirm adequate house insurance to cover a student living in your home.
- Car insurance with a \$3 million liability and enough seat belts for your family and your student.
- Prepare bedroom for student's arrival; his/her own room with a bed, desk, chair, dresser, closet, and lamp shown to the Student Wellness & Homestay Advisor at the home visit. Mattress covers are also advised to protect your mattress.
- Get a house key cut and share the door code.
- Prepare a House Expectations document to send to the Student Wellness and Homestay Advisor, prepare a 911 emergency numbers list, and post it in a visible place.
- Become familiar with homestay guidelines.
- Send an email and photos to your student and describe your family, lifestyle, and neighborhood.
- Send an email to the parents of your student to introduce yourselves. Book an online meeting and encourage them to write to you. Don't worry if there is a language barrier.
- Schedule an online meeting via FaceTime, WhatsApp, Zoom, or Teams.
- Create a welcome banner or sign with the student's name on it for the airport pickup or a small gift, a welcome basket for their room is a nice touch and helps make your student feel welcome, and pick up will be much smoother as some flights have many students on them.



Establishing Connection and Relationship

Before arrival:

Make contact (FaceTime, email, WhatsApp texting) early and often before your student arrives to create a sense of belonging and get to know each other's personalities and preferences. Establishing belonging early has a very positive impact on the student's adaptability to homestay.

A welcome basket in the student's room provides them with the basics when they first arrive and are exhausted. Consider including the Wi-Fi password, a bottle of water, towels, and anything else you feel like offering.

Establish face-to-face communication and connection. It is easy for us and especially teens to gravitate to texting. Texting should be reserved for follow-up to conversations or sharing details and digital info.

Online Meeting:

Free Services

<https://meet.google.com/>

<https://www.skype.com/en/>

<https://zoom.us/signup>

Please use one of these free services to schedule a meeting with your student. While meeting the parents is important as well you must have direct communication with your student.

Airport Pick up

Please prepare a sign with your student's name for the airport pick-up. There are often many students on the same flight and searching the crowd for their name is a reassuring and easy for a tired student who has just arrived on Vancouver Island

- **Please take a welcome photo!**
- Don't forget to snap a welcome photo and send it to Rhonda @ 250-830-4271!
- Our partners abroad love to receive these welcome photos to share with the natural parents.
- We too love to receive confirmation that our students are here safe and sound.

After arrival:

Even if your student seems introverted or prefers to be in their room, it is important to invite them out and set expectations for engagement. As the host parent, you have the advantage of directing how the relationship and communication with your student develops. This process begins with the first interactions.

- We ask that each Host Family pick their student up at the airport. Dates, flight numbers, and arrival times will be provided by the Student Wellness and Homestay Advisor.
- Please check their international connections into Canada to verify their connection to Campbell River will be made. You can sign up for arrival notifications at www.yvr.ca
- Bring a sign with your student's name printed on it in bold letters.



- Once you have your student, please take a photo with your student and text it to Rhonda at 250-830-4271
- If there are any challenges with picking up your student, please call the Emergency Phone Number provided above.
- Encourage students to phone or e-mail home to confirm arrival to parents.
- Tour your home: show how things work since toilets, showers, faucets, and appliances sometimes function differently in other countries.
- Review with the student the list of expectations for your home. Leave a list with the student in their bedroom. It is important to print out the expectations for your students for them to refer to.
- Provide a list of all family members, home and work numbers. Make sure the student always carries these numbers in his/her wallet.
- Explain how 9-1-1- works for emergencies, share the 911 form, and explain egress in the case of emergency.
- Show students how to walk to and from school (if your home is within 20 minutes away).
- Show the student how to get to a postal outlet, bus stops, and local amenities (i.e. tour of the library, recreation facilities, shopping, etc.).
- Help the student to get school supplies. They will arrive with a cell phone and must maintain a data plan.
- Help the student to set up a bank account if needed but many students come with credit cards to access cash. Please practice this with your students so they can easily access the money as they need.
- Show the student where to unpack their belongings.



Homestay Guidelines

Thank you for participating as a Host Family for the Campbell River International Student Program. When you are hosting a student or a visitor, you become an ambassador of beautiful British Columbia and Canada. Currently, the Provincial Government has mandated that all International Programs provide guidelines for Homestay, and they are as follows:

1. A host family is required to welcome a student into their home in the spirit that they are new members of the Host Family. They will be invited to partake in family outings and other activities. They must be provided with reasonable use of the house and amenities. Please provide access to the home via a key or lock combination. The host family must be tolerant of the students' foreign customs and habits. Remember to always be understanding and have patience with the student.
2. The Host Family will provide three healthy meals a day and healthy snacks. Our Homestay Program requests that families eat a regular evening meal with the students to encourage and facilitate communication in English.
3. During the student's stay, the host family is required to show the student how to get to places of interest such as schools, community centers, and attractions and how to use public transportation.
4. The Host Family will make an effort to show the student some local places of interest and include the student in the family's activities for the duration of the student's stay.
5. The student must be provided with a nice, clean, private room with basic furniture such as:
 - Comfortable bed (including linen, duvet cover, blanket and two pillows)
 - Night table, lamp, and alarm clock/radio
 - Work desk with chair and desk lamp with enough lighting
 - Closet or wardrobe and mirror.As first impressions are lasting, please try to have the student's room prepared and a clean home when the student first arrives.
6. Only one student is allowed per room unless there is a special request by the homestay applicant for shared accommodation. Each house can have no more than two international students staying in the home unless with the special permission of the International Student Program.
7. The host family must make sure that the student has a quiet environment to study and succeed in school, as well as quiet time to sleep and rest.
8. The host family must speak English with the student, and in the presence of the student, most of the time.
9. The host family is not allowed to lend any type of motorized vehicle to the student as they are prohibited from driving.
10. If the host family has any concerns that they cannot discuss directly with the student, please contact the Student Wellness Advisor.
11. The host family should familiarize the students with the use of washer and dryer, so they can do their own laundry.



12. The host family must explain to the student or visitor how to evacuate the home in case of an emergency. The home must have functioning fire smoke detectors on every floor. Please display emergency contact info in plain view and discuss what to do in the event of a fire or earthquake.
13. While the student can be invited to attend religious services, the family should not apply any pressure to do so. The family should always be willing to direct the student to his or her religious place of worship if required. A host family must always respect the religious and cultural beliefs of the student.
14. The Student Wellness and Homestay Advisor neither guarantees nor promises occupancy to any host family. The homestay placement process is based on supply and demand and suitable matching of a student to a homestay family.
15. Homestay Families must notify the Student Wellness and Homestay Advisor of any changes in contact information, cell phone change, or change in living arrangements in your home.
16. The Campbell River School District and Campbell River Schools International does not allow, nor tolerate, any violence or discrimination against students or vice versa.

Respite Procedure

If you are leaving town, and cannot bring your student or need care for your student for another reason... No Problem!

How to request respite:

- Visit our website www.studyincampbellriver.ca
- Under the Homestay heading, click Request Respite.
- Download the electronic fillable PDF respite request form
- Email the completed form as an attachment to homestay@sd72.bc.ca.
- Student Wellness and Homestay Advisor will contact you once respite has been confirmed for your student.

Some things you should know:

- Even if it is short notice (minimum 24 hrs unless it's an emergency in which case you would call the emergency line and it would be handled that way), we can accommodate most requests!
- Please provide as much notice as possible for long-range planning as well.
- Funds will shift from you to the respite provider at a nightly rate, respite funds are subtracted from permanent homestay and added to respite homestay for the next months payment.
- Family members or close family friends can step in to provide respite in the homestay, however, if this is planned; is for a lengthy period; or recurring we would like them to have a current CRC on file with us.
- If you are arranging your own respite, it is up to you to compensate your provider.
- "Sleepover's" that alleviate the need for respite can get complicated, we prefer to move funds with the student as it is more easily tracked this way.

Your role

- Ensure the safe arrival and departure of the student to and from respite – unless respite provider **offers** transportation.
- Once confirmation and contact information for respite is provided to you, contact them to arrange details.



- Follow up with the homestay advisor with the final transportation plan including dates and times.
- Thank your respite provider! We are fortunate to have such great providers!

Thank goodness for respite providers! They:

- Love being able to help you out!
- Are not doing this for the money!
- Shift their lives around to accommodate students, often at a moment's notice.
- Have lots of experience hosting international students.
- Provide a safe, comfortable home with great meals.
- Are very flexible!
- Deserve your full appreciation!





Medical

All international students have paid for medical insurance or have MSP coverage. Please understand what coverage your student has.

5 Month Students = Private Insurance with Study Insurance

10 Month Students= MSP as of November 1st or December 1st. Will have Study Insured for the first 3 months.

****Host Families will receive notice when your student has their MSP card.****

****Please do not change the mailing address on MSP. It should always remain the School Board Office 425 Pinecrest Road. The living address is the host family address****

BC Services Card (MSP)

BC Medical Services Plan (MSP) is obtained for students staying for 10 months. Students become eligible for coverage after completing a waiting period of about three months. Therefore, when a student first arrives, he/she is enrolled with private insurance with StudyInsured.

Private Insurance

StudyInsured is third-party medical insurance provided to all international students. Most students will be covered on a StudyInsured medical policy for their entire length of stay in our program. They will have full coverage with this company for the first three months and then have additional benefits or “Top up” to their MSP for their last 7 months.

All students have access to an online virtual doctor through their Study Insured coverage. It's quick, easy, and immediate connection to a doctor.

All students are required to have a Canadian phone number, one reason is so they can register for the Maple Virtual Health App.

1. [Video demo for virtual health](#) To learn the process check out this link.
2. [Students need to log in here for an appointment](#) All they need is to enter their DOB and policy number (located on their study insured card - it begins with MCP and is followed by the 9-digit number, no spaces).

Clinics will require payment upfront (if the student is not on MSP).

- **River City Medical** (Superstore) has appointments available daily, call precisely at 9 am to get an appointment the same day. No direct billing unless on MSP. 250 287-2111.



Study Insured also provides **Mental Health Services** which are accessed by the phone line **1 833 646 1524** or using the mobile APP by downloading **iConnectYou** from Apple or Google Play and fill out the registration form and enter the company passcode: **SIMW**

IMPORTANT!!!

If NOT on MSP - Student/Host parent must call StudyInsured 1 866 883 9787 before all doctor's appointments and emergency care to initiate a claim and access the support and treatment guidance of a StudyInsured agent. In times of emergency, or language barrier - support in students' home language is available with StudyInsured.



Procedures for doctor visits & making claims:

- Students must always keep their medical cards or policy information and a form of payment with them.
- Students must present their medical cards (MSP or Studyinsured) at the time of a doctor's visit.
- Students on MSP pay no fees; students on private insurance including StudyInsured, have to pay the doctor's office (\$75-\$100) per visit if using a clinic other than one of the three listed above. Students can then make a claim for reimbursements.
- Reimbursements can be made online at
 - <https://www.studyinsured.com//campbellriversd> 10-month students
 - <https://www.studyinsured.com//campbellriversdshort> 5-month students
- This is VERY easy--- no need for scanning and uploading the invoice, simply use the student's phone to take a photo of the receipt. The student may require your help to understand the English.
- A pamphlet outlining the details about the insurance is given to the student when the card is issued.
- Please make a copy of this information for yourself and keep it in your home in case of an emergency.

If your student requires paramedical services (Physio, Massage, Chiro)

This is covered for acute care and requires a written referral from a physician. From Study Insured:

Paramedical Services When deemed essential on an emergency basis and accompanied by a written referral from a physician, the services (including x-rays) of a physiotherapist, chiropractor, licensed chiropodist, massage therapist, naturopath, osteopath, podiatrist, speech therapist or acupuncturist; up to a maximum limit of \$1,000 per policy, for each class of practitioner.

EMERGENCY PROCEDURES

If there is a life-threatening emergency, take the student directly to the hospital.

You must contact the International Program. Please use the Emergency Phone Number at the beginning of this document.

These are emergencies:

- An accident that involves the hospital
- A student is missing, stranded, unsafe, or in distress.
- An emergency (death or serious illness) has arisen in your family or the student's family at home.

Be aware that a visit to emergency at the hospital is a minimum of \$750 no matter what level of service is administered. In many cases, going to the doctor's clinic is faster and is always less expensive. Even if an X-ray is required, going to the doctor's office first to get a referral will substantially reduce the cost to the international student. **Only use the Hospital Emergency Room in life-threatening cases.**



Students requiring hospital treatment should phone StudyInsured (1866 883 9787) immediately to set up direct billing and receive guidance on treatments and services. Study Insured will instruct the hospital on payment and can offer communication in many languages to best serve the student. Call them, or have the student call them regarding any medical, dental, or mental health services concern or question. All that is needed is the student's name and DOB to access their policy.

5 month students or less (short term) will access their policy information online here www.studyinsured.com/campbellriversdshort

10 month students (long term) will access their policy information online here www.studyinsured.com/campbellriversd



**STUDENT PROTECTION
AT-A-GLANCE**
Keep in a safe, easily accessible place

MEDICAL AND MENTAL HEALTH ASSISTANCE
STUDYINSURED™ ASSISTANCE

Confidential, multilingual emergency assistance
and mental health support line

1.866.883.9787

Call any time you need help. **Call every time** you seek treatment

**IMPORTANT: FOR MAJOR ILLNESSES
OR INJURIES, YOU MUST INFORM
STUDYINSURED™ ASSISTANCE
WITHIN 48 HOURS**

 Speak with a doctor over video chat
by calling StudyInsured Assistance™
and asking for our Virtual Health Service

studyinsured™

Dentist

What if my student needs to see a dentist?

If it is a medical emergency, take the student to the hospital. For other dental emergencies such as toothache or worse, the student can be taken to the dentist, as they have coverage for this.

Routine dental exams, cleanings, scalings, fluoride treatments, and orthodontics, including repair to dental appliances, are not covered.



Lab Tests

What if my student needs to have lab tests?

Most students who are here for 10 months will have MSP so are covered. However, all students are covered with StudyInsured. With a doctor referral, many diagnostic X-rays and lab tests are covered under StudyInsured insurance up to a policy maximum. For other tests such as CT/ CAT scans or MRIs, call StudyInsured to get a quote first.

What other expenses are covered by StudyInsured?

Emergency transport to the nearest hospital is covered.

Physiotherapy (with referral)

Chiropractor (with referral)

Registered Massage Therapy (with referral)

Dental Emergencies

Please note:

StudyInsured will not pay a claim if the student is injured when driving a motorized vehicle or participating in an extreme activity such as bungee jumping or paragliding or any illegal activities.

Device Usage

The Internet is a fact of life and most of our students are very comfortable with their online life. For many, it will be the sole place of comfort for them in the early part of their time here. Please put in place boundaries around internet usage that suit your family. Each family is different so please discuss with the student what they would like and what will and won't work in your family.

The International Student Program encourages all families to have a "No Device use after 11 pm" rule to avoid any potential frustrations or late-night online calls.

All students are entitled to reasonable access to the Internet. Please ensure your Internet Package can accommodate some usage from a teenager. Should Data usage increase beyond a reasonable rate, please contact the homestay advisor so they can take steps to reduce student usage.

The use of the family Wi-Fi, television, and stereo is under the control of the Host Parents. If Host Parents notice that the student should be spending more time on study, use of these items may be restricted by Host Parents after discussion with the Homestay advisor.

Schools have been mandated to reduce device access during the day. The policies are still being refined and implemented but you can expect your student will not have access to their phone except during break times.

If you have any concerns regarding your students' device usage please contact your Student Wellness and Homestay Advisor.



Visitors & Sleepovers

The Host Family is not responsible for housing the student's visiting family members (if any) during the year. The student will not invite visitors or friends into the home to visit or study unless given specific permission to do so by the Host Parents. The student will never have visitors or friends stay overnight in their bedroom or elsewhere in the home without prior permission from the Host Family. Please know that if you are uncomfortable with a sleepover you are invited to say "no". It is up to your student to make sure you have the information promptly and invite connections, so you are comfortable with the situation.

The student will share the same responsibilities with the Host Parents and the general household as those held by the family's children of similar age. The student agrees to follow all house rules regarding behavior, curfews, attendance at meals, etc., and to occasionally share in the performance of household duties normally undertaken by the household's children.

If your student asks to sleep at a Canadian friend's house, we ask that you check out the situation to ensure a responsible adult (preferably the parent of the other child) is ok with it and that they will be home during the sleepover. Other parents can have various views on teen supervision, curfew, and underage drinking, our program expects students to be in the care of adults who will support the rules we expect of students, no later than midnight curfew, socializing in designated locations, (no wandering streets) and zero tolerance for drug and alcohol use. You must have the address and phone number, and you have spoken to the adult and if you feel comfortable with it you may give permission. If you do not feel comfortable, you may say no or reach out to the Student Wellness and Homestay Advisor for support. Sleepovers between host families are no problem as the other parent has been screened and is part of our program.

"Romantic" sleepovers are not allowed. If you suspect a romantic relationship, and your students wish to have their romantic partner, regardless of gender, sleepover, we will deny this sleepover.

Guidance and Supervision

The Host Family agrees to provide guidance and supervision to the student consistent with that which would be provided by a careful and prudent parent. Safety is paramount and for that reason, we ask that all Host Parents follow these safety guidelines:

Where are you?

Where are you going?

What will you be doing?

Who will you be with?

How will you get home?

Please understand that many teenagers will find this level of scrutiny uncomfortable. Some students have lived away from home for a long time and thus, have had considerable independence. Others will not be used to providing this information because their natural parents knew their habits and they had established a level of trust. However, you do need to know the answers to those questions. We will ensure that students know that when you ask these questions, it is out of concern for their well-being.



Overnight

Students must be supervised at all times and should never be left alone overnight for any reason. We will arrange respite care for your student if there is an emergency where you are unable to find supervision for your student. Supervision must be provided by a responsible adult over the age of 25 years and approved by the program.

Illness

If your student is home ill, please inform the School via the Absentee Phone Line. If the student missed more than four days of school due to illness, please inform the Student Wellness and Homestay Advisor.

Camping

Camping trips without adult supervision are prohibited but we encourage host families to take their students camping at every opportunity.

Romantic Relationships

International Students may want to date while living in Campbell River. The International Program encourages open dialogue should a student develop an intimate relationship. We do not encourage dating, but we acknowledge it may happen anyway. Should your international student develop an intimate, physical, or romantic relationship, please inform the Student Wellness and Homestay Advisor. We will engage in a candid conversation with the student to ensure he/she understands the cultural differences regarding dating as well as safe sex practices.



Host parents should implement a few basic rules when it is clear there is a romantic relationship.

1. No closed doors, especially bedroom, and maybe no bedroom visits if the bedroom is isolated
2. No PDA's (public display of affection) within reason
3. No hangouts at home if host parents are not there.

Our goal is to make it as difficult as possible for students to engage in sexual activities.

Trampolines

Trampolines are not prohibited by the International Student Program, but they are considered to be extremely risky. Please explain the risks to your children and your international students. The risk of injury from falling on the mat



increases dramatically when there is more than one person on the mat and when one person is between the age of 5 and 14 years. Please see the Canadian Pediatric Society Reports for more information if you are concerned.

Prohibited!

Alcohol, drugs, firearms, driving motorized vehicles-such as quads, dirt bikes, and snowmobiles- and weapons are prohibited to our international students. If you are a family who hunts or quads and would like to take your student, please discuss this with the Student Wellness and Homestay Advisor as special waivers and permissions will be required.

Private Medical coverage is null and void if a student is injured while using a motorized vehicle and while under the influence of alcohol or drugs. If you suspect drug or alcohol usage, please inform the Student Wellness and Homestay Advisor or the Emergency Line immediately. This is a very serious offense and creates an undue risk to the student, to the International Program, and the Host Family.

Curfew

The Program Curfew is 9 pm on school nights (Sunday to Thursday) and midnight on Weekends (Friday and Saturday, non-school nights). Should your family require an earlier curfew, we support Homestay Parents in establishing that guideline. Under very special circumstances, curfew can be extended, such as a school event or a family outing.

Termination of Homestay by Host Parent

Should a Host Family like to terminate a homestay occupancy, where possible, we would ask that the Host Family give the International Program at least two weeks of notice to make alternate homestay arrangements.

Termination of Homestay by International Student Program

Homestay agreements can be terminated at any time by the International School Program or if this agreement is breached or, in the opinion of the District, the Homestay environment is, for any reason, no longer suitable.

The Host Family cannot remove the student from the home before the expiry of the agreed term of the Homestay without the agreement of the Student Wellness and Homestay Advisor.

The Host Family will contact the Student Wellness and Homestay Advisor if the student is absent from the home unexpectedly if the student is missing school without proper cause, or if the student is behaving in a manner non-compliant with the values and expectations of the Host Family home.

Students may be transferred between homes at any time at the discretion of the School District or the Student Wellness and Homestay Advisor. However, the Student Wellness and Homestay Advisor and the School District encourage all students and families to engage in discussion and communication to resolve any issues. Should the family or international student not feel comfortable or able to communicate any issues, the role of the Student Wellness and Homestay Advisor is to help facilitate such discussions.

The Homestay Family should recognize that international students often feel powerless when problems arise. This is very common. These feelings of powerlessness can be due to poor English skills, different cultural views, cultural



deference to adults, desire to please, fear of creating problems, or any unknown reason. As a result, students usually request the help of the Student Wellness and Homestay Advisor instead of speaking to the Host Parent directly.

Furthermore, students typically feel that an issue is larger than the host parents perceive it to be. This is natural for a student living with someone who is not their biological family because they have no past reference as to what to expect. With that in mind, it can often take more discussions and more time to understand each other and to overcome a particular issue.

Conflict Resolution Process

The Student Wellness and Homestay Advisor will engage in the following process to resolve any conflict:

- Upon notification of a conflict or issue, the Student Wellness and Homestay Advisor will contact and discuss with all involved parties individually to fully understand the situation.
- Communication is the key to resolution of any issue and the role of the Student Wellness and Homestay Advisor is to facilitate communication between the student and Host Family.
- The Student Wellness and Homestay Advisor may attempt to discuss with each party separately to help each party understand the other's perspective.
- The Student Wellness and Homestay Advisor may sit down with all parties to help facilitate communication, understanding, compassion, and willingness to compromise or willingness to resolve between all parties.
- The Student Wellness and Homestay Advisor will help both parties agree on the next steps to help resolve the situation. She will also establish a time frame. This relieves anxiety as everyone knows what will happen next and when it will happen. She will then check back with all parties.
- If, after the specified time frame, one or both of the parties continue to feel dissatisfied with the living arrangement, then the Student Wellness and Homestay Advisor may either continue to facilitate an understanding with further communication attempts between all parties OR remove the student from the home.
- On the rare occasion that the expectations of the Host Family and the expectations of the student cannot be aligned, then a student move can take place with minimal discussion.
- The goal is ALWAYS to come to a resolution that is acceptable to everyone and keeps the student in the home.
- Confidentiality – please use the utmost respect in dealing with any issues or frustrations with your students. Please do not discuss issues with other parents or students. The Student Wellness and Homestay Advisor is happy to discuss any issues or frustrations at any time.

Fees and Reimbursements

- The School District sets the homestay fee each year.
- The international families will pay their homestay fee to the District and the District will in turn pay the host parent. By taking on this role, the district prevents any financial miscommunication from occurring between the international student, the host parent, and/or the international parents. Private arrangements are not permitted.
- Host parents are reimbursed by the district accounting office at the end of each month. This reimbursement is for the costs you have incurred during the month. Therefore, this reimbursement is not treated as taxable income.



- This payment will be an automatic deposit into your bank account. If you and your spouse have two separate accounts, please decide which spouse should receive this monthly deposit as we will deal with only one parent about financial issues.
- If you ask that a student, be removed from your home, you will be reimbursed for the student's stay up to and including the day that the student moves out of your home.
- If we move a student from your home, you will be paid one extra week from the day that the student left your home OR until the end of the month, whichever is shorter. The student will be responsible for settling any outstanding expenses with the host parents.
- If a student departs earlier than expected, we will reimburse up to and including the day of departure. We do ask students to provide us with two weeks' notice of an earlier-than-planned departure.

Placements and Extensions

- Please do not encourage your students to extend their stay beyond the end of school. Each year the end date is different depending on the school dates but no students are permitted to stay upon program completion unless their natural parents are here.
- Custodianship of the students and their medical insurance both end between June 24th – June 30th depending on the school year. This means that the school district is no longer involved in the life of the student.
- The only exception is students who are enrolled in school for September and are staying over the summer to continue their studies.
- Summer Program Students. These students who remain in our program in the summer will continue to be enrolled in summer school programs as well as academic programs in September. Host families who host these students will continue to be remunerated through the summer for their students and will continue to fall under the guidance and custodianship of our program.



Reduction in Fees and Final Payments:

- The first month's remuneration and each month thereafter is calculated based on the first day that a student arrives at your home. For example, if your student arrives August 28th and departs June 28th – they will have been with you for exactly 10 months. No extra days are owed.
- The final payment will be calculated based on the departure date of the student, we subtract a daily rate if the departure is 3 days or earlier. For example, if a student arrives on August 28th but departs on June 15th, we will subtract 13 days from the monthly remuneration.
- In the exceptional circumstance that a student travels longer than two weeks during their term of stay with a Host Family, we may consider a partial reduction in the Homestay Payment. For example, if a student returns home for a month for medical reasons we may reduce the remuneration to reflect that a room is still being rented however no food is being provided for this month. This will be determined in a case-by-case scenario.



General Program Guidelines

Expectations & Communication

all have expectations. Sometimes our misunderstandings others occur because we have different expectations. The way to prevent unfulfilled expectations from becoming annoyances is to express our expectations and adjust. Of course, communication is a two-way street; we also need listen to the expectations of others.

Communication and mutual understanding take effort. like you, each student is unique: some students are outgoing and independent while others may be quiet and reserved. Either way, treat a student like one of the family and keep the lines of communication open. Do you have an expectation for your international student to behave in a certain way?



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If you are experiencing challenges with the communication, understanding, and behavior of your student, or you have a concern regarding your student’s health, well-being, and success in your home, please contact the Student Wellness and Homestay Advisor as soon as possible. Documentation and early communication are key to solving challenges.

Your international teenager may want to explore everything, go everywhere, and meet everyone in Campbell River. Or your student may be scared and spend free time in his/her room on the laptop communicating with friends back home because it is comfortable. Are you willing to explain why a balance of activities is important? Will you compromise or set limits if that is what is in the student’s best interest?

Some international students come from cultures where physical punishment is more common in their homes and their classrooms. However, it is unlawful to use any type of corporal punishment on a child by a teacher in Canada, the same rules apply to host parents. Physical discipline is not permitted under any circumstances.

Caring for the welfare of your student could include informing us about the negative behavior of other teenagers who interact with your student. Please let us know about potentially dangerous or inappropriate relationships.

Confidentiality

Please respect your student’s privacy in the same way you would protect that of your child. If you have a complaint about the student’s behavior, please address the student directly or ask us to intervene on your behalf. Often a problem is exacerbated by sharing it publicly rather than dealing with it privately and constructively. You can expect the same standard from your International Program Staff.



Transportation

While we do not expect you to drive your students everywhere at all hours, please recognize that our public transit system is limited. Many students will be used to public transportation in their home cities that is comprehensive and frequent. Please instill that a transportation “plan” is needed before the student leaves home for every activity. Also, we strongly encourage host parents to carpool for any international student activity.



Appropriate Behavior

As you know, different cultures have different protocols about personal space. Get to know what your student’s comfort level is regarding hugging, touching, or showing affection. Actions are easily misinterpreted by young people and others around you.

Some of our international students find that we hug and get far too close to each other here in Canada; however, other students miss the physical closeness and touching that occurs between friends and family in their home country.

Disagreement and conflict are normal and expected in families and are handled differently around the world and from family to family. It is important for host families and students to regulate their emotions, take space away from each other and to talk calmly and respectfully when disagreement or confrontations arise. Contact the Student Wellness and Homestay Advisor for support if a challenge arises with a student.

Please note that if we receive information about ‘inappropriate conduct’ by anyone, adult or student, in relation to an international program student, then we must investigate immediately. **This is a legal requirement.**

Important Reminders:

- Adults should remember to dress appropriately while in the company of students.
- Adults should not use ‘sexually suggestive’ language or jokes in front of students.
- Overt or excessive displays of affection in public are inappropriate.
- There are always exceptions and attitudes vary with each individual. Don’t take it personally if your student prefers a more formal relationship. Each student is different.
- Adults model respectful communication- tone, words, and volume.
- Adults are aware and careful with making “jokes” to avoid unintentionally hurting or offending.

School – Attendance & Report Cards

- If your student is ill, please call or email their school in the morning to excuse their absence, students may not excuse themselves.
- If your student is asking you to call them in sick, and you question the legitimacy of illness, you can question your student further, and inform the international office and we can advise.
- If you are getting notices from your student’s school that they are late or absent, you may question your student, sometimes students are mistakenly marked absent when they are late. Please inform the international office when you get repeated or surprise absence notifications from the school – international@sd72.bc.ca.



- Please take an active interest in your student’s progress in classes. If attitude, attendance, or tardiness becomes a problem, contact the Academic Advisor.
- Students will not generally show you their report cards. Please ask your students about their marks and show them to you through Student Connect. If you have concerns about your student, please contact the Academic Advisor.
- If you have questions about your student’s progress, contact the Academic Advisor.

Driving

- Driving abstracts will be kept on file with our Program Administrative Assistant. Only those adults with an approved driving abstract should be driving students. Note that the student is never allowed to drive any vehicle while participating in our program.
- Students may have friends or host siblings who have an “L” or “N” class driver’s license. They must follow the laws of the road and may need some guidance as it is likely different in their home country. Students may not ride with an “L” class driver, they are only permitted to drive a fully licensed adult driver as a supervisor. Students may ride with an “N” class driver, provided the car is not “overloaded”, which means more than one passenger other than a family member. In other words, “N” drivers can have one passenger other than a family member or supervisor.

Safety

- Please review safety procedures with your students about your home, eg. fire escape routes, earthquake supplies, locked doors, and general safety in the home.
- If you become concerned about any safety issue involving your student, it is your responsibility to inform the Student Wellness and Homestay Advisor immediately.

Travel Policy

Safety is always a major concern for us. We know the students in our program are not adults and we take our responsibility for their care very seriously. When our students are in school or with their host families, we feel confident that they are safe. When they leave our district, to go to other cities or to stay with other people, we must ensure their safety in a different environment. All international students must have a program-approved, adult chaperone who is 25 years or older for any overnight stays.

The Campbell River School District extends from the Oyster River to Sayward. If you leave the district with your host parent for four (4) nights or more, you must submit a Student Travel Request form for approval. If you leave the district without your host parent, for any length of time even for an afternoon in Courtenay you must submit a Student Travel Request form for approval. Some trips without an adult will require a signature from your natural Parent. For our program, Mount Washington is considered **within** the school district area.

The following information will help plan an out-of-district trip. Please provide your travel requests a minimum of 5 business days in advance of your trip.

Travel within British Columbia & Canada

- All forms must be completed and returned 5 business days before the anticipated trip. The forms can either be returned to our International Office at the school board office on Pinecrest Rd or via email at international@sd72.bc.ca



- Obtain natural parents' written consent if traveling alone overnight outside of School District 71 and School District 72. Please email International@sd72.bc.ca for clarification on when you need natural parent approval as every situation is different.
- If a student will be missing school the parents must agree that there are no academic concerns. Students must make up all missed schoolwork.

Travel to the USA & Internationally

- Forms must be completed and returned at least 6 business weeks before the anticipated trip. The forms can either be returned to our International Office at the school board office on Pinecrest Rd or via email at international@sd72.bc.ca
- There is a \$100 processing fee charged to the student per trip to cover the cost of providing the appropriate documentation from School District 72 and to ensure proper medical coverage is provided.
- Possible extra cost if additional medical coverage is required.
- Our program will obtain natural parents written consent.
- If missing school days, the agent must agree that there are no academic concerns. Students must make up all missed schoolwork.
- Students must check to see if they require a VISA to travel to their destination. If a VISA is required, it is up to the student to apply and they are responsible for any cost associated with this process.



***Anytime a student leaves our district without a host parent: ***

The Student Travel Request must be completed by the student AND the host parent.

How to request student travel permission:

- The Student Travel Request form can be downloaded from our website www.studyincampbellriver.ca
- Under the Homestay heading click the Student Travel Request and download the fillable PDF.
- This form can also be requested from the International Student Programs Office at international@sd72.bc.ca or students can also message us on TEAMS for a copy of the form.
- The Host Parent needs to verify the information and provide consent to the arrangements.
- Completed forms must be photographed and texted, emailed, or delivered to the International Program Administrative Assistant at international@sd72.bc.ca
- Forms not received at least five working days before departure might not be approved.
- Host parents will be contacted by phone or email with approval or denial for travel.



Note: Students who travel out-of-district without the approval of the International Program will face disciplinary action. This could include dismissal from the Program.

*The only exception to this rule is a school-approved field trip. School field trips will be supervised by a School District employee and are approved by the Administrator of the school.



QUESTIONS & ANSWERS

What things should the student pay for?

- International Student Program activities
- clothes
- school supplies and extra-curricular lessons or activities
- specialty foods for any school trips or activities. Students should have access to snacks and fruit that are a regular part of Host Family provisions.
- toiletries
- Data plans, cell phone bills
- medicines and medications of all kinds
- any dental work
- haircuts or other personal services
- personal entertainment and expenses (If your family is going out for dinner or to a movie you should pay for the student. If the student chooses to eat in a restaurant or go to a movie with friends, the student should pay.)
- costs associated with participation in school-sponsored activities such as graduation ceremonies, school dances, trips other than those specific to the international program, extra-curricular sports, costs related to individual certification, etc.
- costs related to the renewal of student study permit and airplane tickets home
- grad fees, yearbook fees

What kinds of expenses does the program cover?

- The fees that students pay cover the following:
 - all tuition
 - medical insurance fees
 - some activities arranged by the International Program
- Students must either rent or buy their instrument if they take band, pay for their yearbook, grad fees, and extra-curricular trips or any other school-sponsored trips that are deemed as enrichment and are therefore optional.

Banking

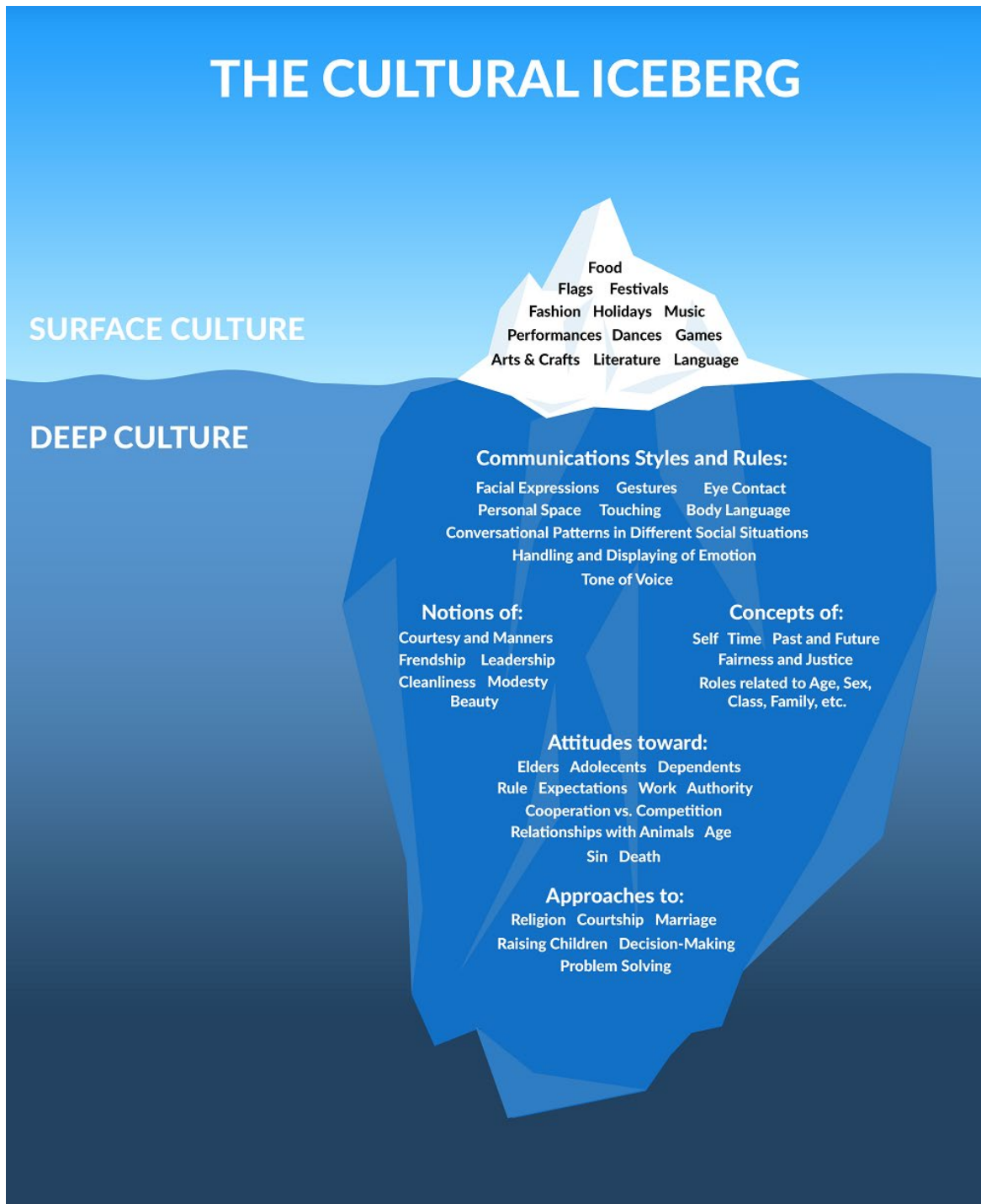
Students usually use a credit card or debit card from their banks at home. Please help them find a convenient ATM or bank from which to withdraw money.

TD in Timberline Village has been an easy place for students to set up a bank account without a lot of documentation.



Culture

So often we forget that our notions of “Common Sense” are more about our culture. Our beliefs around aging, death, manners, and even notions of time are learned from a very early age and we often forget they are a piece of our culture. The idea of “time’s a wasting” doesn’t even exist in many cultures....



Culture Stress and adjusting to Life in Canada

Adjustments to Life in Canada

- **Culture Stress** is what people experience when they are suddenly immersed in a culture that is different from their own. “Culture” means the largely unwritten patterns of behavior that govern the lives of a particular group of people.
- Cultural stress comes from the realization that basic assumptions about life and familiar ways of behaving are no longer appropriate or useful.
- Remember that your student is struggling with the following new (and in many cases, strange) things: language, climate, community, customs, food, home, family, behaving, and ways of showing emotions. It is worth noting that if you as a host family have had little experience in another culture, then you may experience some culture shock yourselves.
- Please note that even returning students can face culture shock or stress as they return to Campbell River so please be aware if they withdraw or seem cranky that they could be going through culture shock again.
- Common sense is cultural, be aware that since your student has not grown up in our culture, they will need some basic guidance around safety, relationship building, and manners here in Canada.
- **Jet lag:** most students have traveled through several time zones to reach Campbell River. They may suffer from the effects of jet lag for up to two weeks, including sleeping problems, drowsiness at the wrong time of day, loss of appetite, general fatigue, and disorientation. Discourage napping, and encourage regular bedtime ASAP.
- **Homesickness:** many students have left their family, friends, and pets for the first time, and they are far away. Natural feelings of homesickness may be further exacerbated by culture shock. Students all get homesick at some point, and most will say they are not homesick. Contact Student Wellness and Homestay Advisor for support if your student seems to be struggling.
- **Loneliness:** students may feel very alone in this strange new situation. They may feel like outsiders in the community, in the school, and even in your home. Limited English ability may contribute to their feelings of isolation.
- **Teenage mood swings:** even though they come from another country, they are still teenagers dealing with the physical and emotional changes that all teenagers go through.



All of the above may exhibit themselves in any of the following ways: quiet, unresponsive, withdrawn behavior, crying spells, isolation from the family (long periods alone in the bedroom), lack of appetite, despondent behavior, depression, anger, anxiety, moodiness, lethargy, stress-related headaches or stomach upset.

Suggestions:



- *If you suspect that your student is suffering from any of the above conditions, talk about it, explaining that it is perfectly normal, that it will get better in time, and that you would like to help.*
- *Plan some outings or activities together.*
- *Encourage your student to contact parents. Ask about the family and life in the home country.*
- *Look at photographs together.*
- *Plan topics of evening conversations.*
- *Develop the habit of watching a weekly TV show together or taking walks together.*
- *Help the student build an active and busy life in this community.*
- *Help her/him develop friendships with people of a similar age.*
- *Talking through difficult times can lead to a closer and more caring relationship.*
- *Card games or Board games are a great way to engage your student in an activity where she must speak English.*
- *Avoid conversations about previous students you have hosted – this can create a sense of comparison and lead to negative feelings.*
- *Avoid “parenting” the student. Host parents may listen to, make suggestions to, and gently guide students, but beyond that, please contact the Student Wellness and Homestay Advisor for coaching support if further action is needed.*

Your student will receive a Student Handbook which will outline information they will need about medical issues, manners, Canadian culture, and how to survive in a host family. Ask to see the package and go over it with them to ensure that they understand. There is a lot of information, so it may take a few weeks.

Food and Manners

Canadian food can be a problem for international students at first because it is a huge adjustment to learn how to eat here and to adapt to our food. Many other cultures not only eat different food but eat at very different times of the day. In Spain, dinner is usually at 10 pm. Many students eat lunch in the late afternoon at home and never take a packed lunch. It is different for each country and each student and their family back home. This is a great opportunity to learn about your students and the adjustments they will have to make.

The food you serve in your home will likely be very different from the food they are used to. Eating times, table manners, and methods of serving and presenting food will also be different for the students as they are from home to home here in Campbell River. Most students adjust quickly to a Canadian diet, but some take longer than others.

Manners can vary greatly in other cultures. Our “Polite” Canadian way is not universal. You will likely have to teach your student some phrases that you like to be used:

“Please pass the”

“Would it be okay if I went out after school?”

“Would you mind picking me up tomorrow night?”



If your student displays manners inappropriate to your expectations, you will need to explain and demonstrate the behavior that you prefer to see. It will not come naturally to your students especially not to students who are uncertain about their English. Be prepared to remind your students and repeat to them the phrase you would like them to use.

Suggestions:

- *Give your student a tour of the kitchen and the refrigerator, naming items and explaining what they are for.*
- *Explain clearly which foods are available for snacks at any time and which foods students cannot take.*
- *Ask the student what different items are found in the cupboard and refrigerator at home. Talk about favorite foods and what is eaten at mealtimes at home.*
- *Take the student food shopping with you, especially to a large food store where various ethnic foods are available.*
- *We advise students that they should pay for food supplements and other very expensive specialized food items.*
- *Ask the student what he would like to take to school for lunch. Encourage the student to prepare a favorite dish so that you can try it and learn to cook it.*
- *Have a good variety of fresh fruits and vegetables on hand.*
- *Rice is often an important part of Asian diets. If your student wants rice every day, please provide it, even for breakfast.*
- *Some families eat pasta every day. Please check with your student their preferences and try to work that into regular meal times.*
- *Demonstrate how to make a sandwich, pack the leftovers, and show them any other items that they may include in their lunch package.*

What about chores for my international student?

Chores help your student to integrate into the household and feel like a part of the family. It is appropriate to expect your student to partake in a few household chores every week while respecting his/her schedule of homework, activities, and friendships. Your house is not a hotel. Remember that you may have to teach your student how to complete this chore to your standard. However, it is inappropriate and unwise to expect a teenager to do more than two hours of housework/yard work per week unless he/she has expressed interest in doing so.

ACTIVITIES WITH THE HOST FAMILY

- Natural parents have signed a list of activities that they will allow their children to do while living in your home. Please ensure you have a copy of this list before you insist that your student participate.
- Many new students need **encouragement** to participate in activities because of shyness, language difficulties, or because the concept of participation is new to them.
- The schools offer many possibilities for extra-curricular activities such as sports or clubs. So does the community. Please encourage your students to become involved.



Use Caution:

- Extreme sports, such as bungee jumping, paragliding, parachuting, etc, are not permitted.
- Students may not participate in surfing, sailing, scuba diving, or skiing unless they complete a lesson by a certified instructor with liability insurance who accompanies and assesses the student's abilities and prepares them for safely conducting the activity. To participate in water sports listed above, students must be able to swim. These sports require natural parents' approval.
- Students must wear life jackets at all times when participating in activities on the water, such as boating, kayaking, river tubing, etc, and should swim where a lifeguard is present.
- Students must wear helmets when cycling. It's the law in BC, but not in many other countries.



Signing Authority?

- Please send all documents for signature to the International Student Program. This includes all school district forms, field trip forms, and waivers for community activities.
- Please note that Host Parents do not have legal signing authority for their international students. Only the Natural Parent and the Canadian custodian can sign for a student.
- Any High-Risk Activity such as Caving, Rock Climbing Gym, Wild Play, etc.... If there is a high-risk waiver that needs to be signed your student must ask their natural parents to sign it.
- All documents should be emailed to International@sd72.bc.ca



COMMUNITY ACTIVITIES

Urban Dance Connection - offers all types of dance, including street hip-hop <https://www.urbandanceconnection.com/>

CR Dance Xtreme - offers all types of dance.

<https://crdancextreme.com/>

Campbell River Art Gallery - offers a wide variety of art classes 250-287-2261

<https://crartgallery.ca/>

Campbell River Museum

<https://crmuseum.ca/>

Campbell River Children's Choir - Sept. start. Contact Barb Prowse at bpge@telus.net

<https://www.facebook.com/Campbell-River-Childrens-Choir-109474895799747/>

Campbell River Sportsplex - offers a wide variety of programs from sewing to sports

<https://www.campbellriver.ca/parks-recreation-culture/facilities/sportsplex>

Strathcona Gardens - offers swimming, hockey, and skating lessons

<https://www.strathconagardens.com/>

Campbell River Skating Club - offers skating lessons for all ages 250-287-2989

<https://campbellriverskatingclub.com/>

Campbell River Killer Whales Swim Club

www.crkw.ca

On The Rocks Climbing Gym - offers climbing lessons, and group programs 250-287-7625

<https://rockgym.ca/>

Session Spin & Studio – Variety of classes from Yoga to Spin.



<https://www.sessioncr.com/spin>

Campbell River Youth Soccer Association

<https://crysa.bc.ca/>

Martial Arts:

Pure Martial Arts and Fitness - offers Martial arts, self-defense, kickboxing, etc.

<https://puremartialarts.ca/>

Heart and Soul MuayThai

<https://www.heartandsoulmuaythai.com/>

Northwest Shito-Kai Karate

<https://www.karatenwsk.com/>

Campbell River Shito-Ryu - offers all types of Karate and self-defense 250-286-6416

<https://www.shito-ryu.ca/>

Campbell River Wado Karate Club - offers all types of karate and self-defense

<https://www.crwado.ca/>



WAYS TO SUPPORT LEARNING

Learning English

Try to talk to students as much as possible at the dinner table or after supper before homework time. **Please speak slowly and clearly.** Pause long enough after speaking to allow time for them to translate and respond. Tell them it is ok to let you know to repeat, slow down, or explain a word. Engage in open-ended conversations.

Encourage students to have study time each evening. (New students should have a minimum of one hour of homework per night.) If you find your student has no homework, please email the Academic Advisor. Sometimes students don't understand the assignment, or it's too difficult for them.

Students who have little English language ability are enrolled in a program of studies that will include electives, such as art or drama, where there may be no homework. In this case, encourage the student to do some extra vocabulary development by encouraging them to read magazines, and comic books, watch English-language television, etc.

Encourage them to talk to Canadian students/people as much as possible.

Be open and non-judgmental in discussions. This attitude encourages students to express their point of view.

Use any of these discussion starters. "Tell me about..."

- The student's home country
- The student's family
- What do you enjoy watching?
- Festivals, Holidays, or special celebrations in the student's country
- What do teenagers do after school back home?
- Education, Sports, Music
- Hobbies or Favorite pastimes
- Economics or Politics of the student's country
- Food, beverages, meals

Doing Homework:

Don't help unless the student asks for your help or accepts your offer to help.

Don't correct too much of their written work. ***The teachers need to see their mistakes because the lessons are often based on what they need to know.*** If their work comes in with no mistakes, then the teachers have no knowledge of the student's real skill level in the subject area or written English.

If they ask you how to say a certain expression, tell them, but don't go through and correct their whole paper/assignment. Students should do their work ... they should have done 99% of the written work themselves.

Academic Assistance:

Most teachers offer extra help in the morning, at lunchtime, or after school. Make sure that the student has tried this method first. Please know students will be reluctant to seek help from teachers as it is not common in other cultures to seek out the teacher for extra help. Please remind the students that here, our teachers expect students to seek them out for extra help.



During the school year, your student may request or require the assistance of an academic tutor. If you need a tutor for your student, contact the Academic Advisor.

Student Participation Agreement

- must comply with the laws of Canada and British Columbia.
- must comply with the School and School District Rules, Policies and Code of Conduct and District Technology Access and Use Agreements.
- must comply with the terms of this International Student Agreement.
- must not use drugs or alcohol or smoke any substance.
- must not drive a motor vehicle.
- must comply with all Homestay terms set out in this Agreement and obey Host family rules and show respect for members of the Homestay family.
- must not change Homestay arrangements without the consent of the International Student Program.
- must attend all registered classes in the International Student Program, unless unable by reason of illness or injury.
- must not withdraw from courses without consent of school officials and may not substitute online courses for the equivalent in-class course.
- must complete homework as assigned.
- must fully participate in classes, attend classes unless ill and write tests to the best of the student's ability.
- must not travel outside of School District 72 geographic area unless accompanied by an adult of at least 25 years of age or as part of the International Student Program or with special permission from International Student Program.
- must maintain an up-to-date Citizenship and Immigration Canada Study Permit.
- is to the best of my knowledge, in sound mental, emotional and physical health.



Student Code of Conduct -Your rights and responsibilities

I have the right:	I have the responsibility:
1. To be protected by the laws, rules, and regulations of Canada, the province of British Columbia, the city of Campbell River, and the Campbell River International Student Program.	1. To obey the laws, rules, and regulations of our schools, community, and the Province of British Columbia. I am NOT permitted to use or buy non-prescription drugs, tobacco, or alcohol. To ensure my safety, I will remove myself from any situation where people are using illegal drugs or drinking alcohol.
2. To be safe in cars driven by my host parents or other adults.	2. To not take rides with any driver who is under the influence of alcohol or drugs. I am NOT permitted to drive any motorized vehicle (car, motorbike, quad, snowmobile, etc.).
3. To live with a caring, safe Homestay Family who has met all the regulations and completed the training required of the International Student Program.	3. To obey the Host Parent rules and the International Student Program guidelines. I can talk to my Host Parent or Homestay Coordinator about the rules.
4. To be respected in my homestay, my school, and the community so that I feel safe and comfortable.	4. To treat others with respect. If I do not feel respected, I must tell an adult. At school, I can talk to the teacher, the school Principal or counselor, or the Homestay Coordinator. In my Homestay, I can talk to the Host Parents. If I still do not feel respected, I will talk to the manager, who can also arrange for an Interpreter to help with translations.
5. To privacy and my own space in my homestay and my school.	5. To respect the personal property of others and to accept their right to privacy. School lockers are owned by the school and the principal has the right to inspect them. Bedrooms are owned by host parents who have the right to enter and inspect them.
6. To attend and participate in all assigned classes and clubs.	6. To attend all assigned classes; to arrive to class on time; to be prepared for each class. If I miss classes for NO REASON, I may be dismissed from the program.
7. To learn.	7. To work hard to achieve success at school. I will maintain a 60% average in all my classes to continue studying in this program. I will study and I will complete all assignments; I will seek help from



	teachers outside of class hours; I will ask for help from others.
8. To continue to uphold my home culture.	8. <u>To respect the culture of others.</u> Because I am in Canada to experience Canadian culture, I will interact with my host family and Canadian students so that I can practice this new culture. I will talk to my Host Family every day; I will eat meals with my Host Family; and I will sometimes participate in events with them, with the international program or the school.
9. To express myself however I choose. I have the right to choose my gender identity and sexual orientation and to feel safe doing so.	9. <u>To respect the choices of others and treat them with respect.</u> We live in a diverse society, and we must make all people feel safe valued, and respected.
10. To practice my English without being teased or made to feel uncomfortable. To hear only English while I am participating in school and International Student Program activities.	9. <u>To not make fun of others</u> who are in the International Student Program to improve their English. I have the responsibility to speak “English only” when I am in classes, involved in an international student activity, or with an international student group. I must also speak English in my homestay when communicating with my host family.
11. To explore Campbell River safely.	11. To provide all proper documents before the deadline if traveling outside of Campbell River. Traveling without these approvals could result in immediate dismissal from the program.



HOST PARENTS' WELCOME CHECKLIST—FIRST DAYS

The first few days will be overwhelming for your student. Please take the time to show and explain things twice as they adjust to the jetlag and language barrier.

- Provide a “Welcome Basket” of some sort, in the students room. This might include their towels, extra blanket or linens, a bottle of water, the Wi-Fi password, maybe a card or something novel like a fancy soap or something else small to help them feel at home.
- Pronounce each other’s names correctly. (Practice and have a big reward once you can!)
- Exchange cell numbers and be in text contact as needed.
- Please give the students a tour of your house and show them where everything is with special care to show them the essentials – bathroom, kitchen, dining area, and where you keep clean linens.
- Consider providing a welcome basket with the WIFI password, a bottle of water, towels, and maybe a treat of some kind.
- Discourage napping for jetlag, better to stay awake as long as possible and begin with regular bedtimes and wake-up times as soon as possible.

Show them how to use:

- Facets, shower (curtains or door), toilet (disposing of toilet paper and hygiene products) recycling, compost, garbage.
- Washer and Dryer
- Fire Extinguisher and what to do in case of a fire.
- Appliances, Internet, TV, computer, printer
- Telephone (911 should be posted by the phone)
- Ask the students what they would like to do.
- Keep the student busy but also arrange for some time alone to compensate for jet lag or fatigue.
- Encourage a phone text, call home, or FaceTime soon after arrival. Speak to the natural parents directly saying how pleased you are to have their son or daughter with you; even if they don’t understand English, they will appreciate the gesture.
- Write down names to help your student remember them.
- Teach your student your phone number and address, how to use your home phone and a phone book, and give him your emergency numbers. Please do this before school starts.



HOST PARENTS' WELCOME CHECKLIST—FIRST WEEKS

- Provide the [House Expectations](#) document to the Student Wellness and Homestay Advisor and your student and go over it line by line verbally with them.
- Celebrate small milestones right away (the end of the first week, the first month, etc.).
- Establish a pattern of daily conversation. Have the student help make a list of conversation topics to get through the first few weeks.
- Give an orientation to the neighborhood and the community. Share information on the best routes if students will walk, bike, or take a city bus. Consider lighting in the dark, sidewalks/paths, or lack of, safety and avoidance of areas where transient people congregate.
- Explain bus routes and schedules and practice them together. City bus passes can be purchased by the student at their high school office.
- Introduce your student to extended family members, neighbors, and friends.
- A bank account has been set up by the student or he/ she knows where the closest ATM is located.
- Curfew rules have been discussed.
- Device usage rules have been discussed.
- Security in the home has been discussed. (Students do require a key or a door code)
- Safety issues have been discussed.
- Emergency contacts have been provided. The emergency information has been posted in a central location where the student can find it.
- House Expectations/guidelines have been discussed.
- Bathroom routines—how long is a reasonable shower? How many showers per day? Who washes the towels? Who cleans the sink? Toilet? Vanity? How often? Etc.
- The laundry process and schedule have been discussed.
- Health insurance has been discussed. You have a copy of the medical card and the student always keeps a copy with them.
- Medical procedures have been discussed.
- Food concerns have been discussed. Mealtimes established? What food can be taken as a snack?
- School schedules, transportation, and concerns have been addressed.
- Travel rules have been discussed.
- Go to the post office and explain how to send or receive packages.
- Showgirls where they can buy feminine hygiene items and discuss how you would like them disposed of in your home.
- You have relaxed together in the same place and celebrated your efforts to learn to know each other.



Thank You!

On behalf of Campbell River International Program and School District 72, we thank you for taking the time to be involved with our program and our students. We believe that the relationships that are created because of this International Program are valuable to each of us as individuals, our students, and our wider community.



INTERNATIONAL STUDENT PROGRAMS

Campbell River School District
Vancouver Island, Canada

