



Host Parent Handbook

2021-2022



INTERNATIONAL STUDENT PROGRAMS

Campbell River School District

Dear Host Parents,

Welcome to the Campbell River Schools International Program and *Thank you* for participating as a host family with us this year.

Since 2005, Campbell River has hosted students from around the world who wanted to experience Canadian life in our beautiful city. At the end of their programs, students rave about all aspects of their experience including the natural environment, the supportive school system, and knowledgeable program staff and nurturing host families. While all of these elements contribute to an excellent experience, the homestay is vital 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 is both a compendium of “best practices” for a successful homestay and a resource. It does not replace your best judgement 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. When you want to ask us personally, please contact us.

Sincerely,

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



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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: Homestay Issues? Student Concerns in the Home? Questions about your Homestay situation or remuneration? Need to update Homestay Information?

Contact Rhonda Teramura – Homestay Coordinator
Homestay@sd72.bc.ca
250-830-2324
Office Hours: 9:00am – 1:00pm or by appointment.

Academic: Academic Concerns? School Issues? Student is missing a lot of school?

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

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: 8:30am – 3:30pm

Contact Mercedes Hayduk, Manager
international@sd72.bc.ca
250-830-2338

Urgent or Emergency Issues?

If your student has had an emergency, we have a 24hr/7 day a week emergency contact number. After you have notified the appropriate authorities (911) please call the International Student Program. This call may be answered by any one of us at any time. Please leave a message if no one picks up the call. We will return your call ASAP. This number does not accept text messages.

[For all Emergencies Call: 250-204-4816 \(after calling 911\)](tel:250-204-4816)

Pre-Arrival – What to do?

- Confirm adequate house insurance to cover a student living in your home
- Car insurance with \$2 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 Homestay Coordinator at the home visit. Mattress covers are also advised to protect your mattress.
- Get a house key cut
- Prepare house rules and emergency numbers list.
- Become familiar with homestay guidelines.
- Send an email and photos to your student.
- Describe your family, lifestyle, and neighborhood.
- Be welcoming on Facebook or via other methods.
- Send an email to the parents of your student.
- Reassure them that you are looking forward to hosting their child. Book a skype date and encourage them to write to you. Don't worry if there is a language barrier.
- A welcome banner for the airport pickup or a small gift, and a welcome basket for their room is a nice touch.

Post-Arrival

- We ask that each Host Family pick their student up at the airport. Dates, flight number, and arrival time will be provided by the Homestay Coordinator.
- 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 clearly printed on it in bold letters.
- Once you have your student, please take a photo with your student and text 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 student the list of rules for your home. Leave a list with student in bedroom. It is important to print out the rules for your student for them to refer to.

- Provide 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.
- Show student how to walk to and from school (if your home is within 20 minutes away).
- Show student how to get to postal outlet, bus stops and local amenities (i.e. tour of library, recreation facilities, shopping etc.).
- Help the student to get a cell phone and school supplies.
- Help the student to set up a bank account if needed but many students come with credit cards to access cash.
- Show the student where to unpack their belongings.

Homestay Guidelines

Thank you for participating as a Host Family for the Campbell River International Schools Homestay 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 student's 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 student to encourage and facilitate communication in English.
3. During the student 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.
7. The host family must make sure that the student has a quiet environment in order 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.
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 Homestay Coordinator.
11. The host family should familiarize the students with the use of washer and dryer, so they can do their own laundry.
12. 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 religion's place of worship if required. A host family must always respect the religious and cultural beliefs of the student.
14. The Homestay Coordinator 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 Homestay Coordinator 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 discrimination against students or vice versa.

Respite Procedure

Uh oh! 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 int.sd72.bc.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.
- Homestay Coordinator 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 rate of \$35/day. Yes, it is more than the allotted daily amount over a month. There are higher costs associated with the inability to buy in bulk and having to suddenly take on an unexpected guest.
- Family members or close family friends can step in to provide respite, however, if this is planned in advance, is for a lengthy period, or recurring we would like them to have a current CRC on file with us.
- “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 homestay coordinator 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 – New Insurance Provider!

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

BC Medical Services Plan (MSP) is obtained for students staying for 10 months or have a pre-existing condition. 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.

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 cover with this company for the first three months and then have additional benefits or “Top up” to their MSP for their last 7 months.

Clinics that Direct Bill with Study Insured:

- Walmart Clinic 1477 Island Hwy, Campbell River, BC V9W 8C9
- Quinsam Medical Group 801 Hilchey Rd #102, Campbell River, BC V9W 0B8

All other clinic's will require payment up front (if student is not on MSP).

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**

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>
 - <https://www.studyinsured.com/campbellriversdshort>
- 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.

EMERGENCY PROCEDURES

If there is 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
- An emergency (death or serious illness) has arisen in your family or in 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 students 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



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. Other dental emergencies such as toothache or worse, the student can be taken to the dentist, as they have coverage for this.

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

Chiropractor

Registered Massage Therapy

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.

Internet 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.

Campbell River Schools International encourages all families to have a "No Internet after 11pm" rule to avoid any potential frustrations or late-night Skype or Facetime 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 Coordinator so they can take steps to reduce student usage or have him/her contribute financially for the usage.

The use of the family television, internet 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 Homestay Coordinator.

Visitors & Sleep-Overs

The Host Family is not responsible for housing the student's visiting family members (if any) during the course of the year unless approved by the Homestay Coordinator. 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 sleep-over you are invited to say "no". It is up to your student to make sure you have the information in a timely manner and invite connections, so you are comfortable with the situation.

The student will share the same responsibilities to the Host Parents and to the general household as those held by the family's own 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 own children.

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. Many 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 over night for any reason. We will arrange care for your student if there is an emergency situation where you are unable to find supervision for your student.

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 Homestay Coordinator.

Sleep-Over

If a student asks to participate in a sleep-over, please make sure to speak with the supervising adult at the other home. Please ensure you have all the details – phone, address, name and the plan for the evening. While some parents may be more tolerant of their own children's activities in regard to parties and alcohol, we cannot allow our international students to engage in any risky behavior. Students should not be allowed to wander at night in groups or alone.

Camping

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

Dating

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 relationship, please inform the Homestay Coordinator. We will engage in a candid conversation with the student to ensure he/she understands the cultural differences in regard to dating as well as safe sex practices.

Trampolines

Trampolines are not prohibited by the International Student Program but they are considered to be **extremely risky**. Please explain the risks with your children and with your International student. 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, dirtbikes, 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 with the Homestay Coordinator 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 Homestay Coordinator or the Emergency Line immediately. This is a very serious offence and creates undue risk to the student, to the International Program and to the Host Family.

Curfew.

The Program Curfew is 10pm on school nights (Sunday to Thursday) and 12am midnight on Weekends (Friday and Saturday). 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 Campbell River Schools International

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 prior to the expiry of the agreed term of the Homestay without the agreement of the Homestay Coordinator.

The Host Family will contact the Homestay Coordinator 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 Homestay Coordinator. However, the Homestay Coordinator 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 Homestay Coordinator 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, and cultural deference to adults, desire to please, fear of creating problems or any unknown reason as well. As a result, students usually request the help of the Homestay Coordinator 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 Homestay Coordinator will engage in the following process to resolve any conflict:

- Upon notification of a conflict or issue, the Homestay Coordinator 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 Homestay Coordinator is to facilitate communication between the student and Host Family.

- The Homestay Coordinator may attempt to discuss with each party separately to help each one understand the other's perspective.
- The Homestay Coordinator may sit down with all parties to help facilitate communication, understanding, compassion and willingness to compromise or willingness to resolve between all parties.
- The Homestay Coordinator will help both parties come to an agreement on the next steps to help resolve the situation. She will also establish a time frame. This relieves anxieties 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 Homestay Coordinator 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 Homestay Coordinator 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 during the school year.
- 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 a 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.

Placements and Extensions

- Please do not encourage your student to extend their stay beyond June 30th. Our program does not permit students to stay beyond June 30th.
- **The International Program ends on June 30th. Custodianship of the students and their medical insurance both end on June 30th. This means that the school district is no longer involved in the life of the student nor the host parent after June 30th.**
- In the rare instance a student does stay June 30th, students will pay an administrative **fee of \$100 to the School district** to process the termination agreements and verify the additional insurance.
- Students who remain in our program in the summer will continued to be enrolled in summer school programs as well as academic programs in September. If this is the case, we will know by mid-May and we will collect and distribute a homestay fee to the host family who agrees to supervise this student.

Reduction in Fees:

- If students depart early by one week or more, host parents may see a reduction in their homestay payment.
- 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. This will be determined on a case by case scenario and in consultation with the Host Parents.

General Program Guidelines

Expectations

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

Communication and mutual understanding take effort. Just 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?

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 in 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 a negative behaviour 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 own 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 Behaviour

As you know, different cultures have different protocols about personal space. Get to know what your student's comfort level is in regard to 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.

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.

School – Report Cards

- 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 card. Please ask your student about their marks and show it to you through Student Connect. If you have concerns about yours 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 Secretary. 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 a “L” class driver, they are only permitted to drive a fully licensed adult driver as a supervisor. Students may ride with a “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 Homestay Coordinator 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 the different environment. All international students must have an 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 the purposes of 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

- All forms must be completed and returned 5 business days prior to anticipated trip. The forms can either be returned to our International Office at Sandowne Elementary or via email at international@sd72.bc.ca
- Obtain natural parents written consent if travelling 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 missing school the agent must agree that there is no academic concerns. Students must make up all missed school work.

Travel to the USA & Out of Province

- Forms must be completed and returned at least 6 business weeks prior to anticipated trip. The forms can either be returned to our International Office at Sandowne Elementary 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.
- Obtain natural parents written consent.
- If missing school days the agent must agree that there is no academic concerns. Students must make up all missed school work.
- Student must check to see if they require a VISA to travel to 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: *

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 at int.sd72.bc.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.
- 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 prior to 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 is a regular part of Host Family provisions.
- toiletries
- all long-distance phone calls
- 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 renewal of student study permits 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 own 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.

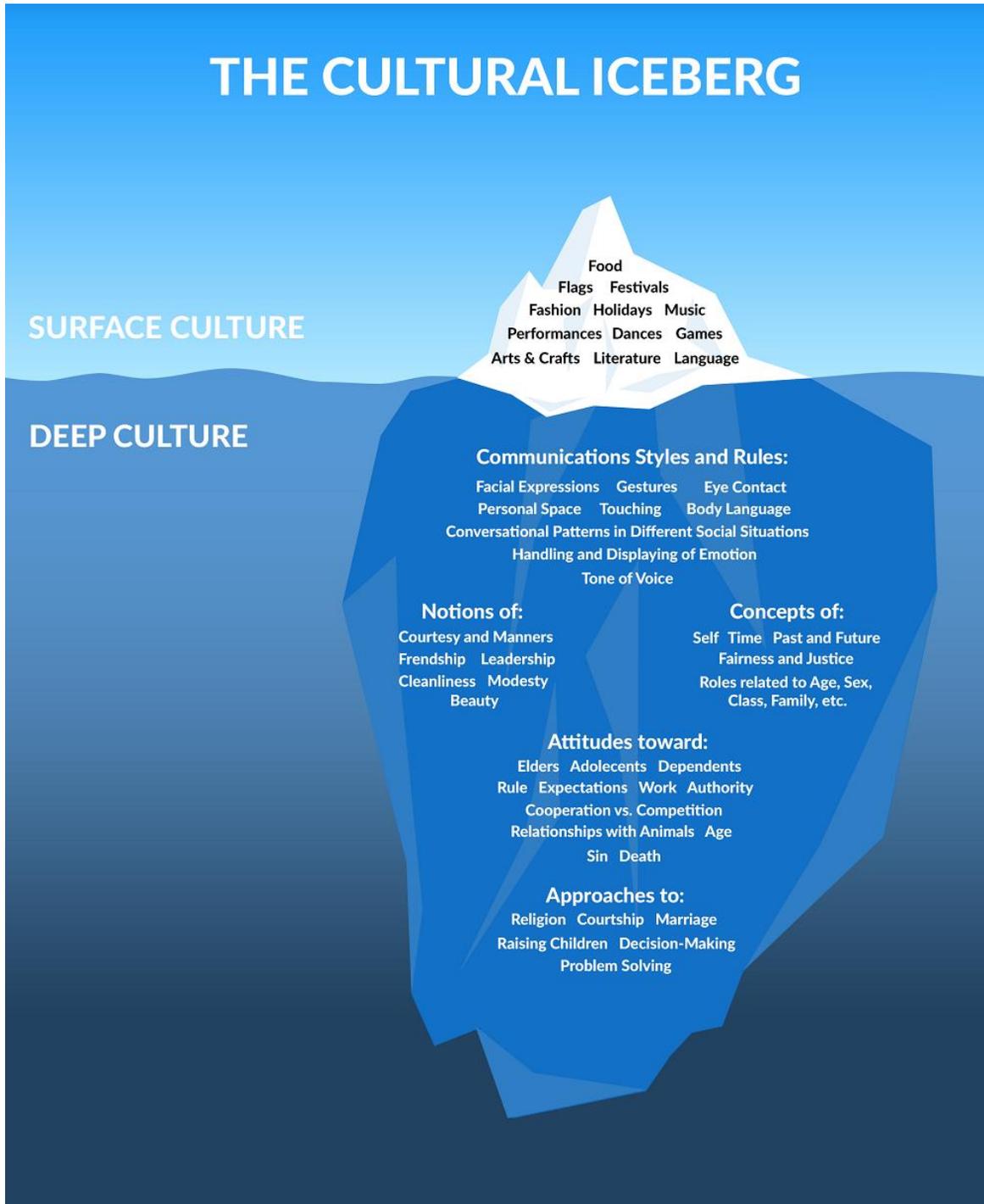
Banking

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 really 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 which is different from their own. "Culture" means the largely unwritten patterns of behavior that govern the lives of a particular group of people.
- Culture 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.
- **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.
- **Loneliness:** students may feel very alone in this strange new situation. They may feel like outsiders in the community, in the school, 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 behaviour, crying spells, isolation from the family (long periods alone in the bedroom), lack of appetite, despondent behaviour, 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.*

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. Certainly, the food you serve in your home will be 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 student 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 behaviour that you prefer to see. It will not come naturally to your student and especially not to students who are uncertain about their English. Be prepared to remind your student 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 favourite 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 favourite 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.*
- *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 which 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 student to become involved.

Use Caution:

- Extreme sports, such as bungee jumping, paragliding, parachuting, etc, are not permitted.
- Students may not participate in surfing unless they participate in a Surfing School program which has liability insurance, accompanies students, and prepares for the activity with a safety lesson. Also, students must be able to swim. Lessons are also required for scuba diving, and sailing.
- 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 life-guard is present.
- Students must wear helmets when cycling. It's the law in BC, but not in many other countries.

Signing Authority?

- Please note that Host Parents do not have a legal signing authority for their International Student. Only the Natural Parent and the Canadian Custodian are able to sign for a student. This is not so much of a concern for School Based Field Trips – Host Parents can sign those.

When do natural parents or the Custodian need to sign documents?

- Any High Risk Activity such as: Caving, Wild Play, etc.... If there is a high-risk waiver that needs to be signed it is best to have your student ask their natural parents to sign it.

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/>

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/>

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, group programs 250-287-7625

<https://rockgym.ca/>

Ocean Mountain Yoga

<https://oceanmountainyoga.com/>

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.** Engage in open-ended conversations.

Encourage students to have a 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, 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 native country
- The student's family
- A T.V. sitcom or movie
- Festivals, Holidays or special celebrations in student's country
- What teenagers do after school
- Education, Sports, Music
- Hobbies or Favourite 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 own work ... they should have done 99% of written work themselves.

Academic Assistance:

Most teachers offer extra help in the morning, at lunch time 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 student 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
with Campbell River Schools, International**

As an international student in the Campbell River School District, I agree that:

1. I will obey the terms and conditions of my study permit issued to me by Citizenship and Immigration Canada.
2. I will obey the laws of Canada, the policies of the school district, the rules of my host school, and the International Student Program, Code of Conduct (see next pages).
3. I will work hard to achieve success at school.
4. I will always respect cultural differences. I understand that Canada is a multicultural country, and that customs and traditions of others may be different from my own. I understand that discrimination based on nationality, gender, sexual orientation, political or religious affiliation is illegal in Canada.
5. I will try my best to interact with my host family, local students and learn about Canadian culture.
6. I will do my best to use English while I am:
 - in school or involved in any school field trip;
 - involved in an international student activity or with the international student group;
 - in my homestay communicating with my host family;
 - in the city communicating with locals.

I understand that failure to follow the rules above could result in disciplinary action and/or dismissal from the Campbell River School District International Student Program. There are no refunds for dismissal from the program.

Student Name: _____

Student Signature: _____

Date: _____

Host Parent Name: _____

Host Parent Signature: _____

Date: _____

International Student – Code of Conduct

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 counsellor, 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 Manger, who can also arrange for an Interpreter to help with translations.
5. To privacy and my own personal 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 it. Bedrooms are owned by host parents who have the right to enter and inspect them.
6. To attend and to 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 65% average in all my classes in order 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. To respect the culture of others. 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 the international student group. I must also speak English in my homestay when communicating with my host family.
11. To explore Campbell River in a safe manner.	11. To provide all proper documents before the deadline if travelling outside of Campbell River. Travelling 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.

- Pronounce each other's names correctly. (Practice and have a big reward once you can!)
- Please give the student 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.

Show them how to use:

- 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 student 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 call home or Skype 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

- 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 to make a list of conversation topics to get through the first few weeks.
- Give an orientation to the neighbourhood and the community.
- Explain bus routes and schedules and practice it together. Bus passes can be purchased by the student at Strathcona Gardens.
- Introduce your student to extended family members, neighbours 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.
- Computer rules have been discussed.
- Telephone, cell phone, skype and email rules have been discussed.
- Security about the home has been discussed. (students do require a key)
- 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 rules/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
- 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. Meal times 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.
- Show girls 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 Schools International 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