



School District 8  
Kootenay Lake | International  
Program



School District 8  
(Kootenay Lake)  
International Program

# Student Handbook

**Table of Contents** page

International Program Contact Information	3
Student Responsibilities	4
Homestay Family Guidelines for Student	5
Student Meetings, Serious Allegations, Damages	6
Transportation, School, Speaking English	7
Student Activities, Medical Coverage, Employment, Driving, Expenses	8
Expenses cont., Money, Avoiding Stereotypes, Homestay Contractor's Responsibilities	9
Contractor responsibilities cont., Program Administrator Responsibilities	10
Administrator Responsibilities cont, Program Evaluation, Saying Goodbye	11/12

### **International Program Staff Contact Information**

**Address (for all medical): 811 Stanley St., 3rd Floor, Nelson, BC., V1L 1N8**

NAME	POSITION	PHONE	E-MAIL
Jann Schmidt	Administrator	250-551-4702	<a href="mailto:jann.schmidt@sd8.bc.ca">jann.schmidt@sd8.bc.ca</a>
Shannon Ellis	Program Coordinator	250-505-7015	<a href="mailto:kootenay.international@sd8.bc.ca">kootenay.international@sd8.bc.ca</a>
Kathi Knapik	Teacher & Homestay Manager	250-505-6848	<a href="mailto:kathi.knapik@sd8.school">kathi.knapik@sd8.school</a>

Website: <http://international.sd8.bc.ca>

Homestay Social Media: Twitter/Twitter [Kootenay Lake International](#)

### **Homestay Contractor Information**

NAME	CELL	E-MAIL
Priscila Nabuco	604-445-6496	<a href="mailto:priscila.nabuco@sd8.school">priscila.nabuco@sd8.school</a>
Adrianna Wright - Creston	250-469-4449	<a href="mailto:adrianna.wright@sd8.school">adrianna.wright@sd8.school</a>
Kathi Knapik - (short term & Acting ) Nelson	250-505-6848	<a href="mailto:kathi.knapik@sd8.school">kathi.knapik@sd8.school</a>

### **School Information** (fill in according to student placement)

NAME & POSITION	PHONE	E-MAIL
Admin		
Counsellor		
Other		

### **School Bus** (family must register online; fill in according to student placement)

[https://docs.google.com/document/d/e/2PACX-1vRk59OPxjraDOoj-uF782RrrUqU5TpML\\_4DE5BSYqaAjdqw3thfjHTTNqWoNLDwrEHZV3gzjpV0M-iv/pub](https://docs.google.com/document/d/e/2PACX-1vRk59OPxjraDOoj-uF782RrrUqU5TpML_4DE5BSYqaAjdqw3thfjHTTNqWoNLDwrEHZV3gzjpV0M-iv/pub)

Time of Day	Bus # and Name	pickup/dropoff locations
morning		
after school		

## Student Responsibilities

1. Abide by:
  - a. All the laws of BC and Canada
  - b. The rules, regulations and policies of School District #8 and the enrolling school
  - c. The Homestay Agreement (see next page)
  
2. Appreciate the opportunity to live and learn in a host family environment.
  - a. Follow homestay agreement (see next page)
  - b. Don't treat your homestay like a hotel or taxi service!
  - c. Meet monthly with Homestay Contractor to update & address any homestay issues
  - d. Give the Homestay Contractor advance notice and rationale if they want to move to a different host family
  
3. Respect the legal custodial relationship between administrator and student:
  - a. Get Administrator approval (through Homestay Contractor or Manager) long in advance, for ALL travel outside of the school district - with homestay, natural parents, school team or club. (Documentation must be prepared by IP). Travel alone? Not generally allowed.
  - b. Accept the obligation to attend all classes in the education program provided and carry a full course load
  - c. Have homestay parent contact the school for all excused absences (ie. illness, approved travel)
  
4. Value the school, educational experience and school staff:
  - a. Do your best in your classes, seeking support from educational assistants, teachers, homestay as needed, in order to be successful
  - b. Attend and engage in your classes
  - c. Be responsible for cleaning up after yourself
  - d. Treat classrooms, equipment and spaces with respect
  - e. Behave safely and responsibly
  - f. Participate in monthly activity planned by Homestay Contractor
  
5. Appreciate the cultural norms of their new community:
  - a. Dress suitably
  - b. Respectful behaviours - face-to-face and online; with peers, homestay , school staff and community members
  - c. Express appropriate verbal and non-verbal (body) language

## HOMESTAY FAMILY GUIDELINES FOR STUDENT

### WELCOME TO YOUR NEW HOME! MAY YOUR STAY HERE BE A HAPPY ONE!

- Always be respectful and courteous with your host family. Ask them questions when you want to understand a rule more fully.
- Please, always let your host family know if you will be home later than expected. Respect curfew rules.
- If you decide to go out for dinner, please notify your host family early (ie. morning), so that they can adjust the preparation of meals.
- If you wish to invite a friend for dinner, please ask your host family long in advance (at least 24 hours' notice).
- We encourage students to spend dinners and some free time with their families. This will help to develop good family relationships.
- Help clean up after meals. Ask host parents, "what can I do to help?"
- If you wish to have a friend stay overnight, please discuss this with your host family the day before.
- Please keep your room clean.
- When using the bathroom, clean up after yourself. Please respect that other family members may use it as well.
- Arrangements for shower schedules should be discussed with host family. Please keep your shower or bathing time to 15 minutes, so the family doesn't run out of hot water. Other family members like to have warm showers, too!
- Please respect the privacy of your host family. A host parent should be present if you have a friend over. Discuss expectations with host family.
- Remember how important it is to follow Canadian law! No alcohol, marijuana or drug use! Respect smoking & vaping homestay rules. Homestays have the right to refuse to host a smoking student.
- Do not stay up too late - a rested student is a successful student. Get a minimum of 7-9 hrs. of sleep. As well, respect 'quiet time' family rules.

***Please note that host parents HAVE the right to set family rules according to the age of the student and to fit with their family schedule.***

***Date reviewed:*** \_\_\_\_\_ ***Student signature*** \_\_\_\_\_

## Student Meetings

1. *School Orientation* - attendance is required for new and returning students. A formal or informal event to communicate school policies and procedures, including student timetable and daily schedule. Takes place soon after the student arrives. It's an opportunity to meet the program administrator, homestay manager and school administration. Possible school activities for student participation will be reviewed.

2. *Homestay Orientation* - attendance is required. A meeting with the Contractor soon after the student arrives; occurs at the home. An opportunity to review Homestay Family Guidelines and communication between student and homestay on needs and wants in the home. Possible community activities for student participation will be reviewed.

3. *Monthly Face-to-Face Meetings with Contractor* - are required. The purpose of this Contractor will organize in advance and communicate date, time and location to student. Meetings are usually held at school or in Community. Contractors will also communicate electronically with announcements and community event suggestions.

## Serious Allegations

1. Student and homestay family safety is of utmost importance. In the event that there is an allegation against either the host family or the student in the home, the student will be automatically moved to another host family or dismissed depending on the culpability.

2. Allegations are taken seriously will be investigated as per School District #8 Board Policy.

## Damages

1. Where the student damages, loses or destroys property, they will be expected to provide fair restitution. This includes expressions of remorse and monetary compensation. Homestay families will provide evidence to the Homestay Contractor and Manager.

2. Where the host family damages or destroys student property, they will be

expected to provide fair restitution. This includes expressions of remorse and monetary compensation. The student will report directly to the Homestay Contractor.

## Transportation

1. There are times when homestay families will drive the student to/from activities, events and places, but students should not 'expect' it and they should make requests in a polite and timely manner. Special services like ski and airport shuttles should be considered as reasonable alternatives.
2. It's appropriate for students to walk, take city transit or school buses, where and when that is the norm or homestay expectation.
3. Homestay families are not required to transport students beyond initial airport arrival and final departure.

## School

In all likelihood, the student will notice differences between their Canadian and home country's education systems, including in-class learning activities, expectations around behaviour and attendance, and assessment/grading. Students should seek to understand the expectations placed upon them. Ask questions!

Homework, when assigned, is meant to be completed in a timely manner, as specified by the classroom teacher.

Classroom management plans are in place and enforced by teachers. The classroom environment should be a safe and nurturing environment in which to learn. The teacher, has the right to hold a student after class (detention) or refer the student to the administrator if achievement or behaviour affects anyone in the classroom.

Graduation events are only open to students who are receiving BC Dogwood diplomas, here for multiple years on the District's graduation program.

## Speaking English

For most international students, it doesn't come naturally to speak English. It helps when:

- A student is willing to take risks and try to communicate in English every chance they get

- A student tries to engage with their peers, especially other Canadian students.
- A student joins school and community groups incl. sports, clubs, churches, youth groups, service/volunteer groups, Ambassador club, etc. These interactions will help the student to pick up the colloquial nature of the language

## **Student Activities**

There are lots of ways to interact in the school and community. Listen to school announcements, read posters, get suggestions from your homestay family, etc.

Students are expected to pay for all of their own extracurricular expenses including school sport teams and club fees and travel.

## **Travel**

All travel out of our school district MUST be approved in advance. Contact your Contractor or Homestay Manager with all the details, with enough time for them to get approval.

## **Medical Coverage**

Students have medical coverage through the provider GuardMe or another private insurance company. If they are on a study permit, eventually the provincial MSP.

Students will be given their own medical card. Procedures for visiting medical clinics and the hospital will be reviewed at Orientation. It is absolutely imperative that students follow these rules and carry their card with them.

The hospital is only for emergencies! Students should go to the medical clinic when they wish to see a doctor.

## **Employment**

Immigration Canada does not allow high school students to take a paying job in Canada without a proper work visa. A study permit is NOT a work permit!

## **Driving**

Students are not allowed to drive unless they have taken the required BC government driving course and road test for BC licensing.



Once a student has a license they will only be allowed to drive a vehicle that they own or that they have rented. They are NOT allowed to drive their homestay's vehicle.

## **Expenses**

Students are expected to pay for:

1. their shopping, entertainment and personal hygiene items
2. Public transit
3. Cell phones & plans
4. Extracurricular activity (including all school club and sports team participation and travel costs)
5. Graduation fees and expenses
6. Classroom school supplies (ie. calculators, pens, pencils, paper, notebooks, etc.)
7. Academy fees (those are not covered by tuition).

## **Money**

1. Students should come with their own money and/or debit and credit cards.
2. Students should not loan money to host family members or borrow money from them.
3. Students should exercise caution when carrying pocket money and avoid leaving it unattended in locker rooms or busy areas. It's advisable to carry only small sums and use debit or credit for larger purchases.

## **Avoiding Stereotypes**

Students should avoid applying stereotypes when encountering different cultures. Try not to attach "labels" to your homestay family members, Canadian peers or other international students. Instead, do your best to have an open mind. Recognize that many misunderstandings are cultural in nature and it'll be easier to solve problems if you approach the conflict with this in mind.

## Homestay Contractor's Responsibilities

1. Arrange for airport pickup and delivery when a student enters and exits the Program. The homestay family is usually responsible for this transportation.
  - extra airport deliveries/pickups (ie. Christmas or spring break) are not the responsibility of the program or homestay family. Students should compensate (ie. mileage at District rate of \$0.59/km) for additional trips
2. Welcome the student to the school district; hold an orientation with the student, to review homestay agreement and various procedures
3. Meet monthly with the student to ensure that the student's safety and care in the home is adequate. Meetings are held at school or in community (ie. coffee shop)
4. Support the student in resolving homestay issues, as they arise.
5. Screening of families and their homes and ensuring criminal record checks are completed.
6. Work cooperatively with the administrator, coordinator and manager of International Program to follow policies and procedures regarding homestay placement and incident reporting
7. Effective communication with agents regarding homestay placement, issues and successes. Monthly reports will be prepared on each student and forwarded to the agent, with other communication as needed.
8. Follow the district homestay procedures as outlined in the [provincial homestay guidelines](#)
9. Provide information on services and activities available in the community (ie. medical clinics, churches, public transit, restaurants, libraries, fitness centres, etc.)
10. Support student well-being, with referrals to school counsellors, dentists, medical treatment at a clinic or hospital, etc.
11. Organize monthly activities for international students

## **Program Teacher & Homestay Manager's Responsibilities**

1. Oversee the safe operation of the homestay program, including supervision of the homestay contractors.
2. Communicate and support the students with their academics, incl. school timetables, school schedules, classes and various teachers. May provide some ESL support.
3. Support students when they are involved in serious *incidents* at homestay and/or school; this may involve progressive documentation and specific student accountability.

## **Program Administrator's Responsibilities**

1. To oversee all aspects of the International Program in order to support each student in their academic and cultural goals.
2. Custodianship
3. Academic support.
4. Provide program support to the teachers, administrators, tutors, etc.
5. Discipline.
6. Coordinate recruitment activities and promotional materials for the program.
7. Work with the agents to recruit students and support those who choose to study in our school district.
8. Work with the Superintendent regarding district goals and direction
9. Work with the District Financial Officer to set program budget and collect fees.
10. Work with the Program Coordinator to ensure timely processing of student applications and legal documents.
11. Work with the Homestay Manager and Contractors to provide a safe and nurturing homestay environment

## Program Evaluation

1. Student and Homestay family feedback is very important to us. Students are asked to complete an evaluation digitally (a google form link will be sent to the student) at the end of their stay.
2. The Homestay Contractor, at the last student meeting, will also conduct an exit interview.

## Saying Goodbye

- Return all your school books.
- Check at the school office, that you don't have any outstanding fees owing. Pay your debts.
- Pack early and leave your room neater than it was when you arrived. Nobody should have to pick up your garbage.
- Cancel your cell phone plan.
- Thank the appropriate people. Take time to say goodbye to your teachers, new friends, classmates and especially your homestay family.