

SCHOOL DISTRICT NO. 73 (KAMLOOPS/THOMPSON)

POLICY 221

Effective Date, March 31, 2008

INTERNATIONAL STUDENT PROGRAM

School District No.73 (Kamloops/Thompson) recognizes the value in having international students within the classrooms of the District. The Board of Education welcomes and actively encourages applications from qualified students for entering into the academic programs offered by the District. To this end, the District will offer opportunities to international students to participate in the learning and social environment of Kamloops/Thompson schools. Such arrangements promote awareness of and appreciation for other cultures and strengthen the connection between the District and other countries. School District No. 73 (Kamloops/Thompson) supports the integration of international students into schools as a means of increasing inter-cultural and international understanding.

REGULATIONS

The Board may charge tuition fees to international students. The amount of these fees shall be established by the Secretary-Treasurer.

The Superintendent or designate shall establish procedures which regulate the number and placement of students in the International Student Program.

1. Admission of International Students

- a) All applications from international students for admission to schools under the jurisdiction of the Board will be received and evaluated by the Senior Program Administrator as per the process outlined within the International Student Program application form.
- b) For the purpose of these regulations, students who have moved from outside of Canada to British Columbia and do not meet the residency requirements of Section 82 of the *School Act* will be considered international students.
- c) In order for international students to obtain a Visitor Visa or Study Permit from the Federal Government, they must meet all of the requirements listed by Citizenship and Immigration Canada.
- d) Students who have been accepted will receive notification of acceptance identifying the appropriate school.
- e) Final acceptance into the school of placement will occur when the student submits a Visitor Visa or Study Permit from the Federal Government. Students will be advised to arrive in Kamloops appropriately to allow enough time to become acquainted with their homestay families and the city, and to make some cultural adjustments.

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- f) Schools that accept international students will receive an updated list of all accepted and confirmed students before June 30th and again before the September start date.

2. Placement

- a) Schools receiving international students must meet minimum requirements before they add any international students to their enrolment; examples of these requirements may include approval of principals, available space, appropriate courses, support in counseling and English as a Second Language services, and a contact person. In addition, each school should establish a maximum number of international students in order to enhance the provision of basic services required. This number is to be communicated to the International Student Program Principal by January 30th to facilitate planning for student recruitment and placement for the following school year. The District will confirm these numbers and communicate them to the Senior Program Administrator.
- b) When students apply to the International Student Program, they will be given a list of schools that are available. Students will communicate preferences based upon this list. Depending on space available, the District will try to accommodate the request.
- c) As necessary, and based on District confirmation, adjustments to staffing will be made.

3. Fees

- a) Fees are based on the cost of providing an education and cultural experience to an individual student. Fee structures are recommended by the International Program Steering Committee and are set by the Secretary-Treasurer on behalf of the Board as allowed by the *School Act*.
- b) All fees must be paid in full and received by the Board prior to the student's commencement of his/her studies in the District.

4. Refunds

- a) In the event that an applicant does not come to Canada or decides to leave the District for personal reasons, a portion of the paid tuition fee may be refunded. All requests for refunds must be made in writing. Refunds will be granted on the basis of the Refund Policy outlined in the International Student Program application form.

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- b) A refund will not be paid to students removed from the program by the District due to violations of school or program rules or requirements. Examples of conduct giving rise to the removal of a student from the District include: chronic absenteeism, the use of, and/or involvement with, illegal drugs or alcohol, flagrant misbehavior or the identification of an intentional misrepresentation on the student's application for enrolment. Students removed from the program by the District will be returned to their natural parents, at the student's expense, by the first available transport.
5. Scholarships
- a) International students are only eligible for specific scholarships and are not eligible for Provincial, Board Authority, or local scholarships.
6. Homestay Program Code of Conduct and Processes
- a) The Homestay Program is a required component for students enrolled in the International Student Program.
 - b) The International Student Program Principal will be responsible for managing the contract of Homestay Program services that is offered to students enrolled in the International Student Program.
 - c) Students enrolled in the International Student Program must participate in the Homestay Program. Any exceptions must be approved by the International Student Program Principal or designate.
 - d) Homestay provider applicants will be required to meet the criteria established by the International Student Program prior to placement of students in these homes including a residence check, and an RCMP Criminal Records check.
 - e) Homestay students will be required to adhere to the rules and regulations established by the International Student Program.
 - f) Training and orientation will be provided as a mandatory component for Homestay providers and students.
 - g) Custodianship will be under the jurisdiction of the District.
 - h) The District will ensure that the Homestay Program is monitored on a regular basis throughout the year.
7. International students must comply with the School District No. 73 (Kamloops/Thompson) and Homestay Codes of Conduct.

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8. Policy 240 applies to the Homestay component of the International Student Program. Policies 240-1, 240-2 and 240-3 apply with such changes in points of detail as are appropriate, to the Homestay component. While resident students of the District are not generally under the jurisdiction of the District when they are in the care and control of their parents, international students are in a different category. They must conduct themselves in an acceptable manner at all times under the jurisdiction of the District insofar as their behaviour is concerned during the entirety of their enrollment.

9. Process for Homestay Students who Contravene Policies 240-1, 240-2, and/or 240-3

Homestay students who contravene either the School District No. 73 (Kamloops/Thompson) or the Homestay Codes of Conduct shall be subject to the following progressive discipline:

a) First Contravention

- i) For matters that arise at the student's school, the student will be subject to progressive discipline, reflective of the age of the student, and the severity and frequency of the unacceptable conduct. The discipline will be fair, consistent, and meaningful, for the purpose of making restitution and enhancing student responsibility and self-discipline. The School Principal will notify the natural parents, homestay parents, Senior Program Administrator, International Student Program Principal, and other agencies as deemed appropriate for any particular incident.
- ii) Where the student's behavior at school or in the homestay is deemed to have a significant detrimental impact on the homestay situation, the International Student Program Principal will be contacted. Upon investigation, the International Student Program Principal shall provide documentation of the behaviour, along with a written warning that a further offence will be reason to remove the student from the Homestay, and to dismiss the student from school. This documentation shall be placed in the student file and shall be copied to the School Principal, the Senior Program Administrator, the natural parents, the Assistant Superintendent-Secondary, and the Education Agent of the student.

b) Second Contravention

- i) Upon report of a second incident of unacceptable behavior that is deemed to have a significant detrimental impact on the homestay situation, the Senior Program Administrator may request of the International Student Program Principal that the student be removed from the International Student Program.

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- ii) The International Student Program Principal, through the Assistant Superintendent, shall seek Board approval to remove the student from the school, revoke Custodianship and Study Permit.
- iii) If the Board grants approval, the District shall inform the natural parents and Education Agent that the student is dismissed and shall cooperate with the natural parents in arrangements to have the student leave the District at the earliest possible time. If the Board does not grant approval, the Second Contravention shall be treated as the First Contravention.
- iv) As per the published Refund Policy, school fees for the remainder of the school year will not be refunded. As per the published Homestay Agreement, two weeks of homestay payment will be paid to the homestay family and the balance of homestay monies will be refunded.

References:

School Act, Section 82
Ministry Policy International Students, July 6, 2001