

St. John Brebeuf International Student Homestay Guidelines

The goal of the Saint John Brebeuf International Student Program is to provide opportunities for students from outside Canada to study in a Catholic community.

St. John Brebeuf incorporates and adheres to British Columbia's Ministry of Education K-12 International Student Homestay Guidelines. St. John Brebeuf welcomes our International students and recognizes them as important contributors to our school community.

St. John Brebeuf School strives to educate the whole student: spiritually, academically, physically, socially and emotionally. As well, St. John Brebeuf School endeavors to provide the opportunities necessary to allow international students to graduate and continue in post-secondary studies in a country where English is the primary spoken language.

We expect international students not only to study at St. John Brebeuf School, but also, to be a part of our community by becoming involved in extra-curricular opportunities.

St. John Brebeuf works with many International Students Agencies in a joint partnership to provide a safe educational experience for its students. The school requests that the following policies be followed by the Agencies that have signed a contract to be partners in education.

1. Thorough homestay screening process including home inspections, host parent interviews, criminal record checks for adults residing in the home, and reference checks for host family parents.
2. Ensure all student records are updated for the parents, guardians, and student.
3. Adhere to the protection of privacy legislation when distributing any data or information.
4. Communicate with International students and host families on a regular basis.

5. Share medical or mental health concerns with the homestay family when appropriate.
6. Maintain clear, published fees, terms of agreement, and policies regarding issuing Letter of Acceptance and refunds.

St. John Brebeuf's International Student Program responsibilities include:

1. Identifying the Custodian and articulating the school's expectations of a custodian to him/her.
2. Outlining the expectations of the homestay family, the school, and the International student.
3. Ensure conflict resolution is available for the International students and homestay families if needed.

Student Expectations

1. Respect and follow the host family's house rules.
2. Contribute to the regular routines of the household. This includes participating in chores shared by the family such as cleaning up after meals and keeping his/her bedroom neat and clean. The student is not expected to baby-sit, cook meals or maintain the host family's home or yard.
3. Keep his/her bedroom neat and clean. The student must vacuum his/her room and empty the garbage can once per week. All clothes must be stored neatly in the closet or chest of drawers. Do not keep perishable food items in the bedroom.
4. Ensure his/her laundry is done at least once per week.
5. Be home for dinner with the host family unless alternate arrangements are mutually agreed upon.
6. Inform his/her host family if arrangements are being made to go out on a weekend or school holiday. The student must ensure that the host family knows where he/she is at all times. The student must provide a written note to the homestay parents outlining plans. Contact information including name, address

and telephone number must be provided if the student is going to a friend's home.

7. Be in the house studying or participating in family activities during weeknights.
8. Be in the house by 11:00 pm on weekends (Friday and Saturday nights).
9. Only invite guests into the home after receiving permission from the host family.
10. Respect the privacy and belongings of the host family.
11. Use the host family's telephone only with permission. If using the telephone, the student must keep calls to a reasonable length of time and must not receive or make calls after 9:00 pm.

Any long distance calls should be made "collect" or with the use of a calling card. Any outstanding long distance charges for phone calls made by the student must be paid to the host family.

12. Carry insurance for medical purposes. It is the responsibility of the student and his/her agent to ensure that all medical premiums are paid. A copy of the medical insurance must be given to St. John Brebeuf on the first day of school.
13. Contact the office at Saint John Brebeuf if a difficulty arises between the student and the host family.
14. Ensure payment of \$800.00 per month on the first day of each month to the homestay family as homestay fees (unless prepaid to the school).
15. Provide contact information for parents, guardian and agent to the homestay family.
16. Attend the school's Orientation for International students and homestay families.
17. Understand that there is a BC Children's Helpline available when the student feels he/she is being mistreated or unsafe in the home or at school (310-1234).

Important: If the student wishes to terminate the homestay agreement, the homestay family must receive advance notice of at least 30 days prior to the student moving. The homestay family must be fairly compensated for all days the student lives in the homes.

Homestay Family Expectations

1. Provide a bedroom with a separate bed, chest of drawers and closet for each student. As well, a quiet study area that includes a desk or table with proper lighting and access to the Internet. The homestay family may impose reasonable limitations on student's personal use of the Internet.
2. Provide the student with a clean environment including clean linen and towels on a regular basis and ensure the house is safe and complies with BC Building Code and/or the local building bylaw and fire code.
3. Provide the student with three meals (breakfast, lunch and dinner) per day or provisions for three meals per day, unless other arrangements have been mutually agreed upon by the host family and student.
4. Secure medical treatment for the student in the event of illness or injury without liability and report any medical or mental illness to the school.
5. Not hold the employees of Saint John Brebeuf Regional Secondary School, the school itself, or the Archdiocese of Vancouver responsible or liable for inconvenience, property damage, or physical harm incurred or received by the homestay student.
6. Not be held responsible for loss of property or physical harm incurred except in the case where Canadian law has been breached.
7. Not be required to pay other costs on behalf of the student if the student wishes to be involved in family activities.
8. Immediately notify the student's agent, guardian and S.J.B. of any unusual incidents or circumstances.
9. Read and be aware of S.J.B. school policies as outlined in the "Student-Parent Handbook" and contact the school if any of the are not adhered to.

10. Communicate with the student's parents and agent as needed or requested.
11. Provide transportation to different events or activities as long as it occurs with reasonable frequency and within reasonable distances and times.
12. Expect payment of \$800.00 on the first of each month from the student or St. John Brebeuf. The fee is to be paid directly to the homestay family by the student unless other arrangements have been made through the student's agent or parents.
13. Homestay parents must be 25 years of Age or older.
14. Agree to in-home inspections by either St. John Brebeuf or the student's Agency.
15. Have no more than 2 homestays at one time.
16. Attend the school's Orientation for International students and homestay families.
17. Ensure that the student understands that there is a BC Children's Helpline available when the student feels he/she is being mistreated or unsafe in the home or at school (310-1234).

Important: If the host family wishes to terminate the homestay arrangement on reasonable grounds before the agreed time, the host family must contact the agent and/or St. John Brebeuf and allow 30 days to find a new home for the student.

Agent Expectations

1. Maintain communications with S.J.B. and the homestay parents at all times. In particular, provide information on students, their arrival and departure dates and times, and other information that may be required by S.J.B.
2. Provide detailed information, if and when available, regarding educational, social, and emotional needs of a student who is studying at S.J.B.
3. Act as a contact for administrators and teachers when information about the student needs to be delivered and provide and support the student when necessary. Support includes:
 - i. Participation in meetings with school administration and staff.
 - ii. Coordinating homestay placement at the request and expense of the student.
 - iii. Communicate with parents in Canada or abroad.
 - iv. Assisting the student with the visa application and renewal process.
 - v. Ensuring the student has current medical coverage through the British Columbia Medical Services Plan at all times.
 - vi. Reviewing the International Student Homestay Guidelines Booklet with the student to ensure clarity and understanding.
 - vii. Communicating with the student's guardian and homestay to ensure the student is adhering to the guidelines set out in the International Student Homestay Guidelines Booklet.
4. Ensure that the student understands that there is a BC Children's Helpline available when the student feels he/she is being mistreated or unsafe in the home or at school (310-1234).

Parent/ Guardian Responsibilities

1. Accurately complete the application and registration package and disclose all of the student's relevant information including medical conditions to St. John Brebeuf and homestay family.
2. Maintain regular communication with the student to monitor his/her progress and report significant concerns to St. John Brebeuf.
3. Understand that there is a BC Children's Helpline available when the student feels he/she is being mistreated or unsafe in the home or at school (310-1234).

Important: If the parents wish to terminate the homestay agreement, the homestay family must receive advance notice of at least 30 days prior to the student moving. The homestay family must be fairly compensated for all days the student lives in the homes.