

# SCHOOL DISTRICT NO. 48 (SEA TO SKY)

## ADMINISTRATIVE PROCEDURES SERIES 600 – EDUCATIONAL PROGRAM

### AP 602            PROGRAMS OF INSTRUCTION AP 602.10       International Education

The following administrative procedures accompany the Policy and Regulations regarding the International Education program.

#### 1.     **Application Procedures:**

Information on how to apply is available on SD#48's International Education Website [www.high-school-canada.com](http://www.high-school-canada.com). Only after all of the following are submitted to the District will an application be considered:

- 1.1     Completed Application Form including: current transcript of marks, transcript of marks from previous two years of study, a letter of recommendation, a signed Waiver Form from the parent or guardian, and a copy of the passport showing legal name and date of birth.

To optimize course selection at the Secondary school level, an application for study commencing Sept. 1<sup>st</sup> (or in second semester of the school year) should be received by May 31<sup>st</sup>.

- 1.2     Completed Homestay Application Form;
- 1.3     A non-refundable application fee of \$200.00 Canadian.

Following an evaluation of the application package as stated above, the procedures are:

- 1.4     If accepted, the student or representative on behalf of the student will receive a Letter of Acceptance signed by the District. The receiving school will be forwarded copies of student documents.
- 1.5     An invoice for tuition, medical, and homestay placement fees will be sent to the student or the agent. Payment is due immediately upon receipt of study permit and prior to commencing study in the District.
- 1.6     The student must make his/her own visa and/or study permit arrangements with the Canadian Consulate in his/her country of residence; the School District will provide the required Letter of Acceptance to the student or agent;
- 1.7     The student will agree to the Homestay arrangements made on his/her behalf by the Homestay Services Provider;
- 1.8     The student will make his/her own travel arrangements from his/her home to the Vancouver airport. The School District will assist the student in making travel arrangements from the Vancouver airport to the School District.
- 1.9     The student must have adequate medical insurance,

All residents of British Columbia are required by law to purchase medical insurance through the Medical Services Plan of BC. School District No. 48 has a group insurance policy for its international students, both for Medical Services Plan and for interim medical insurance, which is required during the three month waiting period for Medical Services Plan coverage. The School District provides this medical insurance coverage to all of its international students for an annual fee. Even if international students leave the country during summer vacation, they are required to maintain their medical coverage. Medical Services Plan coverage, therefore, covers students for twelve months a year. The annual payment is added to the tuition charges each year. All international students are required to participate in the group plan.

- 1.10 The student will submit a completed Immunization Form prior to commencing their studies in the District.

## **2. Placement:**

- 2.1 Placement of students in schools, shall be the prerogative of District staff in consultation with the Principal of the school.
- 2.2 Unless otherwise approved by the Superintendent of Schools, secondary students should arrive for a minimum of one semester and commence studies at the beginning of the semester. Students should plan to arrive a minimum of one week prior to commencing their studies.

Approval for student placed in a short term program will be arranged by District staff after consultations with the school principals.

- 2.3 School and academic program placement shall be based upon an assessment by school staff of student aspiration, academic records, demonstrated academic competence, English proficiency, age and available space and resources.

## **3. Homestay**

- 3.1 All students in the International Education Program are required to stay with their parent, a guardian, or in a Homestay which has been screened and approved by the Homestay Services Provider.
- 3.2 Once the student has been approved to attend school in the District, the Homestay Services Provider will find a family suitable for the student. The homestay information will be forwarded to the student or agent.
- 3.4 Homestay families are required to abide by the provisions contained in the Homestay Guidelines.

## **4. Dismissal Process:**

- 4.1 Students new to the program will be given an International Student Orientation Handbook which includes the dismissal process, the refund policy, the International Education Program rules and District Policy regarding 'Student Conduct'.

- 4.2 Students may be dismissed from the program by not being invited back. Invitations may be withheld if:
- i. academic performance has been less than satisfactory due to lack of effort or attendance;
  - ii. the student is unable or unwilling to comply with School District or program rules,
  - iii. in the opinion of program staff, the student is unable to succeed in a Homestay situation.
  - iv. the School District is not able to offer a program which meets the needs of the student.
- 4.3 In the event of a student breaking the law or committing a serious violation of a school or homestay rule, he/she may be immediately dismissed from the program. The parents of the student and the Homestay parents will be advised, in writing, of the violation and the consequence.
- 4.4 Normally, where a student violates the rules, the student will be advised in person of the violation and the expected behaviour (verbal warning). The student will be given assistance to ensure that he/she understands the violation and the expected behaviour.
- 4.5 Should rule violations persist after a verbal warning, the student will be advised in writing of the violation, the expectations for correction, appropriate timelines for correction, and consequences of further violations. The parents of the student, the Homestay parents and the agent (if one has been retained) will also be informed.
- 4.6 Parents/guardians and the student shall be given the opportunity to respond to the concerns and to propose remedies, or to provide information should they believe an error, in fact, has occurred.
- 4.7 Should violations be repeated and/or be sufficiently grave to warrant dismissal in the opinion of the Superintendent, or designate, the student and his/her parents will be advised, in writing, that the student is dismissed for cause. The parents of the student, the Homestay parents and the agent (if one has been retained) will also be informed.
- 4.8 Letters of Dismissal for Cause will be forwarded to the parent or official guardian by registered mail or courier and arrangements shall be made with the parents or guardian of the student for removal from the school and Homestay in a timely manner, with return to the student's home country.
- 4.9 Students and their parents may appeal a "Dismissal for Cause" decision, to the Board of Education under School District 48's Appeal Procedures.

## **5. Scholarships:**

- 5.1 International students are eligible for School District 48 International Education Program Scholarships.