

# HOMESTAY GUIDE

*Lord Selkirk School Division welcomes students from around the world to come to Selkirk,  
MB and explore educational opportunities.*

## INTERNATIONAL STUDENT PROGRAM

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## **INTRODUCTION**

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Welcome to the Lord Selkirk School Division's International Student Program! This information has been designed to explain our Homestay Program and outline some rules and expectations the International Student Program has for its participants.

Please note that the rules and expectations which follow do not cover all situations. They do, however, provide sufficient information for the International Students to make good decisions. Certain rules and expectations are very precise and imperative, while others call for judgment on the part of the International Students and their Homestay parents.

Communication is key to develop a relationship and understanding of expectations. This process will take time, patience of cultural awareness as student and families build trust.

Our International Student Program has established certain rules which protect the International Student, the Homestay Family, and the International Student Program of the Lord Selkirk School Division's legal responsibility and liability. Please read this guide carefully to ensure you understand the basic rules and expectations of our Program. You will then be asked to sign our Homestay Family and International Student Agreement.

International Students will also be given further information during orientation upon their arrival. This information will assist the students in dealing with certain topics which are too lengthy to include in this guide. International Students are encouraged to discuss any of these topics with their Homestay Family or International Student Program Staff if they require further clarification.

Rosalyn Ferguson, ISP Director  
Karen Murray, Homestay Manager

## **INTERNATIONAL STUDENT PROGRAM MISSION AND VISION**

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### **MISSION:**

We strive to provide the Lord Selkirk School Division and community with a diverse cultural experience, built in on foundation of respect to support and enable growth and positive relationships.

### **VISION:**

To create memorable relationships; ensuring our community, family, and students will grow, learn, and benefit.

## **HOMESTAY FAMILIES**

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A homestay program is not intended to serve as a method for homeowners to find paying boarders or get help with household chores, but is a means of facilitating cross-cultural exchange while ensuring that homestay families have their costs covered and that students experience what it is like to be a member of a Canadian household. Under the best of circumstances, students will be considered as a temporary member of the family. Homestay families assume certain responsibilities and, in return, benefit from the experience of hosting students from other countries. Homestay families must offer a safe, comfortable, and friendly environment where students feel welcome and cultural exchange can take place.

### **OFFERING A WELCOMING, FAMILY ENVIRONMENT**

Treat students with kindness and tolerance, respecting their rights, privacy, and culture, including religious and political beliefs.

- Treat students as part of the family and give them the opportunity to share in family life and converse regularly with family members.
- Encourage students to feel at home and view themselves as a member of the family rather than paying guests.
- Share the common living areas of the house with students (e.g. kitchen, dining room, living room).
- Spend sufficient time with students in order to develop positive relationships.
- Include students in regular family activities and cover the cost where appropriate, such as meals in a restaurant or a going to a movie. Families may invite students to religious activities and meetings, but they should also honour their right to decline an invitation without fear of being treated differently as a result.
- Acknowledge the uniqueness of each student and their varying abilities, especially in relation to their age. Avoid making comparisons between past or present students.
- Provide a stable family environment. If there are unresolved tensions between members of the family, it is not the right time to host a student.

## **CULTURAL RESPECT AND SHARING**

Be respectful of and acknowledge the importance of culture, customs, language and beliefs in the life of a student and show a willingness to accommodate appropriately for these within the family's life.

- Allow students to continue cultural practices without criticism.
- Show sincere interest in and encourage students to share their culture.
- Explain Canadian culture in an open way but avoid suggesting that Canadian cultural practices are better than those to which students are accustomed.
- Do not force religious beliefs upon students.
- Be accommodating of students' religious requirements.

## **COMMUNICATION**

Develop positive relationships with students based on mutual trust and open communication.

- Maintain daily communication with students in order to keep channels of communication open and to encourage them to learn more about Canadian culture, lifestyle, activities and family life.
- Remember that most problems come from communication and language gaps. Politely discuss these problems in order to achieve mutual understanding.
- Be patient and remember that the students are new to this culture and language. It is not easy for them to avoid saying or doing something that might be misunderstood or may cause offence.
- It is important to respect students' need for privacy and allow them space to be alone but it is also important that they not feel isolated.

## **LANGUAGE SUPPORT**

- Have the ability to communicate with relative ease in the language in which the students' studies are being conducted (i.e. English or French as the case may be). This language should be the main medium for communication within the household.
- Converse regularly with students in order to support their language

- development and integration into the family.
- Provide effective support with language practice without criticism.

## **PROMOTING STUDENT WELL-BEING AND SUCCESS**

- Provide a safe environment which will offer students positive experiences of living as a member of a Canadian family.
- Show due concern for the welfare, safety and security of students.
- Assist, support and nurture where needed or requested.
- Set clear, reasonable and age-appropriate rules for students and ensure they are clearly understood. Provide rules in writing where possible.
- Be sensitive to the emotional well-being of students, some of whom may be homesick, unwell or have difficulty communicating concerns and, therefore, isolate themselves from the family.
- Offer help, guidance, support, empathy and encouragement with studies and engaging in positive study habits.
- Support and assist students in adapting to the Manitoba academic environment and encourage their participation in balanced leisure activities.

## **INSURANCE, LANDLORD'S CONSENT, HEALTH AND SAFETY**

1. Homestay families should always alert the homestay coordinator if their student is ill or has an ongoing medical condition.
2. In the event of a medical emergency, seek medical attention immediately and then notify the homestay coordinator who will contact the parents or emergency contact as required.
3. Homes must be fitted with working smoke alarms and students must be able to exit the house from their room in the case of an emergency which renders other exits unsafe.
4. Ensure that hot tubs have a locked hard cover and swimming pools are locked. Students using a hot tub or swimming pool must be appropriately supervised at all times based on their age and level of maturity.
5. Explain the use of electrical appliances in the Canadian context. For example, many countries do not have power points in bathrooms and thus students may not be aware of the dangers of electrical appliances and water.
6. Ensure that household insurance covers accidental damage to property, and remains valid while students are lodged in the home.

7. Students are advised to insure their own valuables and personal possessions, but it would be helpful for homestay families to provide them with a secure place for storage of important items.
8. Students should not be required by their homestay family to vacate their room at any point during the homestay period, unless in an emergency situation.
9. Provide information about the Canadian culture of owning family pets and guidance for safe handling of animals.
10. In rural accommodations, provide information about potential hazards outside the home including equipment, chemicals, firearms, wildlife and livestock.

## **SUPERVISION**

- Know the general whereabouts of students at all times.
- Students should never be left alone overnight without adult supervision.
- Set reasonable curfews for students in accordance with their age and the needs of the homestay family.
- Students must have written permission from their parents and must provide relevant contact details to the homestay family if they wish, and are allowed by their program, to stay away from their homestay overnight or have extended travel plans. Students must be accompanied by an adult when travelling.

## **LIAISON WITH EDUCATIONAL INSTITUTION AND ISP STAFF**

1. In general, homestay families are asked to liaise with the educational institution regarding any concerns or difficulties. Whenever possible, contact should occur during regular working hours.
2. Maintain a close liaison with the homestay manager so as to be in a position to help resolve any problems that students may encounter during their stay.
3. Notify the homestay manager of any changes of circumstances in the household, e.g. family member turning 18 years of age or returning to live at home or new animal purchased.
4. Contact the homestay manager immediately if there are any concerns regarding students' academic progress, health or welfare or regarding any serious incidents, for example, a serious illness or change in students' health, a serious accident involving students, abuse or the danger of abuse of students or any other occurrence which may affect the health or

safety of students.

5. If you receive guests, either extended family members or out-of-town friends, etc., who intend to stay in your home for an extended period of time during the time you host an international student. Longer-term visitors over age 18 are also required to provide criminal as well as child abuse registry checks. Please be aware that the international student must continue to have a private bedroom.
6. The homestay manager should be notified immediately of any problems between students and homestay families. If necessary, request mediation by the manager.
7. Receive a copy of school reports and attend school interviews if requested by students' parents.
8. Ensure the educational institution holds up-to-date contact and emergency contact details for the homestay family and students.
9. Establish and maintain appropriate communication with students' teachers. Contact the ISP staff if any concerns arise.

## **MAINTAINING HIGH STANDARDS**

1. Adhere to these policies.
2. Allow the homestay manager access to the home for periodic inspections as requested by the manager.
3. Attend homestay family orientation and training sessions and networking events whenever possible.
4. Cooperate readily with any evaluation processes related to participation in the homestay program.
5. Maintain confidentiality in all matters related to students in the homestay program including oral or written information received directly or indirectly. Direct all concerns or issues to the ISP staff.

*"During my stay I opened my mind and learned about a different culture, people, places and language".*

Lucas, from Brazil

### Biological Parental Signature

Occasionally, international students may require the signature of a biological parent, guardian or custodian on specific forms or documents. Most forms with financial commitment or for high risk activities will need to be signed by the student's biological parents.

ISP staff can assist international students to get signatures from their biological parents in their home countries. Students should first tell their biological parents about the permission form and then contact ISP staff for help.

### Graduation, Convocation and Safe Grad

Students who complete the required course credits for graduation in January will graduate during a convocation ceremony in June. Parents and homestay families are welcome to attend convocation ceremonies to celebrate graduation.

Students are responsible for covering the costs of graduation, convocation, dinner and dance as well as Safe Grad.

International students are allowed to attend Safe Grad (as a graduate or a guest) if they meet all the school's requirements for Safe Grad. International students are responsible for completing the Safe Grad forms required by their school and getting the necessary signatures.

Once international students leave Safe Grad, they must return directly to their homestay family. They are not allowed to go to another place or party. Forms will state who will be picking the student up from the Safe Grad event.

### Other Events

The ISP organizes additional group activities throughout the school year for international students. Students will be told about special events in advance and given appropriate permission forms as needed. Students will need to get permission forms signed by the homestay parents to take part in group activities outside of school. There may be some additional costs to the students beyond what the program covers.

Some of these activities are also open to homestay families. Details will be shared in advance for each event. International students are strongly encouraged to participate in ISP group activities. They provide great opportunities to meet and connect with other international students.

*"Join as many clubs or teams as you can to make friends!"*

International student's staff

## WHO SIGNS WHAT?

### STUDENT

- Homestay Family and International student agreement

### HOMESTAY

- Permission for school-based and ISP day/field trips
- Act on behalf of biological parents or custodian in emergency situations until ISP custodian/staff is contacted
- Homestay families should not sign any contracts (bank, cellphones) on the student's behalf.

### CUSTODIAN

- School related issues: the custodian will inform biological parents of any issues
- Health emergency and hospital care: the custodian will inform biological parents of health emergencies and issues

### BIOLOGICAL PARENTS

- Permission for high risk activities
- Permission forms for student to travel with homestay family outside of the province or country
- Cell phone contracts
- Any document requiring financial responsibility
- Parental Responsibilities Agreement
- Disclose Student Information

## HOMESTAY FEE

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The International Student is required to pay a monthly fee to Lord Selkirk School Division. Homestay fees should be paid to the division before the start of the school year. The homestay fee will then be issued on a month to month basis to the Homestay Family by cheque from the school division. **All homestay fees will be paid at the end of the month.** A daily rate will be charged when a student enters or leaves the Homestay Program mid-month.

Homestay fees are not negotiable between the International Student and the Homestay Family. The fees outlined by the LSSD's International Student Program must be adhered to at all times.

Please note that Homestay fees will **not** be pro-rated during a month when an International Student chooses to travel to his/ her home country or to visit family. When one rents an apartment full rent payments continue during vacation and travel; therefore, full Homestay fees will be required from the International Student.

The Homestay fee does **not** cover extra-curricular school costs and extra costs for family outings, though Homestay families will often pay for some activities, such as gas to and from activities, snacks during a movie.

*"I survived conditions colder than the North Pole."*

Leonie, from Germany

## HOME

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The International Student shall expect the following from the Homestay Family:

- The Homestay Family will also meet reasonable transportation needs. However, this does not include daily transportation to and from school.

## PHYSICAL STANDARDS

1. Provide the physical conditions in which it is possible for students to carry on their studies successfully:
  - a clean, tidy home within reasonable distance from the schools
  - a private, clean and warm bedroom
  - good healthy food as outlined in Health Canada's Food Guide
  - laundry facilities
2. Host no more than three international students in total at any time unless by special arrangement with the students and the educational institution or homestay agency (students should not be of the same linguistic background).
3. Keep the home in a proper state of cleanliness and repair.
4. The room offered to the student must be a designated room within the family living environment with a minimum area of six (6) square meters and must comply with building and fire codes.
5. Makeshift rooms including garages, storage areas, portioned areas, and the like are not acceptable.
6. The room must meet safety, comfort, cleanliness, and privacy considerations.
7. Only provide single room accommodation. A student is not to share a room with another student or with a member of the family, unless specifically requested or approved by the student's parents and the educational institution.
8. The room should be equipped with:
  - adequate heating, lighting and ventilation
  - a closable door
  - a window with curtains or blinds. The window should be of sufficient size and accessibility that it can be used as a fire escape.
  - at a minimum, a comfortable standard-sized single bed (mattresses on the floor are not acceptable)
  - adequate linens, duvet, blankets

- a desk or table with a chair and a study lamp; a suitable study area may be provided elsewhere in the home
  - a chest of drawers, shelf space and/or closet for clothes
  - a night table and lamp
9. Fire extinguishers are required. Students must be made aware of its location. Fire drill procedures to be explained

## **OTHER NEEDS**

1. Allow the full use of the household's common rooms and living areas.
2. Provide access to the use of television, telephone, computer and Internet facilities as mutually agreed between family and student. Assist with additional connections if appropriate, and negotiate proper use within the home. Avoid signing cell phone contracts on behalf of students.
3. Agree to a policy on charges for long distance telephone calls and Internet use.
4. Provide older students with their own front door key and alarm codes

## **MEALS**

1. Offer three sustaining meals, or the food needed to prepare them, each day, seven days a week as well as appropriate snacks at other times as required.
2. Homestay families will be informed in advance of any food allergies or dietary restrictions students may have.
3. Be open to students' reasonable expressions of food preferences and eating times.
4. While eating Canadian-style meals is part of the cross-cultural experience, students will appreciate the chance to eat more familiar foods from time to time.

## THE INTERNATIONAL STUDENT'S ROLE IN THE FAMILY

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It has been determined that the Homestay environment provides the greatest opportunity for the learning and acquisition of the English language. It is also the ideal setting for learning new skills and experiencing Canadian life.

The following are some general comments on “International Student Program Rules and Expectations”, and are meant to be a general guide. Homestay Families must discuss expectations **within the first two weeks** after arriving in Selkirk. Please use the Homestay and International Student Agreement form in the discussion, sign the form and return it to our Homestay Manager within the first two weeks.

The Homestay Program aims to integrate the student as a **regular family member** as much as possible. Students should not expect to be treated as an "honoured guest"; instead they will be included in family life and activities like a regular member of the family.

Students will be expected to complete household chores. For instance, they will be responsible to keep their room clean, in addition to maintaining tidiness in other areas of the house. Other chores may include meal preparation, cleaning of dishes, and perhaps even doing laundry.

All forms of household chores and work are excellent learning opportunities and sharing moments between family members. More information on this topic will be provided during orientation.

Students may also babysit on occasion (if they agree), and they will be expected to set a good example for behaviour. Once again, this offers numerous opportunities for growth and learning. Young children may immediately bond with students and it may result in a greater opportunity for speaking English.

It is expected that only English will be spoken by the International Student while in the home and even on the telephone.

## ARRIVAL AND ORIENTATION

1. A member of the homestay family is expected to welcome students at the airport and accompany them home.
2. You should be available to take your student to the airport for his/her departure. We will **not** be going to the airport for departures, as we feel it is important to give the *family* those last moments to say farewell.
3. Homestay families will be advised of arrival and departure dates and times, as well as flight numbers as soon as possible.
4. Introduce students to all members of the homestay family including pets when they arrive at the home.
5. Provide an initial orientation to the home when students arrive, but conduct a full orientation later when they are sufficiently rested to take in the details.
6. Conduct a full household orientation as soon as possible. Explain applicable rules and privileges, meals times and practices, telephone and computer protocols, rules regarding smoking, alcohol, guests visiting, curfews, household tasks and bathroom conduct.
7. Depending upon the age and language abilities of the student, it may be appropriate to provide this information in written as well as oral form.
8. Include information on household safety and security with attention to possible risks and dangers such as fire or medical emergencies.
9. Give the student a general orientation of the local area and community facilities available, such as the public transport system.
10. Provide students with a list of all contact information for adult family members including home, cell and work phone numbers and email addresses.

## **CUSTODIAN OR IN LOCO PARENTIS**

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International Students who are under the age of 18 are required to have a custodian or In Loco Parentis notarized document while a participant in our Program. The Director of the International Student Program acts as our student's custodian. The custodian has declared in the presence of a lawyer that he/she will:

- assume responsibility for making medical and personal care decisions for the affairs of an International Student during their period of study in LSSD
- be the adult contacted in the event of any emergency or problem regarding the International Student during their period of study in LSSD
- contact the parents of an International Student in a medical or legal emergency or other problem that concerns their son/daughter during their period of study in LSSD

The custodian's responsibilities end when the International Student's educational program ends in LSSD. Therefore, it is key that International student's return home by the programs end date.

Homestay parents should not sign any documents as "parent or guardian" of their International Student. Please refer to the "who signs what?" section.

*"I felt like my family really wanted me living with them"*

Lucas from Brazil

## **SCHOOL ATTENDANCE AND REPORTS**

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Regular school attendance is expected of all students participating in the International Student Program. Classes missed due to illness must be phoned in to the school by the Homestay Family. **Excessive absences may result in loss of credit or expulsion from the International Student Program.**

Student Report Cards will be given directly to the student (two times per semester) and they should be shared with the Homestay Family on the same day. The International Student Program Staff will see that your Report Card is shared with your biological family. Homestay Families are encouraged to attend Parent-Teacher Meetings (once per semester) to discuss the academic performance of the International Student.

The Lord Selkirk School Division's Code of Conduct applies to all of our International Students. Please familiarize yourself with this document, available at the LSRCSS website.

International Students need to be aware that Canadian teachers will not accept any work that has been plagiarized (using ideas or writings of another). International Students must submit their own created material that has been properly documented with credits to your sources.

The International Student Program personnel and school guidance counsellors are available for support of student issues pertaining to school. These issues include course selection, attendance, grades, and discipline.

Homestay families are encouraged to review the student's attendance and grades in Power school. If you need assistance to create a parent account, please contact the general office at your student's school.

## MAKING SOCIAL PLANS

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While academic study, growth, and development are the principal goals of the International Student Program, group interaction and socializing are also important elements for a successful stay with the Program. Much of this time will be with members of the Homestay Family, although activities with school friends are also important.

International Students should provide **detailed** information to their Homestay Families as to **where** they are going and **how** they can be reached (i.e. phone number), **when** they will be back, and with **whom** they are going out. **COMMUNICATION** with the Homestay Family is important to prevent confusion and misunderstandings. The Homestay Family is not expected to "know" where their student will be or remember plans that were mentioned days earlier. If you are going to be later than planned, you must contact your Homestay Family by telephone **immediately!**

Students should **ask** for permission before going out, as opposed to simply **informing** their Homestay Family that they are going out the Homestay Family can enforce limits on the amount of socializing their student may do, and the hours of socializing they keep therefore It is important that you help your student balance social and academic life.

## CURFEWS

As a regular member of the Homestay Family, International Students must respect the individual rules of the household. This includes the hours that are spent outside the home. Factors determining this may include: school night vs. weekend; type of activity; age of the International Student; and ages of family members in the Homestay.

The International Student Program understands that different curfews work for every household. We strongly suggest **no** International student have a curfew later than 11:00 PM on Sunday to Thursday and 1:00 AM Fridays and Saturdays for high school students.

Other students' curfews will appropriately reflect the age of the student. Please note that these curfews are intended as guidelines and may vary with your household. Students should be reminded to phone their Homestay Family if there is a problem

As International Students, you will be expected to complete homework assignments and study. It is recommended that Homestay Families monitor the amount of time students spend out during weekdays.

*"It's weird live in someone else's house and have to follow another ways to do things but I learned how to respect different opinions and how to be more independent"*

Beatriz from Brazil

## SLEEPOVERS

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Sleeping over at Canadian friend's house during the week **or** on weekends is **not** permitted by the International Student Program. Sleepovers amongst International students and Homestay families is approved under the following guidelines;

- ISP staff must be notified of the plans via email, text or phone call.
- Homestay families must directly communicate about plans.
- Sleepovers should not happen on a regular basis (every weekend) and should be equally shared.
- This guideline is subject to change. ISP staff will notify families if it changes.

## SHOWERS/BATHS

International Students must respect the needs of all family members. The length and time of day for a shower/bath must be mutually agreeable within each family. It is suggested that a reasonable showering time is approximately 10 minutes, as longer showers tend to drain the hot water tank. If there is not sufficient hot water for all family members who need to shower in succession, this can create problems.

1. Provide ready access to toilet facilities.
2. Acquaint students with the proper use of toilet, bath and shower facilities.
3. Allow access to bath and shower facilities on a daily basis. Limits on shower or bathing time should be reasonable and in keeping with those expected of all other members of the family.

*"I loved how somethings seem as I thought it would be: the lockers, the yellow buses and even the food in the cafeteria".*

Beatriz from Brazil

## TELEPHONES AND COMPUTERS

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The rules of the household regarding the telephone must be followed, especially with reference to the length of the call, and especially calls made or received late at night. We recommend collect calls or calls made with a phone card. International Students are responsible for **all** costs incurred in relation to long distance telephone calls. International Students are also responsible for informing their Homestay Family when they have made a long distance call. The International Student Program will not be liable for any outstanding telephone bills.

Students may arrive with a cell phone or may want to purchase a cell phone or plan when they arrive. We do not recommend Homestay parents sign a cell phone contract for you. We suggest a pay as you go plan, available through different wireless providers.

The Lord Selkirk School Division has an “Acceptable Use of ICT and Resources” Policy (see back of guide) that International Students and Homestay Families should read and follow.

Each Homestay Family will provide guidelines for any computer use. This could mean time restrictions and/or specific times for you to use the computer. The International Student Program does not recommend using a computer in the bedroom as it limits interaction amongst family members.

If browsing on the web, International Students are to refrain from entering any inappropriate sites.

## **SMOKING/ VAPING**

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The legal age to purchase cigarettes or Vaping material in Manitoba is 18 years old. International Students should be aware that regulations and expectations pertaining to smoking may be different than in their home countries.

Most Canadian families do not permit smoking or vaping in their homes. Smoking or Vaping is also prohibited in all public buildings in Manitoba and The Lord Selkirk School Division is a Smoke-Free School Division. These regulations and expectations must be respected at all times.

Failure to comply with legal regulations pertaining to smoking/ vaping, as well as regulations set by the Homestay Family, may result in expulsion from the International Student Program.

## **ALCOHOL AND ILLICIT DRUGS**

The legal age for drinking alcohol in Manitoba is 18 years. This includes legal entry into discotheques, nightclubs, and bars where alcohol is served. Drinking alcohol, the use of false identification, and the use and/or trafficking of illicit drugs is strictly prohibited and may result in expulsion from the International Student Program. Regardless of age you are not permitted to drink alcohol as you are a participant in an educational program that does not allow it.

Manitoba is known for its “Socials” – a get together of people where alcohol can be purchased by adults. International Students may attend a Social as long as they are accompanied by an adult member of their Homestay Family. No alcohol should be consumed by an International Student while at the Social. If there is a serious concern about use of drugs or alcohol, the International student program personnel reserves the right to search the students room and belongings.

## SPENDING MONEY

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The International Student Program discourages its students from carrying or displaying large amounts of cash.

For security purposes, a personal bank account could be opened by an International Student. The Homestay Family could assist their student in opening a personal bank account at a local bank or credit union. Some financial institutions may require a guardian's signature upon opening an account. We do not recommend Homestay parents sign for students to open an account. Please see Program personnel if you have questions.

International Students are reminded **not to lend or borrow money** with Homestay Family members or other students. Students should be prepared to pre-pay their Homestay Family, in cash, for any purchases made on their behalf using the Homestay Family's credit card.

We recommend that students do not keep or store any valuables (money, laptop, iPod etc.) in their locker.

International Students are responsible for paying for their own clothing, cosmetics and other personal effects, for their leisure and sports activities, school articles, dental fees, travel, postage, and long-distance calls. Students are responsible for monitoring their own budget or if they choose to, they may ask their homestay family for assistance.

## **CLOTHING**

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It is the responsibility of the International Student to acquire appropriate clothing. It is recommended that International Students, who come from warm countries, wait until they arrive in Winnipeg to purchase winter clothing. Clothing found in their home country, although considered to be “winter clothing” there, will often not be warm enough for our climate. Proper winter dress is crucial as frostbite can occur in minutes.

If International Students arrive from warm countries during the winter, they will be met at the airport with winter gear. Students will be able to use these items until their Homestay Family can take them shopping to purchase their own.

As more skin is exposed in the summer International Students should be aware of our hot sun and should use sunscreen. More insects are out in the warmer temperatures and International Students should use mosquito repellent when outdoors.

International Students cannot get a tattoo or any body piercing while participating in our Program.

International Students have the right to their own taste in clothing. They are, however, required to follow the same guidelines in “appropriate dress” at school as our Canadian students. Homestay families and ISP staff should use respect and discretion in regards to clothing.

Our winter field trips require proper clothing for weather conditions. Students will not be allowed to attend the field trip if they are not dressed for the weather conditions.

## PART-TIME WORK

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International Students may accept an honorarium for baby-sitting, mowing the lawn or shovelling snow (examples only). Citizenship and Immigration Canada states in the study permit that **International students are prohibited from engaging in employment while in Canada.**

## RELIGION

Homestay Families and International Students must show mutual respect for each other's beliefs. International Students have the right to practice their own religion and Homestay Families should facilitate attending religious services. International Students may also accompany their Homestay Families to religious services and activities, if they wish. However, Homestay Families do not have the right to insist that students attend religious services or activities with them.

*"I think in Canada people is very nice. I liked that time in Canada because I learned a lot and I had a very good time. I will never forget these days. I'm going to miss Canada!"*

Queralt from Spain

## DRIVER'S LICENSES AND DRIVING

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International students are **not allowed to drive motorized vehicles**. The following vehicles are included: automobiles, trucks, motorcycles, motorized scooters, mopeds and airplanes.

For snowmobiles and quads/ATV's students can be passengers if they are wearing a helmet and as long as the driver is an adult with driving experience on snowmobiles and/or quads/ATV's. International Students should not be driving a snowmobile or a quad/ATV.

While the legal driving age in Manitoba is 16 years of age, all participants in our International Student Program will **not** be granted permission to take Driver's Education Classes or other forms of driver-training instruction. Driving without a license at any age is **strictly prohibited**. As a passenger in any vehicle it is the law to wear your seatbelt.

Homestay Families and/or International Student Program personnel may forbid students to go in a vehicle if severe weather conditions are causing bad road conditions. As a pedestrian, be aware that driving occurs on the right hand side of the road.

The International Student Program **prohibits** a student from owning a car during their stay.

*"The opportunity to make an exchange is really spectacular if you know to enjoy every moment."*

Adrielle from Brazil

## HIGH RISK ACTIVITIES

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The rules and expectations which follow do not cover all high risk activities. If you are unsure if the activity is high risk, please check with Program staff.

**Our number one priority is safety.**

Activities such as driving a motorized vehicle, quadding/ATVing, and snowmobiling have already been addressed in this guide.

LSSD prohibits the use of trampolines in our schools; therefore, International Students should not use a trampoline while a participant in our International Student Program.

International Students that Ski/Snowboard or skate should always wear a helmet and if it is their first time participating in this sport they must take a lesson (both are mandatory on school ski trips).

International Students are not allowed to drive a boat and should always wear a life jacket in a boat. The driver of the boat must have a boater's license and experience.

Never swim alone, always swim with a buddy and have adult or lifeguard supervision.

*"I love everything that I experienced here in Selkirk and I know that I will come back one day for sure!"*

*Leonie from Germany*

## TRAVEL

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It is primarily through immersion in family life and in school that students will learn about Canada and various aspects of Canadian culture. Our International Student Program realizes that our students will see travel as a chance to get to know Canada better.

Travel should not interfere with academic studies and should be limited to designated school holiday periods.

In order to help International Students and their Homestay Families make informed, rational and fair decisions our International Student Program has established policy guidelines concerning travel.

- Unapproved travel is a serious infraction of the International Student Program and may result in expulsion from the Program.
- When an International Student travels with their Homestay Family the family is responsible for providing the International Student with all meals.
- A "Parental Permission to Travel" form must be completed and signed by the biological parents for each trip outside of Manitoba or North Western Manitoba.
- Travel outside of Canada typically involves securing a visitor's visa to the destination country and a letter from student's biological parents. International Students must make arrangements to receive all required documents well in advance of their trip. A minimum of **two weeks' notice** for all personal travel is required in order for program personnel to secure permission for a student to travel.
- International Students may not travel without an adult supervisor (21 years of age or older) who is approved by Lord Selkirk School Division's International Student Program.
- Homestay Families may want to include their student in their own travel and holiday plans. Students are encouraged to participate in such travel. Any travel outside of Canada requires a travel permission form from International Student's biological parents.

## **FAMILY VISITS**

Homestay families are under no obligation to provide accommodation for visiting families of International students. We recommend that visiting parents arrange motel or hotel accommodations during their visit. The International Student Program holds no responsibility for any costs the homestay family may incur.

The ISP staff can provide a list of local hotels and Bed and Breakfasts.

## **REPSITE**

While we appreciate that you and your family have opened up your home to one of our International students, we recognize that travel opportunities and/or plans to get away for the weekend may come up.

The ISP staff ask that we have at least two weeks' notice in order to arrange for respite. In the event of a family accident or tragedy, we understand that two weeks' notice is unrealistic. We promise to do our very best to accommodate the unexpected, planned or changes that life may throw your way.

## **ILLNESS OR ACCIDENTS**

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Homestay parents do not need authorization to bring the International Student to visit a doctor or a hospital for a check-up or for a minor medical problem. Please see our Doctor Memo provided for assistance with making a Doctor appointment. The International Student must have their Medical Insurance Card and claim form with them when seen by a Doctor. Please notify International Student Program personnel immediately of any hospitalization or serious accident.

If the International Student is injured in a car or traffic accident, we ask the Homestay Family and the International Student not to sign any form discharging the parties of responsibility, and forward names of the people involved to Program personnel immediately. Please provide the student's local address on any Doctor, clinic, hospital or ambulance forms.

In case of a serious emergency or an accident, International Student Program personnel should be notified immediately in order to contact the biological parents. The International Student and Homestay Family can count on us for support and comfort.

## **HEALTH CARE**

Medical insurance coverage is mandatory for all International Students in Manitoba. If students arrive with a study permit valid for a minimum of six months they will receive Manitoba Health coverage from the Province of Manitoba plus some additional coverage from our insurance company. If students do not have a study permit our insurance company will provide them with medical insurance for their study program in Lord Selkirk School Division.

Please see our International Student Program Medical Insurance handout for more information about your coverage.

All International Students will receive a wallet-sized identification card(s) which will facilitate visits to the Doctor, clinic or hospital. Please carry your identification card(s) with you at all times. In the event of illness or injury, please use the Doctor recommended by our program. If students are not able to see our Program's Doctor please visit a walk-in clinic, see your Homestay Family's Doctor or go to the hospital. Always take a claim form with you as the Doctor will need to sign this form. Claim forms have been left at the Selkirk Medical Clinic, Admitting at Emergency and Administration Office of the Selkirk General Hospital and the Selkirk QuickCare Clinic. Please provide the International Student's local (Canadian) address on any Doctor, clinic, hospital and/or ambulance forms. If you have any problems or questions call the International Student Program personnel.

The International Student may be billed directly for any medical service received. Any cost incurred is the immediate responsibility of the International Student. Receipts and a claim form must be filed for any possible reimbursement of medical services.

*"If you come to Canada buy a coat and go to A&W to taste their fries and burgers which are a monument to deliciousness."*

Xavier from Spain

## **CHANGING FAMILIES AND PROBLEMS**

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The majority of Homestay placements are successful. If the Homestay Family or International Student has issues/concerns they should speak to our Homestay Manager. The Homestay Manager will hear concerns from both Homestay and International Student and mediate to find a solution. If the solution requires a change in Homestay both Homestay and International Student must realize it will take some time to arrange for this move. When dealing with people we must be sensitive to everyone's feelings. We will do our best to make the transition as smooth and as quick as possible. **Program personnel have the right to move a student from their Homestay placement at any time.**

Casual requests by International Students to change families will **not** be entertained. Requests supported by evidence of a problem will be seriously considered and handled as outlined above.

International Students must remain at least eight weeks in their initial Homestay placement unless serious concerns arise. International Students should discuss minor issues/concerns with their Homestay Family directly; such as needing more blankets or specific food. **Homestay Families and International Students should not discuss issues/concerns or complain to other International Students or Homestay Families.** If International Students have questions or concerns regarding Homestay Policies, they should contact our Homestay Manager.

## **MANAGING GRIEVANCES AND MOVING STUDENTS**

1. If a concern or issue arises with a student, first attempt to discuss the matter directly and diplomatically. If the issue remains unresolved following discussion, raise the matter with the homestay manager.
2. Once a homestay placement has been made, homestay families are expected to make every reasonable effort to fulfil their obligations. In the event of problems, homestay families are expected to cooperate to

- resolve them quickly and efficiently.
3. Should a homestay family be forced to break off the arrangement due to a change in personal circumstances, the homestay manager will transfer students to a new homestay placement as quickly as possible.
  4. Homestay families can request that students be moved. The homestay families must discuss this with the homestay manager first and an agreement must be reached between all three parties before any action is taken.
  5. Should a student have a valid reason for wanting to leave the homestay placement and the problem cannot be resolved satisfactorily between the student and the homestay family, the homestay manager should endeavor to transfer the student to a new homestay placement within at least two weeks of being notified.
  6. Contact the homestay manager within 48 hours when a student may have caused damage to the home or facilities in the home.

## **EMERGENCY/CRISIS SITUATIONS**

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Be assured that our Lord Selkirk School Division International Education Program staff is available to assist our homestay families and our international students, should an emergency or crisis situation arise.

We ask that discretion be used in determining the immediacy with which the situation must be dealt. The International student program staff requests, that if the situation is not of an urgent nature, these matters be dealt with during regular business hours.

If international students or homestay families have further questions or concerns regarding homestay guidelines and/or practices and procedures, please contact program personnel directly.

*“The School was also very good because I could participate and experience the Canadian high school, met lots of Canadians, and learned lots of different things, be part of teams and clubs, and also where I learned lots of English”.*

Mirian, from Brazil

## CONTACT INFORMATION

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## COMPANY INFORMATION

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