

VICTORIA



Student Participation Agreement

All students attending the Victoria International Student Program at the Greater Victoria School District are required to sign and agree to the code of conduct outlined. The agreement clearly indicates our policies regarding safety, proper behavior and expectation to remain in the program. This document is reviewed with all students during our orientation.

Students in the Victoria International High School Program (VISP) of the Greater Victoria School District 61:

- Must abide by the laws of Canada, and by the rules of VIHSP and their school.
- May only use drugs if prescribed by a doctor.
- Are not permitted to purchase or drink alcohol.
- Are not permitted to enter adult-only establishments such as pornographic shops, adult theatres and/or bars, pubs or nightclubs.
- Are not permitted to possess or to purchase weapons of any type.
- Are not permitted to smoke.
- Are not permitted to be in possession of false identification papers or student cards.
- Are not permitted to drive any motor vehicle.
- Must attend school on a regular basis. All absences must be explained by a note from the Homestay.
- Are recommended to participate in school activities.
- Are expected to be polite to all staff.
- Are expected to leave any event if alcohol is present unless accompanied by your host family or legal custodian.
- **Are expected to attend all classes and complete all homework and assignments.**
- **Are expected to study/do homework on a daily basis for the minimum of:**

Grade 6-8: 1-1.5 hours

Grade 9/10: 1.5 hours

Grade 11: 2 hours

Grade 12: 2.5 hours

Students with no formal homework should be reviewing past work, working on subject-specific vocabulary, or reading newspapers, magazines or novels in English.

Students must maintain satisfactory academic achievement to remain in the program at VIHSP.

Students who do not understand school assignments should ask for help.

Students are required to fill out and sign a disclosure statement related to health and any past criminal activity. Should the information provided on the disclosure statement be found incomplete or in error, VIHSP and the School District will take steps to remove the student from the program and the Homestay household, with no refunds.

Placement in a particular school is the decision of the VIHSP Director or designate.

Homestay Information

1. **While living in a Homestay, students will:**

- Be polite to all members of the Homestay family and act as a member of the family
- Obey family rules
- Voluntarily help with household chores
- Keep the Homestay informed of their whereabouts at all times with contact names and phone numbers
- Not own pets
- After living one month in Victoria, be allowed to have sleepovers only on weekends with advance permission from the Homestay parents of both resident and guest student
- Not be permitted to have mixed gender sleepovers. Students are not permitted to have a guest of the opposite gender in their bedroom
- Not speak to others about the Homestay family's personal affairs
- Be given a key to the host household. If the key is lost the student will be required to pay to have the locks changed
- Purchase prepaid phone cards to make all long distance calls from the Homestay
- Not have Homestay family co-sign for contracts such as cell phones
- Not make private arrangements or contracts with their Homestay family

2. **Homestay amenities will include:**

- Room, board, and parental guidance; other costs of living in Victoria will be the responsibility of the student
- Well-balanced, nutritious snacks and meals
- An adequately heated, properly lit, private bedroom with a door, window, closet, proper bed and study desk
- Convenient access to facilities for toilet use and daily bathing
- Access to in-home laundry service or equipment
- Access to telephone service for local calls
- Necessary household items such as bed linen, towels, toilet paper, soap, and detergent

3. **Homestay placements and moves:**

- Homestay placements and all subsequent changes will be done through the VIHSP Homestay Office
- One week's notice or payment in lieu must be given to the Homestay family if a student wishes to relocate
- When a student leaves a Homestay, one week's notice or payment in lieu is not required in the following situations:
 - When the change is by mutual agreement of the Homestay family and student
 - When the change is initiated at the request of the Homestay family
 - When the student is removed from the Homestay family in order to protect the safety of the student
 - When the student leaves the Homestay at the end of a semester or at the conclusion of his/her program
 - When the student is in a short-term or group program

In the cases outlined above, any balance of the Homestay fee will be refunded by the Homestay family.

4. Curfews

All students must:

- Be home on or before 6:00pm for dinner on school nights
- Be home by 9:30pm during the week (Sunday-Thursday). If students would like to go out after dinner they must ask their Homestay family (only organized activities such as gym, movie, etc. will be accepted). Homestay families need to be informed of the student's whereabouts. VIHSP does not want students hanging out downtown on school nights
- All electronic equipment, including computers and cell phones should be turned off by 11:00pm every night of the week.
- Students must observe weekend curfews. Earlier times may be set depending on circumstances

VIHSP curfew for weekends (Friday and Saturday)

Grades 6-8	9:30pm
Grade 9	10:00pm
Grade 10	11:00pm
Grade 11	11:30pm
Grade 12	12:00am

5. Internet Usage Policy

All host families will provide you with internet during your time in their home. However there are some rules that must be followed.

- You are encouraged to use your time on the internet for:**
 - Research, homework and other academic work
 - Keeping in touch with family and friends
- The following activities are allowed only when they are lawful and all academic work is up to date and they do not interfere with time spent with your host family:**
 - Streaming videos
 - Online gaming
 - Downloading music or other media
- The following activities are prohibited:**
 - Downloading illegal software or media (programs, movies, music...)
 - Accessing adult content (pornography)
 - Gambling
 - Spending excessive amounts of time online (more than 2 hours of recreational time daily)
 - Other activities that consume a large amount of bandwidth

If you are found to be doing any of the activities in (c) you will be required to meet with staff to help manage your internet usage and further action may be required.

VIHSP – Travel Regulations

International students are required to remain in the Greater Victoria area and are not permitted to travel to Vancouver or any other city without approval by VIHSP. If students would like to travel outside of B.C. or Canada they need parental authorization from their natural parent. Students should check that they have the correct travel documents to enter that specific country.

Students who wish to travel outside of Victoria must apply to the Program Office for permission and must do the following:

- Pick up a **Student Travel Application** from their International Advisor, VIHSP Program Office (Uplands Campus) or online: http://www.studyinvictoria.com/inc/pdf/travel_application.pdf
- Complete **ALL** the information on the form and discuss it with their Homestay family. The host family must conduct their due diligence to verify the information before signing.
- **Return the form to the VIHSP Program Office, fax it to 250 -592- 6327 or email it to isp@studyinvictoria.com at least 7 days prior to travel.**

If complete information has not been given, travel will not be approved. Last minute requests or late forms will not be approved.

Travelling without permission or failing to provide accurate information is grounds for student dismissal from the Program.

Duty to Report

Students are required to report the following to the VIHSP Office:

- Any serious physical or mental health issue that the student develops after acceptance into the program, including but not limited to the following: a contagious disease, pregnancy, eating disorder, or addiction. Students may be required to seek treatment for these conditions in order to remain enrolled in VIHSP.
- Information from friends or other students about abuse (verbal, emotional, physical, or sexual) or suicidal thoughts.
- Thefts they become aware of in school or in their Homestay.
- Any damage they have caused in their Homestay or to another's personal property.

Students must keep items of value secure. Students will be responsible for insuring items of value. Students should avoid carrying large sums of cash, and borrowing money or items of value.

Student Accommodation Guidelines

VIHSP students are not permitted to live in independent accommodation.

All accommodation arrangements of students registered in VIHSP **MUST be approved by the Program Director or designate.**

Students under VIHSP guardianship must:

- Live in a Homestay assigned by VIHSP.
- Ask a VIHSP Homestay Coordinator for any changes.

Students having a guardian other than VIHSP:

- **MUST** have the Homestay approved by the Program Director or designate.
- May live with their parents while studying in VIHSP, but at least one parent **must** remain in the residence with the child(ren) for the duration of their stay in Victoria.
- Must advise VIHSP of the name of the parent (resident), mailing address, and phone number of their accommodation.
- Must advise VIHSP if the family moves and provide VIHSP with the new address.

In order to live with a relative or friend, that person must:

- Have legal guardianship of the student.
- Be a responsible adult (age 25+).
- Notify the International Program Office if the student subsequently plans to live with another relative or friend or to move to Homestay. Prior approval is required from the Program Director or designate.

Student Participation Agreement

Failure to abide by the preceding guidelines may result in dismissal from the Victoria International High School Programs of the Greater Victoria School District 61 and termination of the student's visa.

I have read, understand and agree to abide by the terms of the Student Participation Agreement.

Printed Name: _____ Date: _____

Signature: _____ School: _____