



**Algonquin & Lakeshore Catholic
District School Board**

Student Guide



Algonquin & Lakeshore Catholic District School Board Student Guide

Mailing Address:

Algonquin & Lakeshore Catholic District School Board,
151 Dairy Avenue, Napanee, Ontario, Canada K7R 4B2

Web Site: www.alcdsb.on.ca

E-Mail: international@alcdsb.on.ca

Belleville, Kingston & Trenton:

Mrs. Madeleine O'Connor
Tel: 613-354-2255 ext 474
Tel: **From Belleville** 1-800-581-1116
Fax: 613-354-0549
Cell: 613-848-9987
E-mail: occonnorm@alcdsb.on.ca



Algonquin & Lakeshore Catholic District School Board Student Guide

GETTING TO KNOW YOUR HOMESTAY FAMILY

(Keep this information in a safe place)

Homestay Family Name: _____

Your E.T.F.S Health Insurance Number: _____

Homestay Address: _____

Homestay Home Telephone Number: _____

Homestay E-mail Address: _____

Homestay cell phone or work number: _____

Names and Ages of Homestay Family Members: _____

Names and Phone Numbers of Relatives in Canada: _____

Student Study Permit and/or Visa Expiry Date: _____

Passport Number: _____ Date of Expiry: _____



Algonquin & Lakeshore Catholic District School Board Student Guide

This booklet has been designed to explain the general policies of the Homestay Program. Rules and Expectations are meant to be a guide only. Homestay families and students are asked to review the information upon arrival and adjust the information to suit their individual situations.

Tuition Fees

Fees are due in full before school starts in September. Cheques can be made payable to Algonquin and Lakeshore Catholic District School Board. Funds may also be electronically transferred by International Wire Transfer to: CIBC 450 Centre St, Napanee, ON, Canada, K7R 1P8 (Transit Number 09242, Bank Code 010, Account Number 29-01315 and our SWIFT # CIBCCATT) Please send confirmation fax to 1-613-354-0359. Please ensure student's name appears on all transactions. Students who do not pay their fees prior to the start of the semester may not be allowed to start classes. Alternative arrangements MUST be made in advance with the Principal of International Education.

Homestay Fees

Homestay fees are paid directly to the homestay parent. Fees are payable on the 1st of the month for 10 months. Vacation periods are not reimbursed. It is expected that all students return home for July and August, however arrangements may be made to attend summer school. Homestay families often take vacation during the summer and so students may be placed with an alternate homestay if they choose to stay for the summer.



Algonquin & Lakeshore Catholic District School Board Student Guide

Homestay Parent(s) Role

Go over household rules with your student. i.e. curfews, phone & internet use, showers, etc. Start communication off on the right foot.

1. Provide your student with a key to the house.
2. Encourage students to speak English and be part of your family activities.
3. Ensure that your student is not required to babysit.
4. Help your student understand and adjust to Canadian culture.
5. Inform your student if you will be away for a meal and show the student how to prepare for a meal.
6. Please attend the Homestay Parent meetings.
7. If you have any questions or concerns with the homestay situation, please contact the Homestay Supervisor.

The Student's Role

1. Go over household rules with homestay parent(s). Start the communication off on the right foot.
2. Offer to help with light household chores.
3. Respect all members of your family and try to become a part of their family.
4. DO NOT drink alcohol, smoke, or use any drugs.
5. Be considerate in terms of transportation requests - homestay parents are not chauffeurs.
6. Keep your room clean and clean up after yourself.
7. Speak English with your family and friends.
8. Pay all your long distance phone bills and internet bills on time.
9. Call your homestay family if you are going to be late or not home for dinner.
10. Make sure you have your homestay's permission to have friends in your room.
11. Be responsible with your house keys. If you lose the key you may have to replace the lock.
12. Canadians are very concerned with the environment. Do not take long showers and be sure to conserve household supplies (i.e., soap, detergent, etc.).
13. Be responsible with your money and valuables. Your homestay is not responsible if you lose or spend all of your money. Do not carry large sums of money.
14. Try to maintain a healthy lifestyle. Healthy eating, exercise, and proper sleep makes for a happy individual.
15. Students will pay at the beginning of each month and it is suggested that they do not pay homestay fees for months in advance. Homestay fees are for 10 full months (September 1st - June 30th) Vacation periods are not reimbursed.
16. A student may request a homestay change prior to the end of the semester, but casual requests WILL NOT be entertained. Only request supported by evidence of a problem will be seriously considered and a fee of \$200 may be charged. If a student's behaviour warrants a change in homestay or dismissal from the program, 30 days notice will be paid to the homestay.



Algonquin & Lakeshore Catholic District School Board Student Guide

The Homestay Parent(s) is expected to provide

- A private room with a desk, chair, closet, dresser and bed complete with bedding and linens
- Three meals a day seven days a week for the duration of their stay
- Availability of laundry facilities
- Adequate heat, light and ventilation
- A smoke detector near by and fire drill procedures should be discussed with the student
- Transportation to appointments, church and other places within reason

We suggest that the Homestay family discuss with the student what can be put on bedroom walls and how to attach items when decorating their personal space.

Phone

Students will have access to the household telephone. Local phone calls are included in the homestay fees; however, students should not abuse their telephone privileges and should be considerate of the length of time they spend on the telephone.

Long distance phone calls are the responsibility of the student. Some students may wish to install their own phone line in their room. Students wishing to do so must incur the cost of the installation, the monthly rental fees, and all long distance phone charges. A phone card is recommended. Cell phone contracts will not be signed by homestay parents.

Internet

Since most of our International Studies will require an Internet connection, this should be discussed with the Homestay Parent(s) Students should not use the homestay computer. If they do not have their own then computers are available at school or the public library.

1. Do not give out personal information on chat lines or bulletin boards.
2. Students will abide by federal and provincial laws regarding copyright, threatening or obscene material, racism and sexism or all other immoral, unethical or illegal activities.
3. Students will refrain from using diskettes which are known to contain viruses.

Curfews

Homestay families and students need to discuss curfews. Students are reminded to respect the individual rules of the household. Items to be discussed may include school night curfews and weekend curfews. The type of activity and age of the student should be factors in determining curfew times. The International Program supports 10:00 p.m. on school nights (these should be limited to once or twice a week) and 12:00 on weekends, or for older students or special occasions a 1:00 a.m. curfew on Friday and Saturday nights.

Visiting Family Members

It is recommended that visiting family members stay in a local hotel and not at the homestay. The homestay supervisor will be happy to provide a list of local hotels.



Algonquin & Lakeshore Catholic District School Board Student Guide

Sleep overs

Sleeping over at a friend's house during the week is not permitted, as it typically distracts from the learning process. However, there might be circumstances when the Homestay Parent(s) may need to make alternate sleeping arrangements for their student.

Social Plans

When visiting with school friends, detailed information should be provided to the Homestay family (where the student is going, how they can be reached, phone numbers and when they will be back). Students should be reminded that if their plans change and they are going to be later than anticipated, they should contact their Homestay family - immediately! Good communication between the student and the Homestay family is important to prevent confusion, misunderstandings and to develop a good relationship. Students should ask for permission before going out or making plans. Homestay families may enforce limits on the amount of socializing or leisure time spent outside of the home.

Showers/baths

The International students must respect the needs of all family members. The length of shower/bath and the time of day for a shower/bath must be mutually agreeable within each family. This is a good point to discuss early in the relationship.

Smoking/Alcohol/Drug Use

Smoking is discouraged by the International Student Program. The legal age for smoking cigarettes in Ontario is 19 years of age. If the International student has the permission of their homeland parents to smoke, a letter should be sent to the Homestay Supervisor. The student is expected to respect the rules of the Homestay Parent(s), the school they attend, and the Provincial and Federal laws in this matter.

The legal age for drinking alcohol in Ontario is 19 years of age. Drinking underage, excessive drinking, the use of illicit drugs and the use of false identification to purchase alcohol is strictly prohibited and may result in expulsion from the program.

Travel

Travel plans by the International student should not interfere with academic studies and should be limited to designated school holidays and/or weekends. Traveling students must provide a detailed itinerary of their travel plans, including the names and addresses of those they will be traveling with and/or staying with during their excursion. The International Program takes no responsibility for students during travel holidays. Furthermore, unapproved travel is a serious infraction of International Student Program rules and may result in expulsion from the program.

A student under 18 years old is not permitted to go on trips by themselves. The student must be escorted by a guardian that is 25 years of age or older on overnight trips. A trip with the homestay family is allowed if permission from homeland parents is submitted by fax or email prior to travel. Students over 18 years must provide itinerary and parental permission.



Algonquin & Lakeshore Catholic District School Board Student Guide

If students are going on a trip with an adult, the International Student Program office and the homestay family must be informed in writing, of the destination, length of the trip and the adult supervisor's name.

Students are permitted to visit relatives, close family friends and student friends only if there will be adult (age 25 years or older) supervision and adequate notice is given to the homestay Parent(s). Homestay families should contact the hosting family and ensure that adequate arrangements have been made.

Travel outside of Canada is not recommended for security and Immigration reasons. If parents give permission for a trip outside of Canada, the student and the homeland family will have the responsibility to research and obtain the necessary visa or official papers from the embassy or consulate from the country to be visited.

Homestay families may want to include the International student in their travel and holiday plans. Students are encouraged to participate. Please note that travel within Ontario with the Homestay family does not require parental permission. Travel outside of Ontario with the host family requires homeland parental permission.

Medical Insurance

All students are covered by the E.T.F.S. International Student Medical Plan. Students must keep the insurance card with them at all times. Both the student and the Homestay Parent(s) should know where the insurance claim forms are kept. These forms, when possible, should be taken with you to the clinic or hospital for the doctor's verification. Please read over the insurance package with your student when it arrives. Please note the exclusions.

School Attendance

Students must attend school on a regular basis. Any absences must be explained by a note from the homestay parent. Un-excused absences will be reported to the Homestay Supervisor and the Homestay Parent(s). Excessive absences may result in a loss of credit(s) or expulsion from the Program.

The Homestay Supervisor will visit the school on a regular basis to meet with students. At this time the Homestay Supervisor will also meet with ESL teachers and guidance counselors for academic and attendance updates. Students will be assigned a school guidance counsellor for all school related issues. Students can request private meetings with the Homestay Supervisor.

Student Report Cards, Progress Reports and Attendance Reports will be mailed directly to homeland parents or guardians. Homestay families are encouraged to attend Parent-Teacher interviews to discuss the performance of the International student.



Algonquin & Lakeshore Catholic District School Board Student Guide

PROBLEM SOLVING - Student Perspective

If you have a problem, a disagreement, or an argument with your homestay family member or another student living in the home, you should proceed as follows:

1. Speak to the homestay parents
2. Speak to the homestay supervisor

Before addressing the problem, you should answer the following questions:

1. What is the problem?
2. How big is the problem?
3. Am I being honest with myself and others?
4. What do I need to help me feel better?
5. How can I help myself?
6. Do I have all the information?
7. Is there another way to view the problem?
8. Can it be fixed?
9. Have I asked enough questions?
10. Am I being fair? Considerate? Respectful? Truthful?
11. Am I stressed and causing my own problem?
12. Am I blaming others for my problem?
13. Who can help me with my problem?

What are some things that may cause problems in the homestay?

1. Bedroom - too cold; not enough light; too noisy, etc
2. Food: not what I like or am used to; not enough to eat; meals are too late or too early
3. Children or other students: too noisy or don't talk to me; going into my room; using my things without asking, etc
4. Personalities: a loud voice, using hand gestures or facial expressions I don't understand or like.
5. House rules: helping with house chores, doing laundry, calling when I won't be home, eating or conversing with my host family, curfew times, sleep overs, etc

Language barrier, cultural differences are often the greatest difficulties when trying to solve problems. All parties **MUST** make a strong effort to view the problem from the other's perspective. All parties must **LISTEN** first and then speak.

REMEMBER : There is always a solution to a problem - you just have to find it!!



Algonquin & Lakeshore Catholic District School Board Student Guide

When a problem is not easily solved, you MUST speak with the Homestay Supervisor.

The Homestay Supervisor will support and assist you to find a solution. You are assured confidentiality when confiding with the homestay supervisor as some information is sensitive and personal. The homestay supervisor may give you suggestions on how to deal with the problem or how to approach the person you are having problems with. You may ask the homestay supervisor to be present when you speak with the person.

1. Telephone
2. Email
3. Meeting at school
4. Meeting at home



Algonquin & Lakeshore Catholic District School Board Student Guide

GUIDELINES FOR MISBEHAVIOUR

Homestay:

1. The student will be interviewed by the Homestay Supervisor
2. The homestay parent will be interviewed
3. Program and house expectations will be reviewed in detail with the student
4. A behavioural contract will be signed by the student and a copy sent to birth parents
5. Homestay supervisors will conduct regular and even stringent supervision as required.
6. Where a student's behaviour, school attendance or achievement is simply substandard, that student will not be re-admitted to the program for the following year.
7. The Principal of International Education will determine the seriousness of the student's behaviour and may dismiss the student who will then **be returned home to his or her birth parents.**

In each case, every effort will be made to correct the student's behaviour, to explore parents' interpretation/explanation of their child's behaviour, and to provide a fair and reasonable plan of acceptable behaviour.

The services of a translator may be used to communicate directly with the birth parents.

School:

1. The teacher will bring the student's behaviour to the attention of the School Principal
2. The Principal will contact the Homestay Supervisor
3. If warranted, a meeting will occur with all parties
4. School conduct policies and disciplinary measures will be enforced
5. If school suspension and or expulsion is required, then the Principal of International Education will consider dismissal from the program and all parties will be informed in writing.

Please note that if a student is dismissed from the International Education Program the following will occur:

Student will immediately be returned home to birth parents
No tuition refund
Payment of 30 days notice of homestay fee
Air fare at parent's expense
Possible with-holding of school transcripts