



**Hastings and Prince Edward
District School Board**

Homestay Program Guide





Homestay Program

Welcome! Thank you for your interest in the International Student Program. This booklet has been designed for the Homestay Program offered by the Hastings and Prince Edward District School Board. It outlines the rules and expectations of the international student and the host family and provides guidelines for establishing your own house rules. It also provides some helpful tips based on input from host families that may be valuable to new families. By reading through the Homestay Guide prior to the student's arrival we hope you and your new student will get off to a good start.

Goals of the Program

The purpose of the International Student Program is to provide students and community members with the opportunity to experience and appreciate diversity through contact with other cultures. It also is to provide the International student with an English language and Canadian cultural experience.

Why do students come to study in Canada

International students want to improve their English fluency and benefit from an international cultural experience. A number of these students will only be staying for a year or perhaps even shorter, while a good number of them will study here until they graduate. After graduation some stay in Canada to go to university and others return to their home countries.

ISP Homestay Families

The International Student Program (ISP) selects families whose primary reason for hosting is a cross-cultural experience. The host family should not depend on a student placement to meet financial needs. Families undergo a criminal background check, references are checked, and there is an interview and visit by the Program Manager or the Homestay Coordinator to assess their interest and concern for the growth and development of our students. Ideally a family that accepts an international student into their home would treat the student as if he/she were their own child. Homes are to provide the students with comfortable surroundings and an environment for practicing and developing their English language skills.

The ISP management team works to place international students with families that best match the needs of the student including:

- ◆ Proximity to school placement/ busing
- ◆ Dietary needs
- ◆ Pets
- ◆ Siblings
- ◆ Smoking, non- smoking
- ◆ Religious affiliation (if applicable)



ISP Homestay Homes

The homestay family is to provide:

- ◆ A private room (with a window)
- ◆ A smoke detector near by (fire drill procedures are to be discussed with the ISP student)
- ◆ A bed, complete with bedding
- ◆ A dresser and/ or closet
- ◆ A desk and a chair (a desk lamp is suggested)
- ◆ Adequate heat, light and ventilation
- ◆ Be available for the student's arrival

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. Since most of our international students will require an Internet connection, this should be discussed with the homestay family to determine the use of family's computer, connections to the Internet and installations if needed.

The homestay family is to also provide:

- ◆ Access to a bathroom and bathing facilities
- ◆ Three meals daily, seven days a week. The international student may have responsibilities around meal time, such as preparing their breakfast and lunch for the next day, and clearing dishes after a family meal
- ◆ Access to laundry facilities
- ◆ If the student will be using the family's internet connection or computer, rules concerning access and the amount of time spent on the Internet should be discussed
- ◆ Reasonable transportation needs

The homestay family does not:

- ◆ provide the daily transportation to and from school
- ◆ cover the extra-curricular school costs
- ◆ need to cover extra costs for family outings, though homestay families will often pay for some activities
- ◆ expect the student to maintain their house or babysit children

Insurance

It is recommended that homestay families check with their insurance companies regarding extra liability insurance for both their home and automobile.

The ISP Student's Role in their Homestay Home

It has been determined that the homestay environment provides the greatest opportunities for the learning and acquisition of English as a second language. It is also the ideal setting for learning new skills and experiencing Canadian culture. The Homestay Program aims to integrate the student as a regular family member. When possible, the student should be included in activities, family events. Opportunities for dialogue should be provided to assist the student's English language development.



Students should be given the responsibility of keeping their room clean and keeping common areas tidy. Other chores should be outlined and explained. Assisting with meal preparation, cleaning of dishes and doing their own laundry are to be discussed between the family and student.

Homestay Fees

During fall and second semester intake, homestay families will be notified by the ISP Homestay Coordinator once a placement has been made. When arrival details are received the homestay family will be notified. Homestay fee payments will be made by cheque through the mail at the end of each month. This payment is intended to cover all the food for the student's meals, heating, water etc. The student will be responsible for his/her own spending money, clothing, "special" toiletries e.g. "Salon" shampoo.

The ISP requires new students to arrive a few days early either in August or January to complete registration and orientation procedures. Most students leave up to a week before the end of June. Given these arrival and departure dates no extra payment will be made for early arrival days unless the student arrives more than a week before the beginning of the month in which classes begin.

Problems in the Homestay and Changing Homestay Families

It is not uncommon in the first few weeks to encounter some adjustment concerns. Should a concern arise we encourage positive communication between the student and homestay family to attempt to solve the problem. If the problem continues then the Homestay Coordinator may be contacted to assist with the resolution. Casual requests to change homestay families will *not* be entertained. Only requests supported by evidence of a problem will be seriously considered. If a resolution cannot be brokered and lead to a request for a change by either party then the matter must be given in writing to the ISP Manager for final decision. A resolution that involves a change in homestay families may require up to two weeks to arrange. Should a move be warranted then the maximum financial resolution, as determined by the Manager, will be a two week payment.

Rules and Expectations for ISP Students

When accepting international students parents homestay should be prepared to act as a kind, judicious and cautious parent. The International Student Program Rules and Expectations are to be followed by students. Host families and students are asked to review the points for discussion in Appendix A upon arrival to make family living more harmonious.

Regular school attendance is expected of all ISP students. Classes missed due to illness must be documented by a phone call to the school from the homestay family. A note should be handed in when returning to school. Unexcused absences will be reported to the homestay family and should be discussed with the student. If a pattern of absences develops the Homestay Coordinator is to be notified. Excessive absences may result in a loss of credit(s) or expulsion from the International Student Program.

The Homestay Coordinator will visit the school on a regular basis to meet with students, one on one to discuss adjustment to homestay, academics and personal/social issues. At this time the Homestay Coordinator will also meet with school staff for academic updates. Student Report Cards will be mailed directly to homestay families and to homeland parents or agents. Homestay families also have the privilege of attending Parent-Teacher interviews to discuss the performance of their international student.



The Board's Code of Conduct applies to all students including international students. **Physical violence towards fellow students or members of the host family may result in immediate dismissal from the International Student Program.**

Emergency Plan

All students are to carry a Hastings and Prince Edward District School Board International Student Program Information Card in their wallet at all times. Please encourage your student to also carry their student card with picture as another form of identification. Students must carry their Ingle Insurance Card with them at all times.

On the International Student Program Information Card you will find homestay family details, the International Student Program 24- hour emergency number and the insurance policy number. The management of the International Student Program realize that when an emergency happens the homestay family will probably be contacted by Police or other emergency officials. Homestay families should contact the International Student Program office or if after hours, the emergency cell phone (613-771-3211) immediately.

In the event of an emergency the International Student Program office will contact homeland families, homestay families and schools immediately.

Social Plans

While academic study, growth and development are the principle goals of the International Student Program, group interaction and socializing are also important elements for a successful stay. Students should set aside time each week for leisure activities and relaxation. Students are encouraged to participate in extracurricular activities at their school as well as activities with the homestay family.

When visiting with school friends, detailed information of where they are staying 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 ISP student and the homestay family is important to prevent confusion, misunderstandings and will develop a good relationship.

Students should ask for permission before going out or making plans. Homestay families can enforce limits on the amount of socializing or leisure time spent outside of the home. If as a homestay parent you have a question regarding boyfriend/girlfriend relationships please contact Homestay Coordinator.

If students wish to bring a guest into your home, they must seek permission. Students are not permitted to bring a guest into the homestay without prior permission if the homestay family is not at home. Students of the opposite sex are not permitted to visit private areas/bedrooms of the home. If you have concerns or questions, please discuss with the ISP staff.



Curfew

Homestay families and students need to discuss curfews. You will have to determine a curfew for your student based on his/her age and maturity and the nature of the activity. Make sure that the curfew is clearly communicated to your student and that they always communicate to you where they are going and who they will be with. Students are reminded to respect the individual rules of the household. Items to be discussed shall include school night curfews, weekend curfews and expectations for calling home if late.

The ISP supports a 9-10pm curfew for younger students, depending on the age of the student, supervision and circumstances. For older students the ISP supports a 10pm curfew Sunday - Thursday and a midnight curfew on weekends.

Sleep overs

Sleeping over at a friend's house during the week is not permitted by the ISP, as it typically distracts from the learning process. However, there might be circumstances when the homestay family may need to make alternate sleeping arrangements for their student. In such cases, the ISP Homestay Coordinator should be notified and provided with details on the students whereabouts.

On weekends if a student wishes to sleep over at a friend's home then the student is to provide the homestay parent with the name, address and telephone number of the friend. The homestay parent shall then contact the friend's parents to discuss details and ensure there will be appropriate supervision during the visit.

Telephones and long distance charges

A discussion about the use of the telephone and long distance charges should take place early in the relationship. Students need to understand any rules regarding the use of the telephone, especially with reference to the length of calls and calls made or received late at night.

Collect calls, calling cards or personal cell phones are recommended for long distance calls.

Students are required to pay the homestay family prior to the bill due date for any phone related services incurred by them.

Should the homestay family decide upon a separate telephone line for the student, details must be mutually agreed upon and expenses should be paid for by the student.

Smoking

The student is expected to respect the rules of the Homestay family, the school they attend, and the Provincial and Federal laws in this matter.

Alcohol and illicit drugs

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

Spending Money

International students are discouraged from carrying or displaying large amounts of cash. The homestay parent should assist new ISP students to set up a personal bank account then discuss banking and use of bank/ debit cards. For security purposes, we recommend the use of an automated teller card (bank card/ debit card). The CIBC Bank at 237 Front Street in Belleville is used by the ISP Program and is familiar with accounts for international students. Students should be reminded not to lend or borrow money from other students or their host family.



Travel

Travel plans by the international student should not interfere with academic studies and should be limited to designated school holidays and/or weekends. A "Travel Consent Form" must be completed and signed by the homestay parent and the Program Manager prior to each trip outside of the Belleville area which is not a school or host family trip.

ISP students are not permitted to go on trips by themselves. Students must be escorted or met by a guardian that is 25 years of age or older on all trips and supervised during their stay. Students must provide a detailed itinerary of their travel plans, including the names, contact number and addresses of those they will be traveling and/ or staying with during their excursion. When the student is making the travel arrangements the homestay parent is to speak to the hosting family and ensure that adequate arrangements have been made and appropriate supervision is available. The *Travel Consent Form* must be signed by the homestay parents then submitted by fax or e-mail a *minimum 72 hours* prior to travel, and minimum of a week before major holiday periods. **No travel will take place without the signed approval of the ISP Manager.** (Note: *Travel Consent Forms* are available at each school.) Homestay parents will be notified of the final decision. Unapproved travel is a serious infraction of International Student Program rules and may result in expulsion from the program.

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 host family does not require parental permission but the ISP Homestay Coordinator should be informed. Travel outside of Ontario does require homeland parental permission. The ISP takes no responsibility for students during travel holidays

Drivers Licenses and Driving

The legal driving age in Ontario is 16 years of age. All students in the ISP under the age of 18, will not be granted permission to take driver's education classes or any other form of driver training. Driving without a license at any age is illegal. The ISP strongly discourages students from owning cars during their stay.

Custodianship

Citizenship and Immigration Canada requires that all international students under the age of 18 who enter Canada alone, need to have a custodian in Canada to act in the place of a homeland parent in times of emergency, such as when medical attention is required. For those students requiring custodianship, the HPEDSB provides this service. International students must be able to provide Canadian Citizenship and Immigration with proof of custodianship, in the form of notarized declarations, one signed by the custodian in Canada and one signed by the parent or legal guardian in their country of origin. The purpose of the declarations is to ensure that a responsible adult in Canada has been identified to provide care and support for the student. The ISP Manager



does provide this document to the student prior to their departure from their homeland.

Healthcare

The Hastings and Prince Edward District School Board purchases medical insurance for each international student. Students must keep the insurance card with them at all times. Treatment at any Quinte Health Care (QHC) facility will be provided at no cost when the student presents their Medical Insurance Card and the *Medical Claim Form*. Be sure the attending doctor signs the claim form. (Some doctors may charge a fee to complete the paperwork. A receipt for this may be submitted to the insurance company should this fee be charged.) The completed *Medical Claim Form* is to be submitted to the ISP Office as soon as possible.

Treatment at a local medical clinic or a hospital outside of QHC's jurisdiction will require the student to pay the cost of treatment. (A bank card would allow a student to pay for the service.) The student completes the *Medical Claim Form*, obtains the doctor's signature then submits the form to the ISP Office for reimbursement. Reimbursement generally will be received within two weeks time if forms have been completed completely and correctly and signed by the attending doctor. Homestay families should keep a copy of the policy and a claim form on file. Some medical services may not be covered such as holistic practitioners. Any extra costs are the student's responsibility.

Helpful Hints for the Host Family

Two main points to remember about International students: they have to adjust to a new country, new home, new family members, new school, new friends and a new culture, all in a very short period of time; secondly they are teenagers, no matter which country they come from. Many of the points below are outlined with these two points in mind.

- Ensure that the student has the name, address, and phone number of your family on the white card the ISP gives them.
- Supply exact bus route information to and from school (if applicable)
- Speak English to the student as much as possible
- Make a point of engaging the student in conversation. This will require very careful questioning and often paraphrasing in the beginning.
- Treat the student like a member of the family -not like a guest or boarder
- Support the student's learning and development
- Set reasonable household rules for the student. Be sure he/she understands the rules and has a chance to request changes
- Communicate clearly with the student and let him/her know when there is a problem
- Be specific and take the time to ensure the student understands.
- Communication with your Homestay Coordinator and the school will assist your student in being successful
- The primary reason for the student's visit to Canada is to study English. All of our students will have studied some English prior to arriving in our schools. Their English abilities will vary greatly though. Some students will come to us quite fluent and confident in their English abilities while others will arrive here not feeling very comfortable at all in speaking and comprehending English. With these students speak in short basic sentences to help reduce confusion. You will have to repeat and re-word sentences. Check for comprehension by asking them to repeat back what they understand. This is particularly



- important when giving instructions so that the students don't let you down. Be patient and understanding, but encourage them to speak English immediately.
- Avoid negative questions such as, "Don't you want more?" The answer would likely be "yes" (I don't want more) instead of "No" (I don't). Many languages respond to the verb rather than the meaning of the sentence. Be clear regarding "yes" and "no". Many times students will indicate that they understand when they do not. This is because they do not want to bother you.
 - Courtesy – Help your student understand the Canadian expectation of pleasant conversation at meal times and appropriate greetings, or saying, "Good night."
 - Gradually during the week, discuss family routine, rules rather than giving them a lengthy list upon arrival.

Being a Homestay Family

To welcome your new student prepare your student's room with the required desk, lamp, bed, closet, and dresser. Other niceties such as putting up a welcome banner, providing a plant, magazines/pamphlets, or perhaps a small gift or treat on the bed would no doubt be greatly appreciated and make the student feel welcome in his/her new home.

As might be expected, there is often a period of adjustment, or getting used to each other. It should be stressed however that homestays are normally rewarding experiences for both parties. In the beginning the student needs a lot of information from their families. For many, it is their first time away from home and the first time they are required to make all of their own decisions. Many students do not speak English well and often find our customs confusing. In many cases, they are reluctant to ask for clarification.

Homestay families should expect a certain amount of "shyness." Some Asian students, for example, are perceived to be very shy and the outward affection we often show each other, such as hugging, is generally embarrassing to them. You should also expect homesickness, some difficulty in communicating, and the occasional bout of tears. The academic workload is also very demanding in the beginning because of the English language. Be supportive, understanding and comforting.

It is important to get to know some very basic information about your homestay student early in your relationship. Use the categories below to provide a basis for discussion. It is useful to record this information on a separate page.

Student's Name
Country of Origin
Date of Birth
Native Language
Home Address
Home Phone Number
Names of Parents
Names of Siblings
Health Insurance Information
Number of Years Studying English
Favourite Subjects
Special Prizes or Awards
Club Activities
Sports
Interests and Hobbies



Activities the home family engaged in
Musical Instruments
Favourite Foods
Allergies

It will be helpful to both you and your student if you have a discussion of family rules and schedules shortly after arrival. Patience will be required in all your explanations to the students. If they seem to have difficulty understanding you, it is often valuable to write things down. The student often has a greater comprehension of written English than he/she does of spoken English. You may even want to make a set of labels to put on various locations and items. Having the labels up for the first month helps the student learn the English names through association. Examples would be: fridge, stove, laundry etc.

When you guide the students through your home, it is a good idea to show them how to use some of the facilities. Encourage them to ask questions and try to use simple language in your expectations. Since we learn best by doing, involve the student in trying out devices such as the washing machine, dishwasher, shower etc. Students who use cooking appliances must be provided with adequate instruction and supervision.

Food and Eating

To a student from overseas, Canadian cooking may seem very exotic. Just as you may find raw squid a little unusual, your student may be puzzled by a bowl of cereal. The whole idea of homestay is for the student to experience Canadian life, so don't make drastic changes to your family meals. Most students enjoy trying new food. However, you should become aware of your student's preferences.

Everyone has a strong attachment to mom's cooking-sometimes homesickness can be cured by a familiar bowl of noodles or a cup of tea. Also, vegetables such as cauliflower or broccoli served raw, or heavier meats may cause digestive problems for Asian students, in particular.

A trip to the grocery store with your student and a cooking lesson from your student, if old enough, may be ways to solve any food-related problems. Most supermarkets now carry foods from around the world. As well Global Foods, north of Wal-Mart, has a vast selection and will order items if desired.

Mealtime is a very personal arrangement in the family, and some of the best times spent with your students will be during meals. If your student is helping with preparations, give careful guidance. In many cases, Canadian meal behaviour is much more casual than what is expected in other countries. Explain how food is served, whether the whole family sits down together, second helpings and any other aspect that seems unfamiliar.

Teach your students a few of the "Please pass the ..." phrases in order to help them feel comfortable at the table. If the students are going to a restaurant, inform them that they must wait to be seated.



Showers/ baths

The bathroom is probably the most puzzling room in your house for overseas students. Start with a guided tour - show your student where the extra towels, toilet paper and soap are. Show them how to work the toilet and how the shower is turned on and how to draw the shower curtain. Students from Asia, for example, have very different bathroom routines. Bathrooms are fully tiled and equipped with a drain in the floor so many students from Japan, China, and other Asian countries are not used to keeping water contained in a tub. Show them how to place the shower curtain inside the bathtub so that the water collects in the tub not on the floor.

Discuss the length of shower. 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 on in the relationship.

Make room for their personal items whether in the bathroom or their bedroom. Discuss cleanup after bathroom use. Toothpaste, toothbrush, exotic soaps, hair sprays, shampoo and cosmetics are the responsibility of the student.

Family Customs

Customs vary from culture to culture, just as they do from family to family, so your student may require some guidance from you in order to avoid embarrassment. For example, if your family wears shoes inside the house, let your student know that it is common in Canada and acceptable in your home.

Concerns about School

Each secondary school has a designated Guidance Counsellor who has the responsibility to assist the ISP students with course selections, academic concerns and career planning. Should your student express a concern, or have a question about some aspect of school, direct them to the Guidance Office to book an appointment. The Guidance secretary will assist them, if necessary, to do this.

The designated Homestay Coordinator visits the schools on a regular basis to meet with the students to discuss personal, social, academic or homestay concerns. Students are given their e-mail address and telephone number should a question or concern arise between visits.

Returning Home

When students first come to our program we provide the option of a personalized airport pickup to assist them in arriving in Belleville safely. When students plan to return to their homeland for holidays, or at the end of the school year, they are responsible for making their own transportation arrangements. Options available are Ontario Coachways, the cheapest option, who offer shuttle bus service to the airport or to secure the services of one of our drivers. Homestay Coordinators review these options with the students as holiday times approach. To ensure all are aware of the travel plans a *Consent to Travel Form* must be submitted.

A storage locker is available to students who plan on returning in September to continue their studies but require a place to store personal effects during the summer. Information as to where and when the locker is available will be communicated before the school year ends in June.



TOEFL and IELTS Tests

ISP Students who wish to attend university in North America, in most cases, must pass a test of English proficiency as part of the acceptance criteria. ISP offers after school tutorials during the fall to assist students in their preparation for one of these tests. It is the responsibility of the individual student to book a time to write one of these tests. The ISP guidance counsellor or the Homestay Coordinator can assist the student in finding times and centers (usually outside of Belleville) for the tests but it is the student's responsibility to make necessary travel arrangements. Students should book a time early in the fall as slots fill up quickly.

Enjoy! The vast majority of homestay relationships wind up being very pleasurable and rewarding for both the homestay family and student. The most difficult part for many is having to say good-bye when it's over. The best part is that many lifelong friendships are developed!

Strategies for a Successful Experience

In addition to the information above, the following information is meant to be helpful to homestay parents and international students. It is based on information compiled over the years from working with homestay families. Many of the strategies have been passed on from homestay parents.

What to expect:

What are they like? First and foremost, they are young people. They share many of the characteristics common to young people anywhere. As individuals they are at various levels of maturity and sophistication. Through time you will be able to determine your student's personality and degree of responsibility. Just treat him/her accordingly. Some have previous international travel experience. Some have grown up in an urban environment. They may be used to a greater measure of personal independence than our children experience or less independence.

Families should expect some adjustment difficulties. While we are similar in more ways than we are different there are differences in customs, foods and social graces that can make adjusting to a new culture difficult. Host families should expect:

- shyness (note that ISP students may be very shy, hesitant to speak out about problems) .
- some difficulty in communicating
- homesickness, jet lag, culture shock, tears

What to Do:

Speak English: All of our students will have studied some English prior to arriving in our schools. Their English abilities will vary greatly though. Some students will come to us quite fluent and confident in their English abilities while others will arrive here not feeling very comfortable at all in speaking and comprehending English. With these students you will have to repeat and re-word sentences. Check for comprehension. Be patient and understanding, but encourage them to speak English immediately. to the student as much as possible. Make a point of providing opportunities to engage the student in conversation each day. To assist in understanding use pictures, gestures and other visual clues to assist with the understanding. Use homestay staff in emergencies.



Orientation to City/Area: Take the student on a sightseeing tour of the city and area. Point out their school, major shopping areas, their bank, entertainment locations, bus stops

Meals. Adjusting to new foods can be difficult. During the first few weeks provide alternatives for the student. If unsure what the student would like take him/her shopping with you and have them pick out some foods they would like. Lunches can be particularly problematic. Ask the student to assist you in preparing a meal from their culture. Not only will this provide some “comfort” food for them, it also addresses the goal of the program and provides a wonderful opportunity for interaction and bonding.

Children like snacks – this is a universal phenomenon. Please discuss this topic with your student explaining what snacks and drinks are available, how to prepare them, and when it is appropriate to have a snack. You will probably want to include the topic of “cleanup” in this discussion.

Forks, knives, and spoons may be familiar to students from Asia but your student may ask advice on the finer points of using them. Many Asian cultures feel that making noise while one eats is a compliment to the cook. If it offends you, you may want to explain that Canadians usually eat quietly.

Confirm schedules each day before leaving for the day.

Cooking - Many of our students have never had the opportunity or the need to use a stove or other kitchen appliances. Ensure students are given a lesson on how to use all appliances, then are supervised during their first use to prevent any problems.

Transportation

Every attempt is made to place students in homes in the catchment area of the school they will be attending. However this is not always possible. We strongly encourage the students to become involved in school activities as involvement will allow them to make friends with Canadian students much quicker and provide opportunities to experience other aspects of life in Canada. Most of these activities, like sports, music take place after school. As well, tutorials are available to ISP students 4 days a week, from 2:30 to 5:00 at QSS on Mondays and Wednesdays and at MSS and CSS, Tuesdays and Thursdays. We encourage students to attend these to support their learning.

As a result there may be days a ride home is needed. During warmer weather a bike is a good option. If on a city bus route that is an alternative. We provide ISP students with city bus route maps upon arrival. Hosts will need to help the students find the closest bus stop, what buses to catch and how the system operates. Please prepare written instructions for destinations, bus names, and transfers for the student’s use.

If the student takes a school bus, again they will need assistance knowing where to catch it. In some cases a city bus is not available and a ride will be needed. To visit friends for socializing sharing transportation needs is recommended. Suggest to the student that you will provide transportation one way and they find their own ride the other way either by bus or through their friend’s family.

Students Internal Time Clock. This area is mainly of concern to Asian students. Students who come from Asia will require time to adjust to the 12 hour time difference. The best way to do this is to put oneself onto our time schedule as quickly as possible. (Not easy as one wants to sleep when the body is demanding it - but if it is the middle of the day then they will be awake when bedtime comes!) Encourage them to get onto to our schedule as quickly as possible.



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Contact with Home/Friends - Use of the Internet. Students from North or South America are at the most only 3 hours ahead of their home country. Students from Europe are 5 to 6 hours behind but students from Asia are 11 to 12 hours behind. This latter time difference causes some students to want to stay up into the early hours of the morning talking to friends on the Internet. As a result the student can have difficulty rising in the morning and/or is not adequately rested to focus in class during the day. These situations need to be monitored and addressed as required.

Tiredness: Having to concentrate on every word in a new language, having to translate each word requires twice as much effort on a new student's part compared to native speakers. This fact can explain why the students may seem to be so tired during the first part of their stay here. Add in adjusting to a new time zone then one can appreciate why it is so important for ISP students to get a good night's sleep. Help them with their time management skills so they are well rested and prepared for the next day's responsibilities and activities.



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Questions or Concerns

If students or homestay families have questions or concerns regarding homestay policies or procedures, please contact:

Carol Goerke
International Student Program Manager
(613) 966-1170 ext. 2416
Email: cgoerke@hpedsb.on.ca
(Cell 613-922-2319)
(After hours Emergency Cell 613-771-3211)**

Wendy MacFarlane
Homestay Coordinator
(613) 966-1170 ext. 2236
wmacfarlane@hpedsb.on.ca
(Cell 613-920-4753)

Janet Furnidge
Homestay Coordinator
(613) 966-1170 ext. 2389
jfurnidge@hpedsb.on.ca
(Cell 613-391-9462)

Lynn Ellsworth
ISP Secretary
(613)966-1170 ext. 2415
lellsworth@hpedsb.on.ca

Note: The emergency cellular number should only be used in a true emergency such as:

- a serious illness or injury
- a missing student or late-to-arrive
- a unresolvable, serious problem that is disrupting the home
- a situation that requires the homestay to leave the city immediately and an alternative, temporary placement cannot be found

Please use the other office contact methods for all other inquiries or concerns.



Appendix A

Checklist of items to cover with the student

- Meals - times, preparation, clean-up
- Lunches - what, who prepares
- Attaching items to walls
- Telephone use
- Internet use
- Curfews, late procedures, weekend plans
- Sleep overs
- Bathroom, shower use
- Laundry
- Transportation/driving
- Route to school
- Out-of-Town Travel arrangements - *Travel Consent Form*
- Medical procedures, *Medical Claim Form*
- Emergency plan - fire, gas, smoke and CO2 detectors, security alarms
- Smoking
- Banking, money management
- Family manners, behavioural expectations
- Friends visiting, hosting members of the opposite sex
- Use of TV , stereo



Appendix B English as a Second Language

Below you will find the descriptions from the on-line curriculum document available at <http://www.edu.gov.on.ca/eng/curriculum/secondary/esl912curr.pdf>. The descriptors below indicate the developmental sequence that English language learners go through. The course codes indicate the course levels for secondary school students. As you read the descriptions you will note that the developmental sequence takes a student from learning *basic english vocabulary* and sentence structure - learning the language - to being able *to think and analyze* in the language. Most of our students come with their English skills at the B or C level. They may be able to converse with you about everyday matters, even when a few words may not be understood or known, but to be completely successful in a school setting a student needs to be functioning in the D and E levels. This is particularly true for the senior grade subjects.

ESL AO

This course builds on students' previous education and language knowledge to introduce the English language and help students adjust to their new cultural environment. Students will develop the ability to use oral and written English for daily needs, acquire basic conversation skills and vocabulary, and use simple sentence patterns. Students will also acquire basic orientation information related to their needs as newcomers to Canada.

ESL BO

This course expands students' essential English communication skills and cultural knowledge and introduces the language of classroom studies. Students will develop oral classroom skills and reading strategies, expand their vocabulary, and use more complex sentence patterns. Students will also learn how to use some school and community resources.

ESL CO

This course is designed to improve students' accuracy in using English in classroom situations, for personal and career planning, and to understand the changing world around them. Students will study and interpret a range of texts and produce a variety of forms of writing. Activities will also help students to develop their oral presentation skills and acquire study skills (including note-taking and summarizing skills) that will enhance their ability to learn in all subjects.

ESL DO

This course prepares students to use English with increasing accuracy in most classroom and social situations and to participate in society as informed citizens. Students will develop the reading, writing, and oral presentation skills required for success in all subjects. Students will study and interpret a variety of grade-level texts, develop oral communication skills through participation in informal debates and seminars, and extend their range of research skills.

ESL EO

This course prepares students for secondary school English and other courses at the college and university preparation levels. Students will be encouraged to develop independence in reading literary works and academic texts, in writing essays and narratives, and in applying learning strategies and research skills effectively. Students will also learn to respond critically to print and media works.



**Hastings and Prince Edward
District School Board**



International Student Program Emergency Plan

- All students will now carry a Hastings and Prince Edward District School Board International Student Program Information Card (white card) along with their Insurance Card in their wallet at all times. Also encourage your student to carry their School Student Card as another form of identification.
- It is recognized that emergency situations may arise involving one of our students. Should this happen to one of our students while in the company of the host family, through a contact from one of the community's emergency services or from some other outside source, the host family should first ensure the appropriate response is in place then **immediately** call the ISP office during business hours (613-966-1170 ext 2415) and if after hours the Emergency phone (613-771-3211).