

School District #62 (Sooke)

INTERNATIONAL EDUCATION AND NON-RESIDENT STUDENTS	No.: C-111
	Effective: Apr. 13/82 Revised: Feb. 11/03; Nov. 23/04; Mar. 28/06; Nov. 24/15 Reviewed: Oct. 20/15

ADMINISTRATIVE REGULATIONS

Definitions: For the purpose of these regulations, the following definitions apply:

A *Foreign Student* is a non-Canadian student whose family, independent of the School District, has made application to Citizenship and Immigration Canada to reside and attend school in the School District.

An *International Student* is a non-Canadian student whose education in the School District has been arranged through or vetted by the District's International Program.

A *Non-Resident* student is one who is not "ordinarily resident" in the School District or whose parents/legal guardians are not ordinarily residents of the District.

1. Foreign Students

- 1.1 The Board will normally enroll in district schools those foreign students whose parents possess the right to enter and remain in Canada on a work permit or temporary visa, pursuant to the provisions of the *Immigration and Refugee Protection Act*.
- 1.2 In the case of an acceptable student application, the Superintendent of Schools or designate will provide the necessary documentation requested by Citizenship and Immigration Canada to enable a foreign student to obtain a study permit.
- 1.3 Non-resident foreign students or their parents/guardians requesting letters of admission to school from a school principal shall be advised of Board policy and referred to the Superintendent of Schools or designate. The Superintendent or designate has the sole authority to authorize the acceptance and registration of non-resident Canadian students living outside Canada and non-Canadian students. Only after meeting the necessary requirements, including a letter of acceptance or permit by Citizenship and Immigration Canada (CIC), may Principals enroll such students.

2. International Students

- 2.1 The Board will normally enroll international students who are participating in the District's International Student Program or who are participating in a recognized student exchange program.
- 2.2 The Board will annually approve a schedule of fees that will apply to all international students enrolled in district schools. The fees will at least be sufficient to cover all costs associated with the operation of the International Program.

2.3 All international students in grades 7 through 12 are permitted to enroll in district schools provided they pay the established fees. International students in Kindergarten through Grade 6 must be accompanied by and living with a natural parent or legal guardian.

2.4 All school programs involving student exchanges and twinning must be vetted by the International Program office.

3. Non-Resident Canadian Students

3.1 Canadian students whose primary residence is outside of Canada and who reside with host families may be admitted to district schools as International students and pay applicable fees.

4. Admission of Foreign Students, Without Fee

Students from foreign countries requesting permission to enroll in School District No. 62 (Sooke) will be accepted without fee if they qualify under any of the following, subject to age qualifications and/or placement conditions, stated later. The student will:

4.1 Be a landed immigrant with a Permanent Resident card or Record of Landing (IMM 1000).

4.2 Be participating in a recognized, non-profit student exchange, such as that operated by Rotary International.

4.3 Has applied for refugee or protected person status and has the required documentation from CIC.

5. Age Qualification

International students who are 19 years of age or older are not eligible for enrolment in any School District No. 62 (Sooke) school or program other than Continuing Education. International students younger than 12 years of age must be accompanied by a natural parent or legal guardian.

6. Placement Conditions

The School District reserves the right to determine final school and grade placement subject to space availability and English proficiency.

7. Host Families

The International Program office is responsible for the recruitment, vetting and assessment of host families.

7.1 Prospective host families must submit a formal application to the International Program before being considered for approval.

7.2 Before being considered for approval, host families (all adults over 19 years of age living in the home) must submit to a Criminal Record Check and provide a copy for the International Program files. Host families must renew their Criminal Record Check every 3 years to maintain active status as hosts.

7.3 Host families must attend at least one orientation session annually. Orientation sessions will instruct host families in such matters as:

- (a) Program goals and policies.
- (b) Supervision needs of students.
- (c) Safety requirements.

- (d) Medical requirements.
- (e) Discipline procedures.
- (f) Appropriate family activities and trips.

- 7.4 Host families must sign annually an agreement regarding program policies and procedures.
- 7.5 Host family homes will be visited by International Program staff who will evaluate the families' suitability to host students.
- 7.6 Living conditions for International students will be evaluated periodically.

8. Ratio of International Students will be subject to space availability, guided by the following:

- 8.1 The number of International students in the District will not exceed 5% of the total student population.
- 8.2 The number of International students in the District's elementary schools will not exceed 1% of the total elementary school population.
- 8.3 The maximum number of International students who require ELL support should not exceed 2 per class for elementary schools.
- 8.4 Students will be individually assessed for ELL support. Support provided will be appropriate to student need.

9. Fees

- 9.1 The Board of School Trustees will set the fee schedule.
- 9.2 Fees will reflect a range dependent upon services required such as:
 - English Language Learning (ELL) instruction
 - Agency fees

Fees include:

- 9.2.1 All classroom instruction, ELL if required, homestay placement and program administrative costs.
- 9.2.2 Medical insurance as required by the British Columbia Provincial Government.
- 9.2.3 Activity fee. This includes locker rentals, student card and recreational and cultural activities.

9.3 Refunds:

- 9.3.1 If the request for a Study Permit or Visa is denied by Citizenship and Immigration Canada (CIC), the total School Fee paid is refundable, less \$500 administration costs. To be eligible for a refund of fees on this basis, the applicant must provide a copy of the visa application and a copy of the letter of denial from CIC.
- 9.3.2 If a student cancels before the program begins, two-thirds of the student's School Fee is refundable.

- 9.3.3 If a student leaves the program within the first calendar month of beginning, half of the student's School Fee is refundable.
- 9.3.4 After the first calendar month OR in the event of being required to leave the program because of faulty documents, failure to obey program rules, or being charged with a criminal act in Canada, no refund is provided. No refund of the homestay fee for the current month is made if the student is dismissed from or chooses to leave the program.
- 9.3.5 The Sooke School District is not liable for losses/expenses that may incur as a result of the District being unable to provide education owing to labour disputes, inclement weather conditions or causes beyond its control. If the student's educational needs are greater than disclosed on the application, the District reserves the right to charge for extra support if such support is available. Any inaccuracy in the application submission is grounds for the District to terminate the agreement and send the student home without refund and at the parent's own expense.

10. Violation of Program Rules

- 10.1 Students may be dismissed from the program and returned home for failure to follow school and District policies regarding conduct.
- 10.2 Students may appeal their dismissal from the program to the Superintendent of Schools or designate.
- 10.3 Students who are asked to withdraw from the program will receive no refund.

11. Short Term Programs

During the school year, a number of international groups of students are welcomed into the district by the International Program.

- 11.1 These programs may combine ELL, activities and classroom integration.
- 11.2 Where there is space, based on class size and composition, these students will be assigned to appropriate classrooms, by Principals, upon receiving a student list from the International Department of the District.
- 11.3 The amount of direct funding to accompany these students will be determined prior to the commencement of the program.

12. Custodianship

- 12.1 All international students not living with a parent require a custodian, 25 years of age or older, for the length of their study term in the Sooke School District.
- 12.2 The school district will assign a staff member to act in the custodianship role, and if the staff member is temporarily unavailable, another school district employee will be assigned to act as temporary custodian.

- 12.3 School district custodianship responsibility only applies when the student is studying in the Sooke School District. All custodianship responsibility will not be in effect prior to the student studying in the Sooke School District and will cease if the student leaves the Sooke School District for any reason.
- 12.4 Parents may appoint their own custodian and must send the notarized custodianship documents to the school district upon acceptance. The private custodian must not leave the province of British Columbia while the student is under his/her care. Students with no custodian will be dismissed.

13. Medical Insurance

- 13.1 International students must pay for mandatory medical insurance when studying in the Sooke School District. This medical insurance will be arranged by the school district.
- 13.2 Students leaving the province for vacations or other purposes must buy additional medical insurance. Responsibility for this lies with the student and parents.