



## **Student Participation Agreement**



### **Students in the Victoria International Education (VIE) of the Greater Victoria School District 61:**

- must abide by the laws of Canada, the rules of VIE and their school.
- are not permitted to purchase, consume, or be in possession of alcohol or non-prescription drugs.
- are required to leave any event if alcohol is present unless accompanied by your host family or legal custodian.
- 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 kind.
- are not permitted to smoke or use e-cigarettes (vape).
- are not permitted to be in possession of false identification papers or cards.
- are not permitted to drive any motor vehicle.
- are required to attend school on a regular basis. All absences must be excused by the Homestay.
- are recommended to participate in school activities.
- are expected to be polite to all staff.
- must maintain satisfactory academic achievement to remain in the program at VIE. Students who do not understand school assignments should ask for help.
- if any issues are to arise, all communication is to take place directly through the VIE program.

**Note: Placement in a particular school is the decision of the VIE Director or designate.**

### **Homestay Information**

- 1. While living in a Homestay, students are required to:**
  - be polite to all members of the Homestay family and act as a member of the family.
  - follow family rules.
  - be responsible for keeping their own bedrooms clean and voluntarily help with household chores.
  - keep the Homestay informed of their whereabouts at all times with contact names and phone numbers.
  - not own pets.
  - only use the stove with homestay permission and supervision.
  - ask for permission before bringing friends to the homestay.
- 2. While living in a Homestay, students must abide by the following:**
  - 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 or intimate relationship 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.
  - not have Homestay families co-sign for contracts (i.e. cell phones, gym memberships, etc.)
  - not make private arrangements or contracts with their Homestay family.
  - be respectful of the homestays right to privacy, including filming members of the Homestay family without explicit consent.

## Homestay Information cont...

### 3. Homestay amenities will include:

- room, board, and parental guidance; other costs of living in Victoria will be the responsibility of the student.
- a key or key code to allow entry into the house.
- 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.
- necessary household items such as bed linen, towels, toilet paper, soap, and detergent.
- 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.

### Curfews

#### All Students must:

- be home before 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 will be accepted such as gym, movie, etc.) Homestay families need to be informed of the student's whereabouts.

**All electronic equipment, including computers and cell phones should be turned off by 11:00pm.**

Curfews remain the same on non-school days (i.e. Pro-D Days, end of the year, Spring Break, etc.) as often host families still have to work the next day.

Students must observe weekend curfews. VIE curfew for weekends (Friday and Saturday) are below. Earlier times may be set depending on circumstances:

#### Weekday Curfew

Grades 6-8     8:30pm  
Grade 9-12    9:30pm

#### Weekend Curfew

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

### 4. Homestay Placements and Moves:

Homestay placements and all subsequent changes will be done through the VIE 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.***

## Internet Usage Policy

All host families will provide you with internet during your time in their home. You are encouraged to use your time on the internet respectfully and in a way that does not disturb others in the home. Most houses have quiet time from latest 10:00pm until 7:00am. If internet usage (i.e. gaming, late night conversations, etc.) are disruptive to the household or are causing disturbance in your ability to get up in the morning for school, staff may need to help you manage your internet usage. Please note the following activities are prohibited:

- Downloading illegal software or media (programs, movies, music...)
- Accessing adult content (pornography)
- Gambling
- Spending excessive amounts of time online that interferes with your studies, sleep or academics
- Other activities that consume a large amount of bandwidth

## VIE – Travel Regulations

International students need approval by VIE to travel to Vancouver or any other city. If students would like to travel overnight outside of Victoria, they need parental authorization from their natural parent. If travelling out of the country, students must ensure 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 do the following:

- Pick up a **Student Travel Application** from their International Advisor, VIE Program Office (Uplands Campus) or online: [Student Travel Application](#)
- 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 VIE Program Office, fax it to 250 -592- 6327 or email it to [isp@studvinvictoria.com](mailto:isp@studvinvictoria.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.**

**Travel is only permitted once the host family and student have received an approval email from the main office.**

## **DUTY TO REPORT**

### **Students are required to report the following to the VIE 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 VIE.
- 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.

### **Damage**

Any damage caused in the homestay or to another's personal property must be reported to the homestay office. If the student's insurance does not cover damages caused, the student may be liable for any damages they incurred.

## **Student Accommodation Guidelines**

### **VIE students are not permitted to live in independent accommodation (on their own).**

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

#### **Students under VIE guardianship must:**

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

#### **Students having a guardian other than VIE:**

- **MUST** have the Homestay approved by the Program Director or designate.
- May live with their parents while studying in VIE, but at least one parent **must** remain in the residence with the child(ren) for the duration of their stay in Victoria.
- Must advise VIE of the name of the parent (resident), email and mailing address, and phone number of their accommodation.
- Must advise VIE if the family moves and provide VIE 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 Education of the Greater Victoria School District 61 and termination of the student's visa.**

### **Participation Agreement Acknowledgment**

Please complete the information below to confirm your understanding of the guidelines outlined in the Participation Agreement.

#### **Student Information:**

Student Name: \_\_\_\_\_

Date of Birth (DOB): \_\_\_\_ / \_\_\_\_ / \_\_\_\_ (MM/DD/YYYY)

School attending in Victoria: \_\_\_\_\_

#### **Signatures:**

Student Name (Printed): \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent/Guardian Name (Printed): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_