



# Comox Valley International Student Program

Office of the District Principal  
805 Willemar Avenue  
Courtenay, British Columbia, Canada  
V9N 3L7

District Principal: Mr. Rob Moore  
Home Stay Coordinator: Mrs. Youn Hee Edmonds  
Admin Assistants: Heather Douglas & Darcy Weiman

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## INTERNATIONAL PROGRAM - HOST FAMILY AGREEMENT

Between:

**School District #71 International Student Program**

-and-

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Please print name(s)

for the school year:

**August 31, 2011 to August 31, 2012**

**The authority of the School District under this agreement is exercised by Mr. Rob Moore, District Principal and Ms. Younhee Edmonds, Homestay Supervisor.**

In consideration of the student being admitted to the International Student Program and assigned a Host Family, and in consideration of the promises set out in the agreement, the parties agree to and undertake the following:

### 1. Financial Considerations:

- I will abide by the program guidelines re amount of homestay honorarium.
- For the academic year 2011-2012 this amount is \$750.00 per month
- Fees will be processed by our accounts department the first Thursday of each month with funds deposited via bank transfer into your bank account (may take 1-3 days).
- Students do NOT pay the Host Family honorarium directly.
- Because students often return home for holidays and/or leave early for summer vacation, we do not pay Host Families for the few days in August when they arrive early. Any pro-rated situation will be determined by the Host Family Supervisor in consultation with the District Principal.
- The Host Family cannot charge any additional fees to the student.
- The student must pay for any damage that he or she causes to the property of any Home Stay Family members.

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- Students and Host Family members may not lend or borrow money from each other.
  - The student must pay for all charges, such as long distance telephone, including charges that arrive after the student has left (ask student to use phone cards).
2. Host Parents are expected to provide a personal bedroom, suitably furnished, three nutritious meals a day, and snacks. As well, students should expect reasonable use of the common areas of the house and facilities.
  3. Students are permitted to stay in the summer provided you and the natural parents each complete and file the appropriate waiver with the District Principal. This clears the School District of all liability. In the event of an extension, you will collect any agreed to payment directly from the student.
  4. I will submit my name for an RCMP criminal record check for all household members, age 19 and older. If an adult subsequently takes up residence in the household, they will also require a RCMP criminal record check. It is the responsibility of the Host Family to notify the Host Family Supervisor that there is another resident in the home. If you are requested to have a more in depth check done with fingerprints please let the office know and they will provide a letter to the RCMP that will waive the required \$25 fee.
  5. I understand that the Host Family Supervisor will move a student if a move is in the best interest of the student
  6. I will not allow my student to drive any motorized vehicle including my family or business vehicle.
  7. I am aware that I am responsible for arranging adequate liability insurance to cover an international student living in my home. All households or home owners' policies require the owner to notify the insurer of any change in risk.  
**The Host Family must provide evidence, on paper, to the Host Family Supervisor that they have complied with this requirement.**
  8. I will contact the District Principal/Host Family Supervisor should significant problems with students occur.
  9. I will keep all information about students confidential as required under the Freedom of Information and Privacy Act. Personal information about students will be shared only with the District Principal/Host Family Supervisor.
  10. I will obtain consent of the District Principal for student travel as outlined on the Student Travel Agreement.
  11. I will act as a judicious, caring parent, and regard my international student as a family member. This will include such family responsibilities as transporting students to activities as I would provide for my own child.
  12. International students while adjusting to our culture and school, make judgments and assumptions about their host family situations. They tend to share this information with others. If this occurs, I agree to direct my concerns to the Host Family Supervisor, and I will not involve other Host Parents.

13. I will provide an environment conducive to homework completion and studying and will provide supportive interest in the student's school progress. I will attend parent/teacher interviews as requested. If academic difficulties are encountered, I will contact the school in order that appropriate, timely interventions can be undertaken.
14. I will provide the teenaged student with a house key and instructions regarding home safety.
15. I will provide an English only environment for the students in my care.
16. If I host an international student from another program e.g. North Island College, this information will be provided to the Host Family Supervisor.
17. I understand that hosting a student this year does not automatically guarantee I will host a student in the future.
18. Occasionally students will express dissatisfaction with the Comox Valley School District International Program and consider changing to another school district. If I become aware of a situation like this, I will contact the District Principal and not directly facilitate this transfer.
19. I agree to have e-mail and internet access available for supervised student use and for allowing regular communication with the District Principal/Host Family Supervisor.
20. I will set clear, reasonable and age-appropriate rules for the student, and ensure they are clearly understood.
21. I will abide by the Program Rule which states that the student curfew is 10:00 p.m Sunday to Thursday, and 12:00 p.m. Friday and Saturday. Younger students will have earlier curfews.
22. I acknowledge that students may not use drugs or alcohol and I agree to contact the District Principal/Host Family Supervisor directly and immediately should this issue arise. Further, I will not provide alcohol in **any** situation to my student.
23. I will immediately advise the Host Family Supervisor and District Principal of any medical emergency or accident.
24. In circumstances where an incompatibility exists between the student and Host Family, the Homestay Supervisor will determine if a satisfactory solution can be found. If necessary, I understand that my student will be moved.
25. In the event of an emergency, the student will be moved without notice and without compensation to the Host Family. An emergency situation could be, but is not limited to:
  - Inappropriate touching of the student
  - Illicit drugs or other illegal items in the home
  - Inadequate meals or care and supervision
  - Physical fighting or other inappropriate altercations in the home
  - Abusive, aggressive, or disrespectful behavior toward the student

26. I will not allow my visiting student to participate in any extreme sport such as bungee jumping or sky diving. I will not allow students to ride or be given rides on motorcycles. I will inform my students that 'hitch-hiking' is dangerous and illegal. Further, activities such as sailing require the permission of the District Principal. Each student's parents should have completed a consent form clearing involvement in higher risk activities. I will seek clarification and confirmation from the ISP office.
27. I understand that I must never leave the student alone, unsupervised, overnight, regardless of the student's age.
28. I am aware that students are permitted to travel to the USA (but not other countries) and will ensure that the appropriate forms and waivers are completed by the student's parents and ourselves as appropriate. I will not pressure my student(s) to be involved in a trip to the USA that my family is planning.
29. I understand that I am expected to attend Host Family Orientation once per school year. As well, I am expected to make every reasonable effort to attend in-service Host Family educational events as scheduled.

The Host Family agrees to abide by these rules and understands and agrees that failure to comply with the terms of the agreement may result in the immediate removal of the student from the home and the forfeiture of compensation that has been paid in advance for services.

I am aware that in hosting an international student, I am completely responsible for him/her. I am aware that if I fail to properly supervise or protect the student, I could be held legally responsible.

Host Mother:

\_\_\_\_\_

(please print)

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

Host Father:

\_\_\_\_\_

(please print)

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

**\*\*\*Our Risk Management procedures are governed by the expectations and protocols of B.C.'s Public Schools Insurer – B.C. School Protection Program.**