

SCHOOL DISTRICT NO. 22 (VERNON)

# PROCEDURES

Please file in By-Laws, Policy & Procedure Manual

No. PR 9.0.2

Adopted: 28 Mar 2006

Amended 21 Nov 2006

## HOMESTAY PROGRAM

### ADMINISTRATIVE PROCEDURES

1. School District No. 22 (Vernon) may contract services from outside individuals and agencies in the administration of the Homestay Program.
2. Students will indicate on their application form if they wish to access the School District No. 22 (Vernon) Homestay Program or if they will make their own arrangements.
3. If students choose to access the School District No. 22 (Vernon) Homestay Program, they will complete a detailed personal profile; and will agree to adhere to the rules and regulations established by School District No. 22 (Vernon).
4. For students accessing the School District No. 22 (Vernon) Homestay Program, their parent or legal guardian and the Homestay family must sign a custodial agreement. In the event that the Homestay has not been assigned, the Principal will assume this responsibility until such time as the Homestay placement has been finalized.
5. To be accepted as a School District No. 22 (Vernon) Homestay, the family must meet the criteria specified in the Application for Homestay, including a personal interview with all members of the family; a residence check, an RCMP check, a Child Welfare Record Check; and an agreement to the roles and responsibilities of Homestay Providers.
6. The International Student Principal and/or designate will provide an orientation for Homestay students and families at the beginning of each semester.
7. The International Student Principal and/or designate will meet and monitor Homestay providers on a regular basis. Monitoring will include monthly communication with each of our Homestay providers.

8. The International Student Principal and/or designate will meet independently with Homestay students a minimum of two times throughout the year and will monitor on a continuous basis.
9. Information and operational materials will be developed and provided to Homestay families and students accessing the School District No. 22 (Vernon) Homestay Program.
10. Any issues or concerns regarding the operation of the School District No. 22 (Vernon) Homestay Program will be directed to the Manager – International Student Program or the Superintendent of Schools or his designate.