

WELCOME TO LANGLEY INTERNATIONAL STUDENT PROGRAM

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KEY CONTACT INFORMATION

INTERNATIONAL STUDENT PROGRAM (ISP) STAFF

The ISP office is located in the Langley School District building on the third floor.

Address:4875-222nd Street, Langley BC V3A 3Z7
 Website: www.studyinlangley.com
 Email: isp@sd35.bc.ca
 Phone:(604) 534-7891
 Fax:(604) 532-1450

Office Hours: 8 – 4:30 pm

Homestay Emergency Phone (604) 764-8815

The following is our ISP staff contact information:

NAME	POSITION	PHONE (Local)	EMAIL
Barry Bunyan	Director	604-534-7891 (456)	bbunyan@sd35.bc.ca
Mark Leiper	Vice Principal - Admissions	604-534-7891 (460)	mleiper@sd35.bc.ca
Kim Luteijn	Vice Principal - Homestay	604-534-7891 (478)	kluteijn@sd35.bc.ca
Leslie Klein	Coordinator - Homestay	604-534-7891 (459)	lklein@sd35.bc.ca
Kim Trickett	Coordinator - Homestay	604-534-7891 (432)	ktrickett@sd35.bc.ca
Viv-Ann Krutz	Coordinator - Homestay	604-534-7891 (479)	vkruz@sd35.bc.ca
DeeDee Wall	Budget Officer	604-534-7891 (223)	dwall@sd35.bc.ca
Miky Hohng	Multicultural Education Assistant (Korean)	604-534-7891 (291)	mhohng@sd35.bc.ca
Suzanne Stare	Admissions Officer	604-534-7891 (457)	sstare@sd35.bc.ca
Bowie Wong	Program Assistant (Mandarin & Cantonese)	604-534-7891 (439)	bwong@sd35.bc.ca
Fusae Harada	Program Assistant (Japanese)	604-534-7891 (284)	fharada@sd35.bc.ca

SCHOOL INTERNATIONAL STUDENT PROGRAM (ISP) COORDINATORS

Every secondary school has an ISP coordinator who ensures the needs of international students are met at the school. Here is the list of our ISP Coordinators and their contact information:

SCHOOL NAME	PHONE	COORDINATOR	EMAIL
Aldergrove Community School	604-856-2521	Lorna Goulet	lgoulet@sd35.bc.ca
Brookwood Secondary School	604-530-2141	John Whitley	jwhitley@sd35.bc.ca
D.W. Poppy Secondary School	604-530-2151	Trevor Chomik	tchomik@sd35.bc.ca
Langley Fine Arts School	604-888-3113	Danny Majdanac	dmajdanac@sd35.bc.ca
Langley Fundamental Middle /Secondary School	604-534-4779	Betty Stark	bstark@sd35.bc.ca
Langley Secondary School	604-534-4171	Richard Janzen	rjanzen@sd35.bc.ca
R.E. Mountain Secondary School	604-888-3033	Ming Hu	mhu@sd35.bc.ca
Walnut Grove Secondary School	604-882-0220	Joan McGivern	jmcgivern@sd35.bc.ca

SAMPLE FORM
ATTACHED TO THE APPLICATION FORM

PARENT / STUDENT RESPONSIBILITIES

A successful experience in the International Student Program of the Langley School District depends upon regular class attendance, completion of all homework and assignments, and participation in all activities offered by the program.

I give my child permission to participate in School or District-sponsored field trips, sports teams, club activities or other extra-curricular activities.

Parent Signature: Sample Only

I acknowledge that the International Student Program of the Langley School District reserves the sole right to dismiss students and return them home, without tuition refund and at the students' expense, for violating any of the rules set out by the program which include:

- violation of school rules (i.e. absenteeism, fighting, cheating, misbehavior, smoking and lack of achievement in academic studies etc.)
- use or possession of alcohol or illegal drugs
- engaging in illegal activities such as:
 - theft
 - driving without a driver's license
 - gambling
 - possession of weapons and illegal/inappropriate materials
- breach of homestay rules and behavior expectations (see pages 8 -11)
- lending or borrowing money
- holding a paying job
- intimidation, bullying and prejudicial behavior
- harassment and sexual misconduct
- students cannot drive or own a car
- renting/borrowing cars and motorcycle licenses are not allowed

[The above list is not exhaustive]

“The Board of School Trustees and its employees affirm their commitment to the intrinsic dignity and worth of persons from all ethno-cultural, racial and religious backgrounds. The Board further affirms its commitment to the British Columbia *Human Rights Code* and shall not tolerate discrimination based on any of the *Code's* prohibited grounds of discrimination.”

It is a fundamental condition of the Board of School Trustees of School District No. 35 (Langley) that the Board shall not be liable for losses or expenses you may incur as a result of the Board being unable to provide education owing to labour disputes or other causes beyond its control.

I have read, understand and agree to all the terms and conditions and to uphold the rules and regulations, and cooperate with Administrators, Teachers and the students in the Langley School District.

Date: Sample Only Student Signature: Sample Only

If my child is under the age of 13, I agree to live with him/her.
I have read and understand all the terms and conditions, including the Refund Policy and I acknowledge that the International Student Program of the Langley School District reserves the right to dismiss students and return them home, at the parents' expense, without tuition refund for violating any of the program rules set out above.

Date: Sample Only Parent Signature: Sample Only

INTERNATIONAL STUDENT PROGRAM

BEHAVIOURAL EXPECTATIONS

- **Attendance** in all classes must be regular and punctual.

- **Behaviour** in the classroom and when under school jurisdiction, will be in accordance with both School District rules and rules of good manners.

- **Achievement and effort** in school subjects must be at a reasonable level. All assignments must be punctually completed.

- **District Homestay**
 - Try to get involved with your family; remember your homestay is not a **hotel**.
 - Come out of your bedroom and join in with family events.
 - Try to eat dinner with them each night.
 - Weeknights – turn off your computer by 11pm.
 - Do not smoke in your homestay house.
 - Before you go out, and well in advance, ask your homestay parents for permission.
 - Explain where you would like to go, how you will get there, who you will be with, and what time you expect to be home.
 - Overnight stays
 - Sleepovers are allowed only between district homestay families, and only if both homestay families agree and are aware of the students' whereabouts at all times. Only male/male or female/female sleepovers are permitted. Prior approval of homestay families is required.
 - You may not attend parties in hotel rooms. You may not rent a hotel room.
 - Introduce your friends to your host parents; always request permission to have guests in the house.
 - Refer to Homestay Rules and Expectations (as outlined on page 6-10).

- **Student Travel**
 - Students may not travel independently while participating in the Langley School District International Student Program. They may not travel while school is in session without written permission from the natural parent(s) and the Coordinator. Any travel that a student undertakes should only occur during school vacation time. If students plan to travel, they must be accompanied by a responsible adult (25 years or older) and have written permission from the natural parent(s), and this travel must be approved by ISP. The only exception to this requirement is when the student is returning directly to their home country.

INTERNATIONAL STUDENT PROGRAM

BEHAVIOURAL EXPECTATIONS

(CONTINUED)

- **Sunday to Thursday** – You need to be home with your homestay family on week nights, unless given prior permission by homestay family and International School Coordinator.
 - You should be eating dinner with them each night, and studying during the evening.
 - Curfew is 8pm. If there is a special circumstance, you should make arrangements with your homestay parents and International School Coordinator.
 - You should not be out every week night - you need to spend time studying!
- **Friday and Saturday**
 - Curfew is 11pm. If there is a special circumstance, you should make prior arrangements with your homestay parents and International School Coordinator.
- ***Violation of these rules may result in the student being withdrawn from Langley School District and sent home at parents' expense.**
 - violation of School District rules (i.e. absenteeism, fighting, cheating, misbehavior, smoking and lack of achievement in academic studies)
 - use or possession of alcohol or illegal drugs
 - engaging in illegal activities such as:
 - theft
 - driving without a driver's license
 - gambling
 - possession of weapons and illegal/inappropriate materials
 - breach of homestay rules and behavior expectations (as outlined on pages 5-10)
 - lending or borrowing money
 - holding a paying job
 - intimidation, bullying and prejudicial behavior
 - harassment and sexual misconduct
 - students are not allow to drive or own a car
 - renting/borrowing cars and motorcycle licenses are not allowed
 - when riding a bicycle, student must wear a legal bicycle helmet

[The above list is not exhaustive]

- If you commit an offence under Canadian law, then you will be dealt with by the RCMP and Immigration Canada, as necessary, and may be sent home. Homestay parents are not held accountable for offences committed by students.
- Suspension policy:
 - *School*: If after repeated warnings you continue to disobey the rules of the school, you will be expelled from the International Student Program and sent home at your parents' expense without a tuition refund.
 - *Homestay*: If after repeated warnings you continue to disobey the homestay guidelines, you may be asked by the school to withdraw from the school program.

If student is asked to leave program, student will be asked to leave the homestay family immediately.

Damage to Property: If you willfully damage property at home, in the school, or in the community, your parents will be notified and billed for the amount.

Date: _____

Student Signature: _____

HOMESTAY RULES AND EXPECTATIONS

1. The student is responsible for following these guidelines:

<p>Student will:</p> <ul style="list-style-type: none"> ✓ keep their bedroom and bathroom tidy & clean up after themselves if they use the kitchen ✓ abide by homestay and school curfew ✓ introduce his or her friends to the homestay parent(s) and request permission to have guests in the home ✓ inform homestay parent(s) where he or she is going, with whom, and when he or she will return ✓ show respect to all family members, their belongings, and house rules 	<ul style="list-style-type: none"> ✓ when going out, student must be reachable by cell phone (with minutes) ✓ not take food or drink into bedroom without permission from the homestay ✓ reimburse homestay family if he/she causes any willful damage ✓ make an effort to participate in family activities including eating meals with the family ✓ must have written permission from parents and school coordinator if travelling outside of the Lower Mainland area without the homestay family ✓ not have students of opposite gender in student's bedroom
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2. The Homestay Parent(s) is responsible for providing the student with:

<p>The homestay parent(s) will provide:</p> <ul style="list-style-type: none"> ✓ a clean well-supervised environment ✓ clean bed linens and towels provided weekly ✓ three meals daily – breakfast, lunch, dinner and snacks including family meal times ✓ reasonable use of the entire home and utilities and instruction in their use ✓ rules that are reasonable and age appropriate in conjunction with the school ✓ a private bedroom with a bed and bedding, dresser, opening window, storage space for books and school materials 	<ul style="list-style-type: none"> ✓ a key to the house ✓ space, time and opportunity to study and complete all school assignments ✓ assistance where possible with homework and assignments ✓ contact with the school regarding the student's academic progress and attendance at parent-teacher meetings as required ✓ transportation to and from the airport ✓ transportation to and from the school if it is more than a 10 minute walk or 0.75 kilometer ✓ Transportation to the hospital or doctor if student is sick or injured
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EXPECTATIONS WHEN LIVING WITH HOMESTAY FAMILY

The International Student Program in Langley has an excellent Homestay Program that allows students to live with a Canadian family while receiving guidance, care, and social interaction outside of school. Living with a Canadian homestay family provides international students with the opportunity to improve their spoken English skills by using English on a daily basis. It also gives students a chance to learn about Canadian culture, customs, and lifestyle, as well as the responsibility of being a family member in a Canadian context. The intent of our Homestay Program is to find the ideal match for our students and homestay families.

HOMESTAY PAYMENTS

- The payment period is from the first to the last calendar day of each month.
- For the months of September to June, no partial month payments are permitted by student going away on vacation. Students pay \$800.00 for each month students reside with the homestays, unless the ISP department authorizes a student to move during the month.
- The Homestay payment is due on the 1st of each month.
- Students should pay their Homestay fee by cheque or money transfer directly to the Homestay parents.
- New students arriving early for orientation will pay a daily rate of \$27 in August or January.
- During July and August, if the student is returning to their home country, the homestay should ask the student to pack up their things, and the homestay should provide a storage place. Homestays must not charge for storage. If homestay and the student agree that the student may keep their room intact during July and August while the student is in their home country, the homestay may not charge them for the use of the room.
- Homestays are not allowed to charge students extra fees.
- If students stay for academic summer school, students will be charged \$800 for July and \$30 per day for August. The only exception is if students stay for the entire month of August, then the standard rate of \$800 should be charged.

STUDENT MOVES

- **All homestay changes** must be approved by the school ISP coordinator and the Langley School District homestay department.

CHORES

Your homestay family will welcome you into their home as a member of the family. This means that you will be treated more informally than a “guest” would be. Families appreciate it when you offer to help in the home by doing general chores, such as setting the table, loading the dish washer, or helping to prepare dinner. Helping with these chores can also give you the opportunity to talk to a family member, to practice your English, and to be part of the family.

MEALS

Homestay family will provide a variety of nutritional, well-balanced meals, three times a day including at least one hot meal. One meal, on school days, will be a bag lunch for school. Food portions should reflect the student’s appetite.

INTERACTION WITH THE FAMILY

The way to make the most of your Canadian living experience is to come with an open mind. Come prepared to participate in family life and share in the responsibilities of being a family member.

- Participate in some activity with the family. Do not always go to your room and close the door. Sit in the living room and read a magazine, watch TV/video, help prepare a meal etc. Students are encouraged to participate in family social events and recreational outings with their homestay.
- If you choose to participate in family holidays and/or travel where costs are incurred, you are expected to assist in bearing the costs. If you choose not to participate in the activity, then you and the homestay parents must make alternate arrangements that are acceptable to everyone.
- If there are young children in the family, treat the children respectfully and kindly. At the same time, don't be afraid to tell the children to leave your room saying, "I have to study" or "I need some rest."
- The first few weeks living in a new family will, at times, be difficult. You may feel homesick and frustrated with your new environment and the language. This is natural. Give yourself time to adjust to your new surroundings.

BATHROOM USE

Find out what your family's expectations are concerning the use of the bathroom. Here are some general guidelines:

- Your family will provide necessary bathroom items such as toilet paper, soap, and towels. If you want special personal hygiene items, you will need to purchase them at your own expense.
- Bathroom floors don't have drains, so keep the water in the basin and the bathtub. Place the shower curtain inside the bathtub when showering.
- Generally a shower should last no more than 10 minutes. It should not be taken when everybody else is asleep as the noise can awaken them (never after 11pm unless prior permission is granted by homestay family).
- Remove all loose hair from the bottom of the sink or the tub before leaving the bathroom so as not to clog the drain. Put it in a wastebasket. Try to leave the bathroom clean and dry after you use it.

TRANSPORTATION

- Do not rely on your homestay family to drive you everywhere.
- If walking distance exceeds 10 minutes (0.75km), your homestay parent will make arrangements for transportation to and from school.
- Use public transportation when possible (Bus or SkyTrain) or bicycle (a legal bicycle helmet must be worn).
- The homestay parent may be available to drive you to activities at the school or in the community if you make polite and reasonable requests in advance.
- The homestay family will provide transportation to the hospital or to the doctor if you are sick or injured.

DRINKING AND DRUGS

The use of alcohol and/or drugs is **not** tolerated. The homestay must contact ISP School Coordinator and Homestay Coordinator if it is suspected. Under no circumstances should a homestay family provide alcohol to students or purchase alcohol for students or allow students to drink alcohol in their home.

SMOKING

It is against the law for students under the age of 18 to buy cigarettes. Smoking is not permitted inside the Homestay home or on school property. Under no circumstances should a homestay family provide or purchase cigarettes for students.

TUTORING

If you request a tutor, please speak to your ISP School Coordinator, who will make the appropriate referral to a qualified tutor/tutoring service.

CELL PHONE

Homestays will not sign for a student's cell phone if it is a three year contract. However, they may assist students with a month-to-month contract plan if they wish. It is the expectation that students have a working cell phone (with minutes) where they can be reached.

COMPUTER & INTERNET

Most students bring their own computer. Internet service is the responsibility of the Homestay family. Homestay parents may not charge for internet use.

BANK ACCOUNT/HOMESTAY FEES

Your homestay will assist you in opening a bank account immediately. Students are encouraged to have a chequing account and to use cheques to pay the monthly homestay fee. Another option would be to have money transferred monthly to your homestay parents' account from the student's account. Students are discouraged from carrying a lot of cash.

MONEY

Students are expected to provide their own spending money to cover incidental expenses, such as weekend entertainment, personal items, and school supplies. However, if your family goes to dinner at a restaurant, the student should not be asked to pay, or if you are out for the day, purchasing a meal for yourself/family members, please also pay for homestay student's meal. You are expected to discuss these financial matters with your student at the start of his/her stay. Even though this may seem awkward, it prevents hard feelings later on if you are clear from the beginning.

ID WALLET CARD

We will provide your student with an ID wallet card to include Homestay family name, address, home phone, work numbers for host parents and an emergency contact person such as a neighbour or relative. Families should introduce students to neighbours so students have a greater comfort level in asking for assistance should they need it.

VISITING THE UNITED STATES

Students from most countries require a US Visitor's Visa to enter the US. If traveling with your student be sure to find out about visa requirements well in advance of departure, as visas cannot be obtained at the border. Student should purchase extra travel insurance. See: <http://vancouver.usconsulate.gov/> more details.

VISITING PARENTS

The Homestay Program provides housing for students while they are attending school. Visiting parents should make arrangements to stay in one of our local hotels. A list is available at the following website: www.hellobc.com/langley/accommodations.aspx

DEALING WITH PROBLEMS

- If you are having difficulty adjusting to your homestay family, try to communicate your problem and concerns with them. It is not disgraceful to have a conflict. We all have conflicts in our regular families. It is important, however, to be open about the conflict if it is serious and persists. Often problems and misunderstandings can be resolved through communication. If they cannot, your school ISP Coordinator is always available to help you resolve your problems. Please feel free to talk to the school's ISP Coordinator if there are any concerns or problems with your homestay.
- Families and students are expected to make every effort to make the homestay a success. In the unlikely event that families and students are incompatible, and every effort has failed to improve the situation, then another homestay will be arranged.

STUDYING IN CANADA

SOME CHARACTERISTICS OF CANADIAN EDUCATION

You may find some differences between the educational value/system in your home country and that in Canada. It is essential for you to understand the appropriate and accepted roles for students in the Canadian educational system. Here are some of the general characteristics of the Canadian educational system:

- Students are encouraged to ask questions for clarification, to challenge information, or to extend thinking. The philosophy of education in Canada includes the idea that students should be involved in an interactive learning process; that is, they should not sit passively and accept or memorize what the teacher says.
- Teacher-student relationships tend to be relatively informal compared to other countries.
- Group work is an important part of the school learning; it values cooperation, tolerance, and compromise.
- Discussion is often used as a means of teaching. Students are expected to be able to discuss in order to develop their ideas and opinions and to present them for reactions. One of the main objectives of a discussion is to arrive at a mutually satisfactory understanding or a solution to a problem.
- Students learn not just information, but how to arrive at conclusions, to solve problems, and to analyze. As part of this process, students are often asked how they got an answer, rather than just what the answer is.
- Plagiarism (submit the work of another person as your own/copy the work of another person and present it as your own) is a serious offence.

TIPS FOR STUDYING IN CANADA

- Don't be afraid to ask questions if you don't understand. Teachers expect to be questioned. Make sure you understand assignments that are given. If you're quiet, that will be taken as a sign of understanding. Teachers are usually available before and after school for questions and extra help.
- Be on time for class. If you can't attend or be on time, notify the school in advance and explain the reason. If you miss classes, see the teacher the next day to find out what was missed.
- You will probably find the classes more informal in Canada. You will also have to organize your own time since you won't be given a schedule to cover non-class time. Plan your time carefully, balancing school work, English practice, and relaxation.
- Hand in all assignments on the day they are due. If you are not able to finish your assignment on time, talk to your teacher before it is due. If you miss any assignment/quiz/exam, see the teacher and ask if there is any way to make up.
- Organize your notes. Keep all handouts from your teachers.

SCHOOL STAFF

School Staff are more than willing to help international students adjust to the new learning environment in a friendly and supportive way.

- Principal:** The Principal is in charge of programs at the school and works closely with staff, students, and parents.
- Vice-Principal:** The vice principal assists the principal of the school in maintaining the orderly operation of the school and discipline.
- Teachers:** Students have different teachers for different subjects. You can call the teacher Mr., Ms. or Mrs. as appropriate and the person's last name (e.g., Mr. Smith), rather than "teacher."
- **ESL Teachers** help students learn English.

There may be school specialists who work with teachers and help students learn. These people include:

- **ISP Coordinator** – first school contact for educational/homestay issues
- **Teacher-Librarians**, who help students access resources on the Internet and learn about books, tapes, videos, and magazines.
- **Counsellors**, who assist in planning students' educational program and applying to University. Counsellors also can tell you about other services and programs provided by the school district and in your community.
- **Office secretaries**, who assist in registering students, do the school's office work, and answer phone calls.
- **Teaching Assistants**, who help teachers in the classroom.
- **Resource Teachers**, who help students who require additional assistance.
- **Custodians**, who keep schools clean and make sure buildings are operating safely and properly.

STUDYING IN LANGLEY

ESL SERVICE LEVELS

At schools in Langley, English as a Second Language (ESL) support is available at all levels. Below, the table shows a general framework for ESL language support and integration according to four stages of the students' language proficiency. This framework allows for customization at each school, based on the size of the international/ESL student population.

Beginner	Low Intermediate	High Intermediate	Advanced
3-5 Blocks Language Support	3-4 Blocks Language Support	2-3 Blocks Language Support	1-2 Blocks Language Support
<u>Language Support Courses could include:</u> Basic Communication Skills 10 YESFLOA	<u>Language Support Courses could include:</u> English Language Development 10 YESFLOD	<u>Language Support Courses could include:</u> English Language Development 11 YESFL1A	<u>Language Support Courses could include:</u> ISP/ESL Writing 11 YESFL1B
Strategies for Academic Success 10 YESFLOB	Introduction to Academic Language 10 YESLIOC	Language Adapted Com 11	Language Adapted Com 12
Language Adapted Acting 10	Language Adapted Acting 10	Language Adapted Acting 11	Language Adapted Acting 12
ISP/ESL Science	ISP/ESL Science	Language Adapted Plan 10 Grad Transition	Language Adapted Socials 11
<u>Integration:</u> Some of: <ul style="list-style-type: none"> Mathematics Physical Education Fine Arts Applied Skills 	<u>Integration:</u> Adding... <ul style="list-style-type: none"> Science 	<u>Integration:</u> Adding... <ul style="list-style-type: none"> Social Studies Planning 10 Grad Transition 	<u>Integration:</u> Adding... <ul style="list-style-type: none"> English Communications

PRACTICING ENGLISH

International Students have found these useful ways to meet English-speaking people and practice English:

- Practice English as part of the normal household routine:
 - talk with your homestay family during dinner and relaxation time
 - join family events and outing
 - play with children etc.
- Join school clubs (e.g., choir, drama, band) and/or sports teams
- Go on school trips
- Get involved in community activities outside of school at:
 - local community center
 - churches
 - summer camps etc.
- Consider getting involved in activities through a variety of ways:
 - act as a volunteer;
 - take part in sports;
 - take courses in art, crafts, music etc.

GRADUATION PROGRAM

In order to graduate with a Dogwood, every student in the Graduation Program has to pass certain basic courses, like English, mathematics and science. The table below is an overview of what you need to graduate:

- 48 credits from required courses,
- 28 credits from elective courses, and
- 4 credits from Graduation Transitions.

Graduation requirements are introduced in your Planning 10 class. For more help, talk to your teacher or school counselor, and refer to the [Grad Planner](#) for more details.

REQUIRED COURSES	
SUBJECT AREA	MINIMUM CREDITS
Language Arts 10 (English)	4
Language Arts 11 (English/Communications)	4
Language Arts 12 (English/Communications)	4
Social Studies 10	4
Social Studies 11, BC First Nations Studies 12, or Canadian Civics 11 (when available)	4
Science 10	4
Science 11 or 12	4
Mathematics 10	4
Mathematics 11 or 12	4
Physical Education 10	4
Planning 10	4
Fine Arts and/or Applied Skills 10, 11, or 12	4
TOTAL	48 credits
ELECTIVE COURSES	28 credits
Students must earn at least 28 elective credits for Grade 10-12 courses.	
Graduation Transitions	4 credits
OVERALL TOTAL	80 credits

Students must earn 4 credits for Graduation Transitions

*Of the 80 credits for graduation, at least 16 must be at the Grade 12 level, including a Grade 12 Language Arts course. Specific courses may be required for university admission. Balance of credits will be earned from elective courses.

Online Courses

International students may only sign up for an online/distance education course (with the permission of the International Student Coordinator) if the school does not offer the course, or if the student's schedule is full and they need the course for post-secondary entry. Langley School District International students are not to drop a course that is offered at the school and take the course online or through a distance education program. As the students are attending Langley School District, it is expected that they take all courses at Langley schools.

STUDY PERMIT

STUDY PERMIT RENEWAL

Each year between January and March, the International Student Program office helps process Study Permit renewals for all our international students who will be returning for the next school year.

The following are the general steps to renew a Study Permit:

FIRST International students will be given the renewal package which contains all the necessary forms the students will need to complete:

- Study Permit Renewal Application
- Use of a Representative (IMM 5476)
- Receipt Form (IMM5401)
- Application for Re-Admission to the program for the next year

Students need to sign the first two forms. The signature must be same as in the passport. All forms have to be filled by **Black Ink Pen** (not pencil or blue ink pen).

SECOND When the forms are completed, students need to return the package to the International Student Program with the following documents/information:

- Stamped receipt of \$125
- Photocopies of passport (must include name, date of birth, expiry date, signature, & passport extension page if necessary)
- Copy of current Study Permit
- Copy of latest entry stamp

THIRD The ISP office sends the completed packages to Citizenship and Immigration Canada (CIC) Vegreville for processing.

FOURTH The ISP office receives students' new study permits from CIC Vegreville and will distribute them to the schools upon full payment of tuition fees.

Note:

- The validity of student's Study Permit cannot exceed the validity of their passport. Students, therefore, need to check **the expiry date of their passport** to ensure their passport will be valid for at least the same amount of time as their requested extension.
- Steps to distribute/collect renewal packages and information could possibly be different in some schools. Students are advised to double check with their school ISP coordinators.
- If the Study Permit expires during the course of the school year, please notify the school ISP coordinator at least one month prior to the expiry date.

MEDICAL COVERAGE

The ISP office applies on behalf of students for both private medical insurance (GuardMe) and BC Medical Services Plan (MSP). This is routinely done on the student orientation day in August and January. If the student misses this orientation, it is important to take the student to the ISP office immediately (with the passport and study permit) after arriving in Canada to sign medical forms.

PHASE ONE: Private Medical Insurance – First Three months

There is a three-month waiting period before MSP coverage begins. GuardMe Insurance Company provides this temporary insurance. GuardMe has an agreement with the clinic listed below whereby direct billing has been set up. GuardMe cards and claim form must be presented at the time of treatment in order for the clinic to invoice GuardMe directly. (Phone no. 604-534-9284)

Valley Centre Medical Clinic
19851 Willowbrook Dr (inside Canadian Superstore)
Langley, B.C. V2Y 1A7
604-534-9284

Other Clinics

If a student uses any other clinic he/she will be expected to pay and then submit the receipt along with a claim form to GuardMe for reimbursement. The student will receive a claim form when the card is issued. Additional claim forms can be obtained from the ISP office or from GuardMe directly.

The following claims procedure applies at all other medical centres:

- At the time of treatment, students pay for the medical service (for example, a visit to the doctor's office). Be sure to take the claims form with you.
- Keep your receipt you are given at the time of the medical service.
- Within 30 days, send the completed claim form and original receipts to:

GuardMe Claims
300 John Street, Suite 610
Thornhill, Ontario L3T 5W4
Tel: 1-888-756-8428
www.guard.me/

****Note:** keep a copy of your claim form and a copy of your receipts.

PHASE TWO: After the First Three Months - Medical Services Plan of British Columbia

If the student is sick or has an accident, after the initial three-month period, he or she must present their MSP CareCard at the time of treatment. The health care service (e.g. the doctor's office or hospital) needs to see the number on the card. This medical plan pays the health care service directly. There are no receipts issued or required. Students will receive their CareCards from the Coordinator at their school and only the person to whom it is issued can use it. Students must carry their CareCards in their wallets or purses at all times.

TRAVELING OUTSIDE OF CANADA

Hospital, medical, and emergency treatments or expenses incurred outside of Canada are not fully insured. It is strongly recommended that students leaving the province purchase traveler's insurance.

Please visit BC Medical Services Plan website, www.healthservices.gov.bc.ca/msp/infoben/benefits, for more comprehensive information on the coverage.

PERSONAL SAFETY

PERSONAL CRIME PREVENTION SAFETY TIPS

Students should:

- Be aware
- Be alert
- Be Prepared

SAFETY TIPS ON THE STREET

- Plan your route – know exactly where you are going and let others know your schedule
- Walk deliberately – be alert and sure of yourself
- Avoid shortcuts & dark, isolated places
- Carry ID and limited money
- Never accept rides from strangers
- Carry a flashlight & Personal safety alarm when walking alone at night
- Don't overburden yourself with too many parcels when shopping
- If you suspect you are being followed:
 - Cross the street
 - Go to the nearest group of people/ store / business/ etc.
 - Call the police if necessary
- Stay within a group
- 911 calls are free from any phone (pay-phone/ cellular, etc)
- Keep parents/ friend/ Homestay parent informed of your whereabouts
- If riding a bike, you must wear a helmet
- Crossing street, wait for traffic lights and for traffic to be stopped; walk quickly – do not walk out into the road and expect traffic to stop for you
- Do not run across the street, trying to beat the traffic

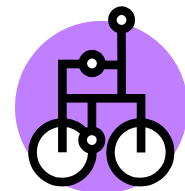
SAFETY TIPS ON PUBLIC TRANSPORTATION

- Try to avoid isolated stations
- Sit near the front or near an emergency exit
- Use the "Request Stop" service if necessary
- Avoid confrontations with other passengers

Source: BC Crime Prevention Association

BICYCLING

- BC law requires that legal safety helmets be worn when riding a bike.
- Traffic rules for bikes are the same as for cars. Observe signs and traffic signals.
- Don't ride on the sidewalk or in crosswalks.
- Always wear brightly coloured, reflective clothing and a helmet.
- Front and rear light are required at night.
- Lock your bike at all times. Lock frame and wheel to the bike rack. U-Lock is recommended.



RELATIONSHIPS

- If you want to stop a friendship, be very clear that you don't want to see the person anymore. If they continue to bother you, tell a teacher or friend about the situation.
- If someone is bothering you, tell him or her to stop. For example, "GO AWAY" or "STOP BOTHERING ME!" Do not worry about hurting their feelings or being nice. If you are not clear, they might not stop. If they continue to bother you then tell somebody nearby.
- Assault is illegal in Canada. Husbands and wives may not hit each other; boyfriends and girlfriends may not hit each other, roommates may not hit you.

INTERNAL RELATIONSHIPS

Sexual Assault or rape is when someone forces or pressures you to have sex or touches you in a sexual way when you do not want to be touched. When we think about sexual assault, many of us think about a stranger attacking in a dark alley. **But most sexual assaults occur with someone we know** (A date, a friend, a housemate etc.). You may feel embarrassed or ashamed, but rape is never your fault. Get medical treatment immediately and report it to Police and tell your school ISP coordinator and/or school counsellor.

- Remember ---**NO means NO**
- Learn how to stop an unwanted sexual advance or any behaviour that makes you uncomfortable. You have the right to say NO, no matter what has happened. Be direct and assertive. Let your date know your limits clearly and firmly.
- If you do not know your date well, stay in public places with other people nearby. Tell your host family or friend where you are going. Be prepared to find your own way home. Carry money for taxi or transit, or call someone for a ride.

SCAMS / FRAUD

- Never give or loan money to a person who approaches you on the street. People will take advantage of your trust. Some examples are:
 - "I need money for a hotel/bus" or
 - "I lost my wallet; I need money for gas for my car – I'll pay you back tomorrow"
 - Never give cash for a cheque - "I don't have a bank account in the city, can you cash my \$1000 cheque in your ATM?"
- When you buy something make sure that you get a receipt and are charged the right amount.
- Make sure that your card is returned promptly.
- Never give your credit card information or copies of your card unless you are ready to buy something.

OUT AT NIGHT

- Taxis are a good way to get home at night. Know the Taxi Company and number of the taxi in case you have any problems.
- Drinking in public places such as parks, beaches, cars, or on the street is illegal.
- Don't let someone you do not know well "give you a lift home."
- Do not accept drinks from strangers or leave your drink unattended. Date Rape drugs are sometimes put into drinks when women are not paying attention.
- Drugs such as cocaine, heroin, marijuana and nightclub drugs such as Ecstasy, love drugs and GHB are illegal. Do not use or possess drugs at any time. Foreign students caught possessing marijuana may be deported.