



# Administrative Procedure 2113 - School District No. 8 (Kootenay Lake) International Program





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## OVERVIEW

AP 2113: School District No. 8 (Kootenay Lake) International Program

The International Student Program recruits partner agents and welcomes students from around the globe. The program fosters social, cultural, and economic benefits for communities in School District No. 8 (Kootenay Lake) (SD8).

The program also offers opportunities for international students to participate in SD8's learning, school, and community environment.

In addition, the International Program is in alignment with SD8's Strategic Plan, and follows district policy and provincial legislation.

## ROLES & RESPONSIBILITIES

SD8's international team consist of the following educational partners:

- Superintendent: oversees International Program.
- Director of Instruction - Curriculum, Instruction, and Assessment: provides strategic-level direction. Acts as the legal custodian for international students in the absence of the District Principal.
- District Principal: develops educational partnerships and provides operational coordination and oversight. Acts as the legal custodian for international students.
- Program Coordinator: performs operational tasks and manages program registration.
- Homestay Contractors: supports homestay families and students.

## FINANCE

### Budget

The District Principal overseeing International Education prepares an annual draft preliminary budget. The budget is based on enrolment projections for the next school year reviewed by the Director of Instruction - Curriculum, Instruction & Assessment and is forwarded to the Secretary Treasurer by April 1<sup>st</sup>. The budget guides the development of the following year's draft budget plan. A finalized budget is prepared by June 15<sup>th</sup>.

### Fee Schedule

International students pay tuition fees to attend school in the school district. The fee amounts are established by the Secretary Treasurer, by December 15<sup>th</sup> of each year for two subsequent years.

Fees are based on the cost of providing an education and cultural experience to an individual student. Fee structures are recommended by the Director of Instruction - Curriculum, Instruction, and Assessment, to the Secretary Treasurer and approved by the Superintendent.

All fees must be paid in full and received by the district prior to the student's commencement of studies in the school district.

If an applicant does not come to Canada or decides to leave the district for personal reasons, a portion of the paid tuition fee may be refunded. All requests for refunds must be made in writing. Refunds will be granted on the basis of the refund policy outlined on the [International Student Program Application](#) and outlined in the districts [Refund Policy](#).

A refund will not be paid to students removed from the program by the district due to, but not limited to, violations of school or program rules or requirements. Examples of conduct giving rise to the removal of a student from the district includes:

- chronic absenteeism;
- the use of, and/or involvement with, illegal/recreational drugs or alcohol;
- flagrant misbehavior, or;
- the identification of an intentional misrepresentation on the student's application for enrolment not adhering to School or District Code of Conduct.

Students removed from the program by the district will be returned to their natural parents, at the student's expense, by the first available transport.

## TRAVEL

International Programs are built on the relationships district staff have with partners overseas including agents, parents, alumni, and others. These relationships build and develop over periods of time and frequently require face-to-face meetings. In many cultures, business is simply not done without a basis of a business ‘friendship’ where significant trust is built.

International Program travel can involve:

- Extensive pre-trip planning and organization;
- Being away from home, office, and family for up to a month or more;
- Flying long distances across time zones;
- Visiting multiple cities and countries in a single trip;
- Adjusting to different languages, foods, cultures, and laws;
- Traveling solo;
- Managing regular office work plus additional tasks abroad;
- Keeping up with health and fitness routines while away;
- Working evenings and weekends;
- Knowledge of airlines, hotels, currencies, visas, health requirements, and local transport;
- Managing emergencies: airline issues, political unrest, health problems, natural disasters; and,
- Facing increased risks, such as assault, robbery, fraud, and food or water illness.

### Authorization

The Superintendent authorizes travel three months prior to departure for employees. Employees submit a recruitment plan prior to booking trips.

- Employees collaborate with the school district’s authorized travel agent to book their trip in the most fiscally responsible manner. To alter a trip based on personal preference, the employee must first schedule their trip with the travel agent and submit this to the Director of Instruction - Curriculum, Instruction & Assessment as part of a travel summary. Booking adjustments can be made based on personal preferences and must be made within 24 hours of the original booking. It must be demonstrated that these changes did not incur cost to the International Program, by submitting both the original and adjusted travel itinerary.
- If a recruiting trip ends on a Friday, the employee may extend their trip to the end of the weekend. If this occurs, the employee or contractor must book the original trip with a return date prior to the weekend and change the ticket within 24 hours at their own expense.
- Employees may take vacation or leave of absence time to extend their recruiting trip, as per their contract and authorization from their supervisor provided these guidelines have been met. All additional costs of this extension must be detailed and approved by the Director of Instruction - Curriculum, Instruction & Assessment.

- Employees must not allow personal objectives to interfere with their ability to perform their recruiting and marketing duties.
- If the Employee is travelling with a companion, they must do so with the prior authorization of the Director of Instruction - Curriculum, Instruction & Assessment.
- Hours of work are determined by event and agent bookings and are scheduled to minimize trip length and cost.
- Employees must be mindful of their reputation and of the scrutiny of public perception in the use of public funds. The use of social media to post personal moments while on a recruiting trip is not appropriate.
- Employees must demonstrate that they have appropriate medical insurance and vaccinations for travel to their destination. This will be reviewed and approved by the Director of Instruction - Curriculum, Instruction & Assessment.

## Timeline

### Pre-Travel

- Employees submit a recruiting plan prior to booking a trip.
- Travel arrangements are made at the least cost to the International Student Program.
- In cases where there is an extended duration of travel, an employee's health and well-being must be considered in making travel arrangements. Adjustments to economy travel must receive authorization from the Director of Instruction - Curriculum, Instruction, and Assessment prior to booking.

### Travel

- An employee contacts their supervisor each day while traveling.
- The recruiter maintains documentation and receipts to prepare an expense claim form upon return.

### Post-travel

- Employee submits a travel expense claim form to the Director of Instruction - Curriculum, Instruction & Assessment within one month
- Employee submits a detailed trip itinerary to the Director of Instruction - Curriculum, Instruction, and Assessment within the month of a trip.
- Employees have unpredictable schedules during recruiting trips and are often required to work or travel during evenings, weekends, and holidays. In addition, travel across time zones can lead to jetlag and impaired performance at work. As such, travel that is greater than one week in length and/or greater than three time zones away may take one travel recovery day during the workday following the day returning from the recruiting trip. If the employee returns on a Saturday, they may take the following Monday as a recovery day. If the Monday falls on a holiday, the employee may take the day following the holiday.

## Expenses

- Reimburse recruiters for actual meal and travel costs (based on receipts).
- Recruiters may increase their credit limit prior to travel.
- Carry an extra card as a backup.

Eligible travel expenses include:

- Non-alcoholic mini-bar drinks or room service if it is not safe or practical to go out;
- Fees for travel documents (visas, photos, vaccinations, health certificates, courier costs);
- Currency exchange costs and bank fees for using international ATMs;
- Laundry expenses if the trip lasts more than a week;
- Buying business gifts;
- Paying for business meals with agents or partners;
- Buying durable, lightweight luggage for carrying heavy materials.

## Transit

Choose travel that considers:

- Cost;
- Time;
- Convenience;
- Safety; and,
- Practicality.

Recruiters will:

- Book airfare and hotels through a travel agent;and,
- Use a corporate client travel agent that provides 24/7 emergency assistance.

## Hotel

Hotels will be chosen based on:

- Location (proximity to meetings/events and easy for transporting materials);
- Security and safety;
- Cleanliness;
- Favorable rating; and,
- Amenities (complimentary breakfast, on-site laundry, meeting rooms access).

## Communication

- The district will provide mobile devices and data while abroad.

## Health

Recruiters are required to:

- Be physically able to travel;
- Understand health risks;
- Understand required vaccinations;
- Check with HR and health insurer to confirm comprehensive health insurance is in place; and,
- Carry a first aid kit.

## Safety

Form a "travel team" for emergencies, including:

- Secretary Treasurer: funds transfers, legal support, authorizes emergency payments;
- Director of Instruction - Curriculum, Instruction & Assessment: Senior official for coordination and support;
- Program Coordinator: Manages communication with staff and family;
- Travel Agent: Alerts team about missed flights, can indicate when a medical claim starts; and,
- Family Member: Kept informed by the team.

Safety Checks include:

- Message to the Director of Instruction - Curriculum, Instruction & Assessment at the start or end of each day with your location and activities;
- Carry a valid Canadian passport and keep a copy of the ID page separately;
- Leave copies of your passport, itinerary, and insurance with the Director of Instruction - Curriculum, Instruction & Assessment and the International Team;
- Get visas in advance and check travel advisories at [travel.gc.ca](http://travel.gc.ca);
- Use the Travel Smart app for information; and,
- Register with the Registration of Canadians Abroad service.

## RECRUITMENT

The District Principal is responsible for developing recruitment and marketing plans to build a sustainable International Program. The District Principal conducts research, evaluation, and determines potential markets, to build a culturally diverse and active program. The recruitment and marketing plan is presented annually to the Superintendent, for approval for the upcoming school year.

- The recruitment strategy is based on market analysis.
- Each market must become profitable.
- Markets are reviewed annually to determine viability.

Recruitment responsibilities include a current understanding of:

- Curriculum;
- Pedagogical practices;
- Ministry of Education and Child Care initiatives and policies;
- School district policies; and,
- School District No. 8 (Kootenay Lake) International Program.

Recruitment responsibilities include facilitating:

- Recruitment trips;
- Trip summary documentation;
- Agent database; and,
- Agent communication.

## REGISTRATION

### **Student Applications**

Student applications must be facilitated through an Educational Agent. Agent fees are provided at 15% of tuition fees for the first year, and 10% for all years after that the student is attending in the district.

Student applications are processed within two business days of receipt of paid nonrefundable application fee.

Students sign an International Student Agreement as part of the registration process. The document is legally binding for student participation in the International Program.

In addition, district schools may require students and homestay parents to sign field trip permission forms, and waivers for high-risk activities.

### **School Guidelines**

Schools receiving international students must meet the International Student Program requirements before accepting international students to their student body. These requirements include:

- Available space;
- Appropriate academic courses;
- Staff support for school counselling; and,
- International Student Program, school-based contact.

### **FTE**

The District Principal establishes a maximum number of international student full time enrollment (FTE) by March 15<sup>th</sup> to facilitate planning for student recruitment and placement for the following school year. The International Program will communicate with individual schools by May 1<sup>st</sup>, regarding confirmed registrations for the following year. If there are registrations beyond May 1<sup>st</sup> of each school year, the international department, will confirm availability with individual schools prior to accepting the registration. After May 1<sup>st</sup>, it should be communicated to prospective students that some courses may not be available.

### **ESL**

Staff Support for English as a Second Language (ESL) services meet these standards:

- All schools with international students provide ESL support based on student needs.

## HOMESTAY

SD8 offers an International Program homestay for students who are not residents in British Columbia. The district places students with local families willing to provide lodging, meals, accommodation, support, and supervision.

Homestays agree to participate in the Homestay Program and to provide homestay accommodations, and supports and services to one or more students for the duration of the student's education program at SD8.

The homestay hosts are required to:

- Sign a homestay agreement;
- Submit a criminal record check;
- Undergo a home inspection;
- Provide student accommodation, meals, support, and supervision;
- Abide by the terms of the homestay agreement;
- Are legally responsible for student care;
- Abide by the laws of British Columbia.

In addition, homestay hosts:

- Receive monthly reimbursement.

## STUDENT CONDUCT

The International Program responds to concerns and resolves issues to ensure students have an exceptional educational experience. International Program staff act in the best interests of international students. In addition, international students are expected to comply with the School District No. 8 (Kootenay Lake) and [Homestay Codes of Conduct](#).

### Expectation

International students must always conduct themselves in an acceptable manner, under the authority of the district.

### Consequences

An international student that contravenes either the School District No. 8 (Kootenay Lake) or the Homestay Codes of Conduct shall be subject to the following progressive discipline:

#### First Contravention

- For matters that arise at the student's school, the student will be subject to progressive discipline, reflective of the age of the student, and the severity and frequency of the unacceptable conduct. The discipline will be fair, consistent, and meaningful, for the purpose of making restitution and enhancing student responsibility and self-discipline. The School Principal will notify the Homestay parents, District Principal of International Education, and other agencies as deemed appropriate for any incident. The District Principal of International Education will contact the agent, who in turn contacts the natural parents.
- Where the student's behavior at school or in the homestay is deemed to have a significant detrimental impact the District Principal of International Education will be contacted. The District Principal of International Education shall provide documentation of the behavior, along with a written warning that a further offence will be reason to remove the student from the homestay, and to dismiss the student from school. This documentation is placed in the student file and copied to the agent.

#### Second Contravention

- Upon report of a second incident of unacceptable behavior that is deemed to have a significant detrimental impact on the homestay family or school, the District Principal of International Education shall seek approval from the Director of Instruction - Curriculum, Instruction, and Assessment and the Superintendent to remove the student from the school, revoke Custodianship, and the student's Study Permit;
- If approved, the district informs the agent that the student is dismissed and cooperates with the natural parents to have the student leave the district, at the earliest possible time. If approval is not granted, the Second Contravention shall be treated as the First Contravention.
- As per the published Refund Policy, tuition for the remainder of the school year will not be

refunded. As per the published Homestay Agreement, two weeks of homestay payment will be paid to the homestay family and the balance of homestay monies will be refunded.

### **Exceptional Circumstances**

There are times when the behavior of an international student is so egregious that the student's participation in the International Program may be terminated at the first offence and at the discretion of the Administrators of the International Programs and the Superintendent without any refund of fees, and that the student may be sent home at the parents' expense if they do not adhere to the school district rules, standards, and instructions as set forth in the school's agenda, handbook and this Agreement, and any related policies or guidelines.

Examples of conduct giving rise to the removal of a student from the district include but may not be limited to:

- chronic absenteeism;
- the use of, and/or involvement with, illegal/recreational drugs or alcohol;
- flagrant misbehavior, or;
- the identification of an intentional misrepresentation on the student's application for enrolment.

Students removed from the program by the district are returned to their natural parents, at the student's expense, by the first available transport.

Students will follow the [International Student Agreement](#).

### **Dispute Resolution**

- Staff concerns regarding international students' in-school performance and behavior are to be forwarded to the school-based principal, who can consult with the District Principal - International Education.
- Other concerns or conflicts can be directed firstly to the homestay contractor. If the concern is not resolved at this level, then the District Principal - International Program can be involved to help resolve the concern or conflict.
- If the concern of conflict cannot be resolved at the District Principal - International Education level, then the matter can be forwarded to the Director of Instruction - Curriculum, Instruction, and Assessment. The Director of Instruction - Curriculum, Instruction, and Assessment makes a final ruling, and all parties accept the resolution.