

Nanaimo Ladysmith International Education

Student Handbook

2024-2025

June 2024



Surfing Tofino, Spring 2024

*Love Learning in
Nanaimo
Ladysmith!*



Nanaimo Ladysmith resides within the traditional, ancestral, and unceded territories of the Snuneymuxw, Snaw-Naw-As and Stz'uminus First Nations

THIS HANDBOOK BELONGS TO:

Name: _____ Email: _____

International Student Education Contact Information

International Student Education Office

Nanaimo Ladysmith International Student Education Program 250-751-0197
Room E201, 6135 McGirr Road, Nanaimo, BC, V9V 1M1
Email: ise@sd68.bc.ca Web: <https://studyvancouverisland.ca/>

Homestay Coordinators

Sunny Hall (Dover)	sunny.hall@sd68.bc.ca	250-713-4031
Avegale Morgan (Wellington, Ladysmith, Cedar)	avegale.morgan@sd68.bc.ca	250-268-1897
Denny Probizanski (NDSS, Barsby)	denny.probizanski@sd68.bc.ca	250-668-2430

International Education Office Staff

District Principal	Rob Hutchins	rob.hutchins@sd68.bc.ca	250-210-1471
District Vice Principal	Lisa Thom	lisa.thom@sd68.bc.ca	250-816-6394
Head Secretary	Devon Slater	devon.slater@sd68.bc.ca	250-751-0197
Support Secretary	Louise Liao	Louise.Liao@sd68.bc.ca	250-751-0197
Mandarin Support	Jim Ning	jim.ning@sd68.bc.ca	250-802-1856

School Advisors

Cedar	Theresa Kraeker	theresa.kraeker@sd68.bc.ca	250-722-2414
Dover Bay	Nancy Stigings	ndunlop@sd68.bc.ca	250-756-4595
John Barsby	Craig Letourneau	cletourneau@sd68.bc.ca	250-753-8211
Ladysmith	Moira Dolen	mdolen@sd68.bc.ca	250-245-3043
Nanaimo District	Joanne Pyne	jpyne@sd68.bc.ca	250-740-2000
Wellington	Nicole McRae	nmcrac@sd68.bc.ca	250-758-9191

Emergency Contact

In the event of an emergency requiring police, fire/rescue, or ambulance phone **911**

Our Urgent Matters Phone – Help is available whenever you need it.

For urgent matters, that can not wait until the next school day, when you need the assistance of a Homestay Coordinator, the District Principal, or the District Vice Principal, please phone:

250-714-2252



Student Handbook

Love Learning in Nanaimo Ladysmith!

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WELCOME TO NANAIMO LADYSMITH PUBLIC SCHOOLS' INTERNATIONAL STUDENT EDUCATION PROGRAM!



Rob Hutchins,
District Principal

We would like to extend a warm welcome to all those students who are joining our Nanaimo Ladysmith family, and welcome back our returning students!

Our schools are full of opportunities and our beautiful island has much to explore. Our west coast communities have rocky shores, sandy beaches, forested mountains, and clean air. We are surrounded by opportunities for hiking, skiing, biking, paddling and even surfing.



Lisa Thom,
Vice Principal

The students and staff of NLPS are an amazing group of people, continuing a tradition of excellence necessary to build the foundation for lifelong success. We have programs to meet university entrance requirements, and many fine arts, trades, business, and information technology courses. You can experience Culinary Arts, Metalwork, Dance, Woodwork, Drawing, Pottery, Film Editing, Digital Photography, Outdoor Education and more. Enjoy!

Introductions and Contact Information . . .

Homestay Coordinators

Sunny Hall (Dover)	sunny.hall@sd68.bc.ca	250-713-4031
Avegale Morgan (Wellington, Ladysmith, Cedar)	avegale.morgan@sd68.bc.ca	250-268-1897
Denny Probizanski (NDSS, John Barsby)	denny.probizanski@sd68.bc.ca	250-668-2430

Your Homestay Coordinator is the first person to go to for information and help with:

- Support in navigating challenges or concerns within your Homestay
- Guidance following behaviour expectations and the International Student Agreement
- Safety concerns in the community and while at home
- Health and wellness concerns
- For permission to travel outside Nanaimo and Ladysmith without Homestay and the [Overnight Travel Application](#)

*** Please note, your Homestay Coordinator will hold regular weekly drop-in sessions at each school.**

School Advisors

Cedar	Theresa Kraeker	theresa.kraeker@sd68.bc.ca	250-722-2414
Dover Bay	Nancy Stigings	ndunlop@sd68.bc.ca	250-756-4595
John Barsby	Craig Letourneau	cletourneau@sd68.bc.ca	250-753-8211
Ladysmith	Moira Dolen	mdolen@sd68.bc.ca	250-245-3043
Nanaimo District	Joanne Pyne	jpyne@sd68.bc.ca	250-740-2000
Wellington	Nicole McRae	nmcrae@sd68.bc.ca	250-758-9191

Our School Advisors are the first person to go to for information and for help with questions about:

- School routines, school supplies, lockers, and locks
- Course selection and timetable adjustments
- Graduation requirements and university pre-requisites
- Academic challenges, report card inquiries
- Guidance following behaviour expectations at school
- Safety concerns while at school
- Student comfort: support when feeling sad, frustrated, confused
- Student Activities
 - School athletics, clubs, and activities
 - Program activities and tours

School Counsellors

Your school counsellors are available for help with:

- Personal coaching: social and emotional guidance
- Student wellness: support when feeling overwhelmed, anxious, unhappy, lonely

Mandarin Support Worker

Jim Ning Email: jim.ning@sd68.bc.ca Tel: (250) 802-1856 WeChat:



For assistance in Mandarin with:

- Registration, translations, Homestay, student support, and school and community questions

The International Student Education Office

- There are many staff supporting international students. If something is concerning you, please make sure we hear about it by letting one of us know. Students are welcome to drop-in to our Dover Bay Secondary International Student Education Office, call 250-751-0197, or email us at ise@sd68.bc.ca
- For assistance with Registration, Study Permits, Letters of Acceptance, Certificates of Attendance, Travel Requests, Tuition Fees, Homestays and Program Activities
- For questions about the International Student Agreement

Important Dates for 2024-2025 . . .

<p>New Student Orientation</p> <p>September School Opens</p> <p>National Day of Truth and Reconciliation</p> <p>October Thanksgiving Holiday Non-Instructional Day</p> <p>November Non-Instructional Day Remembrance Day Holiday</p> <p>December Winter Vacation</p> <p>January Schools reopen Semester 1 Ends Semester 1 Departure Start of Semester 2 New Student Orientation</p>	<p>Aug 28th – Aug 31st</p> <p>September 3</p> <p>September 30</p> <p>October 14 October 25</p> <p>November 8 November 11</p> <p>Dec. 21 -Jan. 5</p> <p>January 6 January 24 January 25 January 27 January 27- Jan. 30</p>	<p>February Non-Instructional Day Non-Instructional Day Family Day Holiday</p> <p>March Spring Vacation Schools reopen</p> <p>April Good Friday Holiday Easter Monday Holiday</p> <p>May Non-Instructional Days Victoria Day Holiday</p> <p>June End of Semester 2 School Work Completion Days Student Departure Extended Departure <i>(with permission)</i> Graduation Ceremonies Schools close</p> <p>Final Report Cards issued</p>	<p>February 3 February 4 February 17</p> <p>March 15 - 30 March 31</p> <p>April 18 April 21</p> <p>May 5 May 19</p> <p>June 20 June 23/24 June 21/22 June 23-27 June 25/26 June 27</p> <p>Early July</p>
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Please note: There are opportunities to complete assignments/projects/assessments at the end of each semester and classes are not in session.

Extended departure dates for reasons other than final assessments or graduation, must be pre-approved by the District Principal of International Student Education.

Welcome from Your School Advisors . . .

Welcome to school! We are very excited to have you come and learn with us. We are here to support your school experience. We can help by showing you around, explaining our routines, answering your questions, and providing support if things become challenging. The first few weeks of any semester are extremely busy. Be patient with us, we will get to you.

You may find the Canadian school system different from what you are used to. It may be confusing at first, but by asking questions to your teachers and other students it will quickly become easier. Don't get discouraged! Your English will improve every day if you speak English as much as you can, even with your friends from your home country. Students who speak English at every opportunity find the most improvement the most quickly. Watch TV (not too late, though), listen to the radio, listen to your teachers and other students and practice, practice, practice. We really enjoy helping you learn our language and our Canadian customs.

You may be very tired for the first week or so. Get lots of sleep! It is a huge adjustment to move to another country. Give your body and mind a chance to adjust to new food, new language, and a new home. We hope you have a wonderful time with us!

We have included some information below that will help you get settled in.

Best wishes from your School Advisors!

Student Services – Contact your School Advisor for Support

School Counselling - Counsellors are available to deal with personal, educational or career issues. We encourage students to take advantage of our counselling services to obtain confidential assistance with personal issues, to plan their courses, set up peer tutoring, and to investigate their post-secondary plans.

Learning Assistance Center - Depending on your school it may be called the Hub or the Key. These centres provide a support system designed to help those students who have difficulties in certain areas of study. Students may receive assistance in studying certain topics or alternate materials may be provided with teacher input.

Learning Commons -traditionally called libraries, they are open and available for students before and after school and at lunch hour. We expect proper study etiquette to be observed during these times. You may read for pleasure, work on assignments, complete homework, or utilize any of the computer terminals available.

Textbook Use - There is no rental charge for textbooks during the school year; however, books are on loan, and they are the responsibility of the student. At the end of the semester, books must be returned in good condition. Damages and losses will be assessed. If a student loses a book, it should be reported to their class teacher. The student is expected to pay for the original and a replacement will be issued. If the lost book is found, the student will receive a refund.

Being Successful in School

Studying in a new country is a not only a rich personal experience, it also generates hope for our planet. By strengthening cultural understanding and by appreciating our environmental vulnerability, we can build a more peaceful and sustainable world. We are all invested in this future and recognize the importance of the international education you are about to experience.

Teachers and staff in the International Student Education Program are available to help you achieve your goals. Here are a few goals we hope you include:

- To learn English and to experience Canadian culture
- To mature into an aware, responsible global citizen
- To achieve academic success
- To build lifelong friendships, memories, and cultural understanding

Meeting People

- A common greeting practice for Canadians is “hand shaking.” People shake hands when meeting an adult for the first time.
- If people already know each other, they will generally just say “Hi” or “Hello” the next time they meet.
- When entering your Homestay, it is polite to find your host parent and say, “Hello, I am home.”
- When leaving others in informal situations saying “Bye” or “See you later” is appropriate. Sometimes, Canadians will say something like, “Talk to you soon” or “I’ll talk to you later.”
- An adult may invite you to use their first name after you meet them, which is common. Otherwise, use Mr. Ms. or Mrs. as appropriate and the person’s last name (for example, Mr. Smith).
- Canadians maintain eye contact when conversing.
- Generally, people stand two or three feet apart from each other when conversing.
- Be interested in getting to know other people. In Canada, people often ask “How are you?”

Etiquette in Public Places

- People are generally uncomfortable with touching in public places. If you bump into somebody, say “sorry” or “excuse me.”
- Walk on the right side.
- It is not acceptable to spit in public.
- Hold swinging or heavy doors for people who are following you in and out of rooms.
- You may have to adjust your voice level to ensure it’s not too loud. Take your cue from the tones of other people.
- It is acceptable to ask people to speak more slowly or repeat words.
- If you’re the first person on an elevator, it’s common to hold the door for others, either physically, or by pressing the appropriate button on the control panel.
- If someone holds the door or elevator for you, say, “Thank you.”
- If someone thanks you, it is polite to say, “You’re welcome.”

School Expectations

Students who are accepted into the program agree to follow school expectations. Successful students show respect, demonstrate responsibility, commit to their studies, and engage in activities. These are the school district expectations:

- Attend all classes on time with the right materials.
- **Complete all assigned work.** Even if the work is difficult.
 - Ask the teacher or the ESL teacher, for extra help, attend study groups.
 - Additional tutoring in the community is available. Please contact our ISE office for details.
 - Read in English for 30 minutes each day.

- Be polite and courteous with all teachers and school staff.
- Be friendly and cooperative with other students.
- Participate in school activities such as teams, choir, clubs, and social events.
- **Plan appointments and vacations during school holidays so you do not miss school.** (Remember to hand in your [Overnight Travel Application](#) to your Homestay Coordinator **7 days prior to travel within Canada, and 30 days for international travel.**)
- Speak English every opportunity you have, even with people who speak your home country's language!

Classroom Expectations

Academic Expectations – Students are expected to achieve a minimum of 60% in each course. If you find a course challenging, please see your School Advisor as soon as possible. Our schools offer English Language support, your Homestay parents may offer support, and our communities have opportunities for additional tutoring.

Course Work and Assessments – You are expected to complete all class assignments and class exams in your courses. If you are planning to graduate in British Columbia, you are required to take the Ministry of Education Literacy 10 and 12 Assessments, and Numeracy 10 Assessment. Ensure that you have completed these assessments prior to returning home. If you are not graduating in British Columbia, you may be excused from taking these assessments.

Nanaimo Ladysmith International Student Education Attendance Policy

Background: Before arriving in Nanaimo Ladysmith, the natural parents of each International Student sign a contract/agreement titled The International Student Agreement which states that, “There is an expectation that the international student will attend school regularly”

Absences – If you are absent from school, please ask your Homestay parent to call the school to let the school know you are away. Also, ask your Homestay parent for a note to show your teachers explaining your absence when you return to school. As per below, disciplinary action may be taken for unreported and unexplained absences (also known as ‘skipping’).

Students who make the conscious choice to not attend school and are absent without excuse will be subject to the following process:

Definition of “Unexcused” absence or unexcused tardiness (late) is the conscious choice by a student to miss a block or more of a class or classes that has not been deemed valid by the Homestay, advisor, administration, or custodian. Missing 1 full day could result in 4 unexcused absences.

1. 10 unexcused absences or being late for class - This will be addressed by the ISE School Advisor. Phone call/email to Homestay parent, email to agent or natural parent and notifying the ISE Office. All interventions are documented.
2. 20 unexcused absences or being late for class - This results in the School Advisor requesting a formal warning letter from the program. This Letter of Discipline will be written by the ISE Administration team and sent to the student, School Advisor, the Homestay, the Homestay Coordinator, the agent, and parents back home. Such a letter may contain consequences including restricted curfew for a period of time or ban from attendance of ISE activities for a period of time.

3. 30 unexcused absences or being late for class - If a student continues to miss classes for unacceptable reasons the ISE Administration team who will meet with the student and review expectations and decide how missed learning will be remedied. A second Letter of Discipline will be issued by the ISE Administration team. In consultation with the School Advisor, appropriate consequences will be implemented. Such a letter may contain consequences including restricted curfew for a period of time or ban from attendance of ISE activities. Natural parents, agents, and Homestay will be fully informed.

4. 40 unexcused absences or being late for class. Student continues to miss classes after interventions and warnings listed in #1-3 above. At this point the ISE Administration will set up a meeting for the team (ISE admin, school admin, School Advisor and ISE Homestay Coordinator, and Homestay) to meet to discuss the situation and determine the direction of the student. Student, agent, and natural parents will be formally notified of the team’s decision through a Letter of Discipline - Final Warning issued by ISE Administration.

5. Violation of the ISE’s team’s decision and recommendations will lead to the student immediately being dismissed from the program. ISE administration will contact the agent and parent to arrange immediate flight home.

* Attendance will be monitored by the ISE Support Secretary. This attendance record will be given to School Advisors and ISE Administration team on a regular basis. (Min. twice a month.)

Choosing Your Classes

You submitted a course request form which will be used by your School Advisor to build your timetable. Your School Advisor will work carefully with you to provide the best combination of courses possible.

Your timetable will be created for you based on several factors:

- The courses you must take
- Space availability
- Scheduling availability
- Your interests

Your learning goals while you are studying with us will determine the courses you can choose from. This may be adjusted if you are planning to graduate in British Columbia and you need to take some extra English classes, or if your home country requires you to take certain courses. Your School Advisor will help you determine the courses you need to take and will create your timetable for you. While your School Advisor will work to include the courses you are interested in, you may not always receive your first choice.

Here are the required courses for students staying to graduate:

Grade 10	Grade 11	Grade 12
English 10	English 11	English 12
Math 10	Math 11 or 12	Elective 12
Science 10	Science 11 or 12	Elective 12
Socials 10	Socials 11 or 12	Elective 12
Physical Education 10	Elective 11	Elective 11 or 12
Elective 10	Elective 11	Elective 11 or 12
Elective 10	Elective 11	Elective 11 or 12
Career and Life Ed. 10	Elective 11	Career & Life Connections 12

Students planning to attend university must check the pre-requisite courses required for the program they wish to apply to. Check this with your Student Advisor early in your program!

Requesting Course Changes – Your courses have been selected from the information on your International Student Education Application Form.

You are eligible to request a course change if your timetable does not meet requirements from your home country, does not meet graduation requirements in British Columbia (and you are staying to graduate), is incomplete, or you are struggling to pass the course. Your School Advisor will work to ensure your timetable meets these conditions.

You can request a course change for elective courses, although these changes can be very difficult to make. At the start of each semester, courses are most often full. They are also only available at certain times which may conflict with the courses you are required to take.

Distance Learning Courses – To take a distance learning course, you must receive permission from your School Advisor and from the Principal of International Student Education. Distance Learning courses are only permitted when the course is unavailable in a regular classroom setting.

English Requirements – Most schools offer English Development courses for students learning English. These courses are taken in addition to English 10, 11 and 12 that are required to graduate in British Columbia.

To be eligible for admission to Canadian universities, international students complete a Language Assessment (like TOEFL or IELTS), or demonstrate that they have studied for 3, and sometimes 4, years in English.

Helpful School Information . . .

School Supplies – You may wish to purchase your school supplies once you arrive in Canada. We have a paper size that may be different from your home country. You will need pens, pencils, lined paper (8.5 by 11 inches) and a binder. Depending on the classes you are taking, you might also require a calculator, clothing for physical education and other specialty items. Your teachers will let you know on the first day of classes what is required for the course you will be taking with them.

School Program Fees – Paid with your tuition fees, **pays for such items** as your locker fee, Student Activity Fee, Workbook Fee, Yearbook Fee, First Sport's Fee, - please see your School Advisor for details.

Dress Code - Students are expected to dress in a manner that reflects purpose and appropriateness. Students wearing inappropriate attire will be asked to cover up, change, or go home.

- Clothing is expected to be appropriate to a working and learning environment.
- Students must refrain from wearing clothes that promote drugs and alcohol, or portray sexual, violent, or racist themes.
- Students must refrain from wearing clothing that is derogatory regarding a person's ethnic background, national origin, religious belief, sexual orientation, or disability.
- Scent Free Schools – Check with your School Advisor if your school is scent free

Locks and Lockers – You will be given a combination lock and a locker at school to safely keep your school supplies and personal belongings in. Do not share your combination with anyone as it is confidential and

only for your use. If you are taking a Physical Education course, we recommend that you have a second lock to secure your things while you are in gym class.

Late – Plan ahead to ensure you are on time for class. Each school and teacher will have consequences for students who are late. If late behaviour repeats, your School Advisor will be notified. Disciplinary action by the Principal, Vice Principal, or School Advisor will follow.

Leaving School During the Day – Students must check out at the office if they are required to leave school during the day for any reason. You are not allowed to leave, other than at lunch time. If you become ill while you are at school, go to the office. The secretaries will assist you to contact your Homestay parent for permission to go home. If you are unable to reach your Homestay parent, you will be able to lie down in the medical room.

School Announcements – All of our schools have daily announcements about upcoming events and activities. This is when you will learn about athletic team tryouts, club meetings and special events. Listen carefully to ensure you do not miss out! A written copy of the announcements will be posted at each school. Ask your School Advisor for the location.

International Student Announcements – There are many international student activities during the year. You will receive emails or text alerts of upcoming events. Your School Advisor will inform you of where in the school to look for information as well as the process for signing up for activities.

Yearbooks – Students in our schools publish a ‘Yearbook’ to record the events and memories from the school year. The Yearbook is covered by your tuition fees. You do not have to pay any more money for a Yearbook. Yearbooks are available in late June or in September/October of the following year. Before you leave for home, please see your School Advisor to ensure a process is place for you to receive your yearbook! Students should take the yearbook home with them, or it can be mailed to your home country at your expense. You **MUST** confirm the mailing address with your School Advisor.

School Bus – Students attending schools within their catchment area and those living beyond the established walk limits are eligible for bus service. Established walk limits are 4.3 km for students in grades 4-12. Students may be required to walk up to 3.2 km to the nearest bus stop. All students who require school bus service for Nanaimo Ladysmith Public Schools (NLPS), must have their Homestay parent register them for busing. A bus pass will be printed for each student once the registration package is submitted, and approval completed. Passes will be available for pick up the by the third week of school, but you can ride the bus until then without your pass. Registration for school bus passes is online on the school district website under the Families tab, Getting to School, [Bus Registration](#)

Cell Phones – Students must respect their teachers’ expectations regarding cell phone use during instructional time – in the classroom or in other public areas of the school. Ensure your phone is on mute to prevent disturbances. **Do not make or receive messages, check social media or be on the internet during instructional time.** Do not have your phone on speaker mode when making a call at school. Make phone calls before school, during break times, and after school. **Do not leave your class to make a phone call during class time unless it is an urgent matter.**

Plagiarism and AI - Presenting someone else’s work (words, ideas, images, etc.) as your work, without proper acknowledgement is not acceptable. Plagiarism most often occurs when students “cut and paste” information from the internet directly into their own writing assignments, or by copying the work of a classmate. To avoid plagiarism when using the internet or another source as a research tool, students are advised to make their own hand-written notes, and then use these notes for their assignment. Your teachers and the Teacher-Librarian will help students use citations and help you understand how to

ethically use information. The use of AI is prohibitive in most classes and easily detectable. Be sure you know your teacher's expectations on the use of AI.

Graduating Students

Here are the required courses for students staying to graduate:

Grade 10	Grade 11	Grade 12
English 10	English 11	English 12
Math 10	Math 11 or 12	Elective 12
Science 10	Science 11 or 12	Elective 12
Socials 10	Socials 11 or 12	Elective 12
Physical Education 10	Elective 11	Elective 11 or 12
Elective 10	Elective 11	Elective 11 or 12
Elective 10	Elective 11	Elective 11 or 12
Career and Life Ed. 10	Elective 11	Career & Life Connections 12

Students planning to attend university must check the pre-requisite courses required for the program they wish to apply to. Check this with your Student Advisor early in your program!

Transcripts – If you are graduating from a Secondary School or High School in British Columbia, you will need to send your school transcript to universities you are applying to. We are unable to give you a final report card until all the marks are posted by your teacher. Typically, this is done the first or second week in July. You can access your school transcripts online and request that they be sent directly to most universities in Canada and many universities internationally.

Transcripts are available on the Ministry of Education website:

<https://www2.gov.bc.ca/gov/content/education-training/k-12/support/transcripts-and-certificates> You will need your Personal Education Number or PEN. Your PEN is different than your student number, is nine digits long, and can be found at the top of your report card.

Scholarships – There are several scholarships and bursaries that are available for graduating students to apply for. Please let your School Advisor know if you are planning to attend a college or university in British Columbia. Most Canadian universities offer scholarships for international students. Check their websites to determine your eligibility.

Diplomas – Your graduation diploma will be mailed to you in your home country, from the International Student Education Office, in September. Please ensure that the office has your correct mailing address before you leave for home.

Graduation Ceremony – All students graduating from our schools are encouraged to attend the Graduation Convocation Ceremony. This is a formal ceremony where students wear a graduation cap and gown and are formally recognized as high school graduates. The ceremony takes place during the last week of June. Students who are completing their Grade 12 year, but NOT graduating, may still participate in the graduation ceremony subject to the school's graduation protocols. To avoid disappointment, this must be confirmed prior to developing travel arrangements.

Prom – Prom is a formal dance and banquet sponsored by parent groups and held at the end of each school year for students in grade 12. Prom is not sponsored or organized by the schools or the ISE program. The event involves fancy dresses, suits and tuxedos, and an amazing array of food! This is a very popular event, and many students attend. If you are in grade 11, you will need a grade 12 sponsor to invite you to the

event. Attendance at a Prom is at the discretion of your Homestay parents based on the maturity and level of responsibility shown by their student. Tickets will go on sale in the Spring.

Canada & British Columbia Holidays and Special Days - Canada and BC recognize and celebrate several statutory holidays. On these days, most places of business – such as banks and grocery stores - are closed, including schools, universities, and colleges.

Labour Day – First Monday in September, last holiday weekend of summer. Honouring working people.

National Day of Truth and Reconciliation – September 30th This day honours the survivors of the Residential School system, their families, and communities.

Thanksgiving Day – Second Monday in October. Celebration of harvest.

Remembrance Day – November 11th Memorial services are held for those who served their country in the Armed Forces.

Christmas Day – December 25th (Christian Celebration)

Boxing Day – December 26th

New Year's Day – January 1st Most celebrations occur on the evening of the 31st day of December, as Canadians celebrate the end of the old year and the beginning of the New Year.

BC Family Day - Third Monday, February 17, 2025

Good Friday – April 18, 2025 (Christian Celebration)

Easter Sunday – April 21, 2025 (Christian Celebration)

Victoria Day – 4th Monday in May. May 19, 2025 Commemorates the birthday of Queen

Canada Day – July 1st Canada's birthday.

Other Celebrated Days in Canada:

Hallowe'en – October 31st

Mother's Day – Sunday, May 11th

Valentine's Day – February 14th

Father's Day – Sunday, June 15th

St. Patrick's Day – March 17th



Homestay Living

Your home-away-from-home is your place to relax and experience Canadian family life. Your Homestay family is there to provide you with a welcoming place to stay, guidance when you need advice, and comfort when you have had a long day. Although your Homestay parents will never replace your natural parents, they are your caregiver while you are living in their home. Your Homestay parents will have expectations for you to follow. We have recommendations to help you build a successful and happy Homestay experience.

1. **Manners** - Be polite and courteous with all members of the family. Use good manners: say “please” and “thank you.” Help in your Homestay and be part of the family. You can help by offering to set the table, bring in the groceries, or empty the dishwasher once in awhile. When visiting with another person from your country, speak English in front of your Homestay family.
2. **Respect** - Treat your host family and their home and its possessions with care and respect. Your family will be respectful of your things, too. Please listen to your hosts as they teach you how to use their appliances especially the stove and laundry machines.
3. **Home Time** - Be home at the agreed time, after school and on the weekend. Mealtimes with Homestay families are very important and should not be missed except for important functions. You can discuss any food concerns with your host parents. Tell them if you dislike a food or if you have a wish for a particular food. It would be nice for you to offer to prepare a traditional dish from your country for your family to enjoy. We require ISE students to have at least 4 dinners with their host family per week. If you will be late for dinner, please give your host as much warning as possible. Let them know if you would like a plate of food left for you to heat up when you arrive home.
4. **Community Time** – While in the community, all students must be under supervision and stay in regular communication with Homestay parents. (This is why you must have a phone plan with data!) Make sure your Homestay parents know where you are and when you will be home. If your plans change, let your Homestay parents know. Before dark, you need to be at a supervised location like your home, a friend’s home, a shopping mall, or recreation centre. You must not be at the beach, lake, park or any other unsupervised location after dark. Always be with a friend when ever possible. If drugs or alcohol show up.... leave immediately.
5. **Curfew** - Follow the evening curfew rules. They are in place to ensure your safety and well-being. While you will be home studying most evenings during the week, if you do go out it is expected that you will be home by 9:00 pm, or at the time requested by your Homestay parents. Be sure to phone or text your Homestay if an emergency comes up, or if you will be late returning home. **Curfew times vary with age and demonstrated responsibility, and can be adjusted at the discretion of the Homestay parent.**

Weekdays – Sunday to Thursday

- 9:00 pm for grades 8 to 12
- When you join a school or community activity during the week, you can ask permission from your Homestay family to extend curfew to attend these events and activities.

Weekend – Friday and Saturday and any day immediately prior to a school closure.

- Before midnight for grade 11 and 12, unless, from time to time, an extension is authorized by your Homestay parent
- 11:00 pm for grade 10
- 10:00 pm for grade 8 and 9

6. **Having Friends Over** - Be sure to ask for permission before inviting friends to your Homestay. Sleepovers are only permitted with advance approval from the Homestay parents of both you and your guest. It is the ISE student's responsibility to provide their host parents with the phone number, address, and names of the parents who will supervise you while at the sleepover. **Your homestay host must communicate directly (by phone call, not text) with your friend's homestay host or parent to confirm sleepover arrangements.** International Student Education Program rules prohibit sleepovers involving students of the opposite sex or chosen partners.
7. **Energy Use** - Be sure to understand the operation of the heating thermostats and when they should be used. For example, don't leave heat at a high setting when you leave in the morning. As well, talk over the use of the shower to be sure the arrangement is suitable for all family members. Showers should not be longer than ten minutes to conserve hot water and energy.
8. **Your Room** - Keep your room clean and tidy. Do not eat in your bedroom unless it is permitted. If you are permitted to eat in your room, be sure to bring your dishes out to the kitchen when you are finished. Dirty dishes in your room will begin to smell, mould, and attract insects. Clean the dishes and put them away or put them in the dishwasher. Your bedroom is your personal space. However, we recommend to Homestay parents that they do a quick room check with you once a week. Should you accidentally damage anything, tell your Homestay family immediately. Accidents do happen, and it is better to deal with the issue right away rather than wait.
9. **Laundry** - Please talk with your Homestay family about the laundry requirements. Ask if you are expected to do your own laundry or if it can be done with the family's laundry. You may be assigned a specific day and time to do your laundry E.G. Saturday between 10:00 a.m. and 1:00 pm. Please be respectful of this arrangement so you do not inconvenience other family members. Your Homestay family may choose to wash your towels and bed linens; however, they may give that responsibility to you. Please ensure you understand who is doing this. If there are items you wish to wash by hand and hang to dry, ask where you can do this.
10. **Cooking** – If you are interested in cooking while you are in your Canadian homestay you should first discuss this with your host parents. Learn how, what, and when you are permitted to cook. Your host parents will most likely want you to work with them in the kitchen before they permit you to cook or bake on your own.
11. **Phone Use – All ISE students are required to have an operating cell phone with data.** The number must be provided to your Homestay and the ISE Office. Be considerate with the use of your phone. Late night calls after 10:00 pm and before 6:00 am from local friends or family & friends overseas are not allowed (unless it is an emergency) to avoid waking the family, and ensure students are rested for school.
12. **Family Expenses** - If a student has questions about costs or bills proposed by their Homestay family, the student should contact their Homestay Coordinator.
13. **Travel Plans or Visitors** - If you have travel plans, or have relatives coming to visit, be sure to discuss this with your Homestay parents and Homestay Coordinator at the earliest date possible. Applications for overnight travel outside or inside of Nanaimo-Ladysmith without your Homestay family must be completed at least 7 days in advance (30 days in advance if it is international travel.) (See pages 19-20 for more specific information!) If you are away from Nanaimo Ladysmith and

your return plans must be changed, call, text or email your Homestay parents and your Homestay Coordinator, immediately. You can find a copy of the [Travel Form on our website](#).

14. **Well-being** - If you are lonely, worried or feel sick, talk to your Homestay parents, Homestay Coordinator, School Advisor or School Counsellor. They are all there to help you. It is a normal feeling to be worried or sad at times and if you are unwell, it is difficult to study successfully.
15. **Homestay Concerns** - If you have a concern or a problem in your Homestay talk to your Homestay parents about it. Discussing disagreements or concerns as they arise is a typical Canadian practice. Canadians appreciate knowing about challenges and working to find solutions that will help everyone. If you are uncertain about how to discuss a problem, ask your Homestay Coordinator for help.
16. **Student Moves** - The Homestay Coordinator makes every attempt to find a suitable match between a student and the Homestay family and will monitor the satisfaction of both parties through regular contact.

When things are not working out with the host:

First, we encourage all students to have a conversation with their host family about any issues they are having. If such conversations do not resolve the issue, the student is advised to contact the Homestay Coordinator on the matter. If the interventions, mediation, and coaching by the Homestay Coordinator do not work and the situation remains unsatisfactory, the student is advised to:

1. Contact your Homestay Coordinator to discuss the opportunity for the student to change Homestays and determine if the student move is urgent or non-urgent.
 - If the move is urgent, the Homestay Coordinator will make arrangements for the move asap.
 - If it is not urgent, the host family and student will be coached by their Homestay Coordinator on how to best manage the situation while a new home is being found.
 2. We do our best to make the moves in a timely manner, but unless it is urgent the student will need to remain in your home until a new host family can be located and the paperwork completed.
17. **Drugs, Alcohol, Vaping, and Smoking** - **The purchase, possession and/or use of drugs, alcohol, vape products and cigarettes are illegal for youth under the age of 19, in BC, and against program rules. Friends help friends make good decisions. Keep each other safe and report worrisome behavior.** Infraction of these rules can result in immediate dismissal from the ISE Program, confiscation of your Study Permit, and notification to Citizenship and Immigration Canada. Do not buy and do not consume, even if you are 19 years old.
 18. **Sexual Activity** - International Students are expected to abstain from sexual activity with a partner while in Nanaimo/Ladysmith School District Programs.
 19. **Driving and Owning a Car** – Only multi-year, grade 12 students who are planning to attend post secondary institutions, can attain a BC Learners (L) driver's licence. Prior to applying, students must obtain permission from the District Principal of International Education. All other international students are not eligible to drive any motor vehicle.

20. **ISE students as passengers in cars** - Let your Homestay know who you are driving with and do not be part of overloading a car. An N (Novice) Driver may only have one passenger unless they are a member of the driver's immediate family.
21. **Home Security** - You are also responsible for helping to maintain security in the home. Ensure doors and windows are locked before you leave the home. Take your keys with you and do not give copies of your keys or alarm codes to anyone. If you lose your keys, the family may feel the need to change the locks. You may be responsible for this charge. If you do lose your key, tell your Homestay parents. Do not borrow a key from another family member and copy it.
22. **Emergency 911:** In most areas of North America, 911 is the universal call number if police, fire or ambulance personnel are required. If you require any of these services, do not be afraid to call. However, 911 is not a toy and should never be "tested." Misuse of the 911 system is a Criminal Offense under the Criminal Code of Canada and punishable by fines and expulsion from the ISE program. Make sure you have learned your Homestay address and phone number should you ever need to give it to emergency personnel or if you become lost or disoriented. That way, someone can always help you. You will be given a card with this information, but it is a very good idea to store it in your phone and memorize it as well.
23. ISE students are not permitted to have paid employment. You have a Study Permit, not a Work Permit. You may volunteer.

A good Homestay experience can build relationships that last a lifetime. When you put respect and responsibility together with patience, curiosity and humour, the foundation for a great Homestay experience is created!



Engage, Experience, Explore!

Getting Involved at School . . .

Fall Athletic Teams	Spring Athletic Teams	Athletic Clubs	Clubs
Volleyball Basketball Football Soccer (boys) Swimming Cross-Country Running	Soccer (girls) Rugby Golf Track and Field Badminton	Intramurals Dance Team Weight Room Triathlon Badminton	Students' Council Eco Club Energy Ambassadors Leadership Knitting Drama Improv Dungeons & Dragons Robotics Board Games...and more

School activities provide memories for a lifetime. Join your Canadian and International peers in athletics and clubs. Make new friends, improve your own well-being, and contribute to your Canadian community. There are choices for everyone and places where everyone belongs. See your School Advisor for information on getting involved in athletic teams, clubs, and events!

Explore Nanaimo and Ladysmith . . .

There is a lot to explore in Nanaimo and Ladysmith!

Gym Memberships - students are minors, so they cannot join a gym without NATURAL parental consent.

Gyms will require minors and their adult co-signers to complete the gym application in person, which natural parents can not do. To work with gym rules, Mr. Hutchins (District Principal) can act as a signatory. Our process is to have written consent from the natural parents via email. Once we have received this email, Mr. Hutchins will accompany the student to the gym to act as a co-signer. **We kindly ask Homestays NOT to act as a co-signer for gym memberships, nor pay for gym memberships.**

Students should contact the gym to see what is required – e.g. credit card and Canadian cell phone number. Once the student has a Canadian phone number and any other requirements, the student can then contact Mr. Hutchins to make an appointment to go to the gym.

Shopping - Our communities have a great selection of shops to explore. In Canada, a sales tax is added to the price of your purchase when you pay. For instance, if you want to buy a pair of shoes that cost \$70.00, you will be charged \$78.40. A sales tax of 12% is added to the sale price. For some items, a reduced sales tax of 5% is charged. These items include school supplies, some groceries and restaurant meals, clothing for students under 15 years of age, bicycles, and medications. It is very unusual to barter in Canada unless you are attending a 'junk sale' or 'garage sale'.

Restaurants – You will be able to find a wide variety of restaurants serving food from all over the world. In addition, many of our grocery stores carry ingredients from all over the world. It is usual to 'tip' your server when having a meal in a restaurant. The tip is generally 15 percent of the cost of the meal.

Sports/Dance/Horseback Riding – Nanaimo and Ladysmith offer great opportunities to continue your dedication to your sport or activity. e.g., Swimming – check out the Nanaimo Riptides or Ladysmith Orcas. Dance- there are some 20 dance studios between Nanaimo and Ladysmith. Horseback Riding – there are five stables offering horseback riding lessons. These community programs are not connected to our schools and require separate fees.

Outdoor Recreation – You are living in a popular location for outdoor activities! Some of our favourite hiking trails include Westwood Lake, Neck Point, Piper's Lagoon, Newcastle Island, Jack Point and Holland Creek. A simple internet search will provide more trails and more information.

If you are interested in biking, check out Nanaimo's Stevie Smith Bike Park and the Parkway Trail. Popular mountain biking areas are Westwood Lake and Doumont Road. Stop by a local bike shop for more ideas or check in with your Homestay regarding renting or borrowing a bike!

If you love snow sports, Nanaimo is a 90-minute drive to [Mount Washington](#) where you can go alpine and cross-country skiing, snowboarding and tubing on the weekends. You can catch the [ski bus](#) from Nanaimo and Ladysmith to Mount Washington.

If watersports are your thing, Nanaimo, Ladysmith, and the surrounding areas are a paddling paradise. Launch a kayak or canoe and explore the harbour or the historical shores of Saysutshun (Newcastle Island) Marine Provincial Park. Rent stand-up paddleboards and kayaks in the Nanaimo Harbour, on Gabriola Island, or at Transfer Beach Park in Ladysmith and start exploring!

Our beaches provide a perfect escape on a hot summer's day. Nanaimo's long oceanfront makes this an ideal place for families, swimmers, and sun worshippers. Beaches at local parks such as Piper's Lagoon, Departure Bay, Neck Point, Swy-A-Lana Lagoon, and Transfer Beach Park offer opportunities for swimming and snorkeling. There are also three indoor swimming pools to discover, two in Nanaimo and one in Ladysmith. Swimming needs to take place with a responsible adult present or an on-duty lifeguard.

Transportation . . .

Public Transit - Many locations, destinations and services are walking distance or a short bus ride. Walking routes are safe and there are good public transportation systems. We recommend you put the [Nanaimo Transit](#) and Ladysmith Transit Apps on your phone.

Exact cash is required when you buy a ticket on the bus. We recommend that you pre-purchase a sheet of 10 tickets, or a monthly pass, so you don't have to worry about cash. (Buses do not have pay by tap with a debit/credit card.)

If you take the transit bus to school each day, you are much better off to purchase a [Monthly Pass](#) for Nanaimo at a cost of \$40 for students aged 13 years – 18 years, or a [Monthly Pass](#) for Ladysmith students in Grades 8-12 which costs \$38. These passes can be used for that entire month in all zones at all times of the day. They [can be purchased at](#) many gas stations, 7-11 convenience stores, Shoppers Drug Mart, etc.

There is a transit route (70 NCX Nanaimo -Cowichan Express) connecting Ladysmith to Nanaimo and to Duncan providing seven trips Monday to Friday and six trips on Saturday. [The schedule is found here.](#)

There are also two private bus systems that connect Nanaimo and Ladysmith: the [Tofino Bus](#) and [Island Link Bus](#). You need to pre-book with them as they are not covered by your regular bus pass. There are also commercial taxi cabs servicing both communities. [Yellow Taxi](#) or [AC Taxi](#) are in Nanaimo, but also service Ladysmith. Ladysmith also has [Ladysmith Taxi](#) service.

Nanaimo and Ladysmith are great places to bike ride. Many locals use bikes for recreation and transportation. It is the law to wear a bike helmet in British Columbia and it is very important that you always wear a helmet when riding.

Student Travel Beyond Nanaimo and Ladysmith . . .

Trips Beyond Nanaimo and Ladysmith – journey beyond Nanaimo and Ladysmith requires the permission of your Homestay parent.

Day trips – Day trips require the permission of the Homestay parents. It is expected that Homestay parents will make responsible and safe decisions regarding their student's capabilities and choice of destinations.

General guidelines are:

- Students must have demonstrated maturity, responsibility, and good work habits at school
- Students must never travel alone.
- Students should not travel to Vancouver, without their homestay, until the 2nd month of their stay.
- Travel plans including which ferries to catch and when must be made in cooperation with the host parents. ***Please refer to the [BC Ferries](#) website or app for updated sailing times as they are subject to seasonal changes.***

- Students have discussed with their host parents a safety plan including transportation routes, destinations, and contact numbers.
- Students have enough English to be able to ask for assistance and directions if required
- Students going to Vancouver are required to be on the **SECOND** to last ferry back to Nanaimo. Host parents should check these arrangements carefully before giving consent.
- Students must always carry with them photo ID and emergency contact information.

Overnight Trips Without Homestay Family - Under no condition is an international student permitted to be away from Nanaimo Ladysmith overnight without the approval of the Homestay Coordinator nor be away from the homestay overnight within the community unless at another homestay house or a program sanctioned event. The [Overnight Travel Applications are located on our website](#) and can be provided through email by contacting your Homestay Coordinator. A student travelling out of town without program consent will be considered in breach of the Student Agreement. For reasons of student safety and legal responsibility, this rule is strictly observed.

- After discussion with their Homestay Parent, students must complete an “Overnight Travel Application” and submit it to the Homestay Coordinator **at least 7 days prior to the departure date.** [Applications can be found on our website here.](#)
- This application is to be signed by the Natural Parent prior to being submitted to the Homestay Coordinator. It is expected that the Homestay Coordinator will have confirmed the precise destination of the student and **will have spoken personally with the adult who will assume responsibility for the student during this trip.**
- Students are not permitted to stay in any accommodation (hotel, apartment, house) without an approved adult (25 years of age or older) present.
- The use of temporary rental accommodations through such agencies as Airbnb is not permitted unless you are in the company of a Homestay Parent.

Please note that International Travel, with or without a Host parent, also requires the Overnight Travel Application Form. Please submit the application (pages 1 and 2) at least 30 days prior to international travel.



Health and Wellness

Staying Safe . . .

Although our communities are safe places to live, practice the following safety habits to help ensure your well-being.

- Always have your cell phone charged. You are required to maintain an adequate data plan, with a Canadian provider so you can connect and be connected with at all times. As per your Arrival Guide, we recommend [Phonebox](#) for your phone and data plan.
- Always travel with a friend or in a small group.
- When the days are shorter, be sure you are visible in the dark and especially around traffic and when crossing the road. Cross streets **ONLY** at crosswalks!
- Keep your personal documents, passport, study permits, and money over \$50 securely at home.

- Protect your bank cards, PIN numbers, phone, and valuables at all times. Do not leave your valuables unattended while at school or in the community, such as at a beach.
- Make sure you have a photo of both sides of your medical cards (Guard.Me and MSP) stored in your phone. Ask your host parent(s) to also have these photos stored in their phone.
- **Do not use alcohol, drugs, vape products or cigarettes as they are illegal for youth in BC, against program rules, they impair your decision-making and compromise your well-being. Friends help friends make good decisions. Keep each other safe and if you are worried about someone's behavior, talk to a trusted adult or your Homestay Coordinator.**
- Beware of online scams and phone calls. Do not comply with demands to give out personal information (credit card number or passwords, etc.) over the phone. Be wary of false urgency. The scammer may try to convince you that you must act now. Hang up! Let your Homestay know of any unusual or concerning emails, texts, or calls.

If you need HELP . . .

- In case of emergency, call 911 for police, ambulance, or fire.
- For urgent matters, after 6:00 pm, before 8:00 am, or on weekends, call our Urgent Matters phone at (250) 714-2252
- For all concerns, call your Homestay parents for advice

Practices for Good Health . . .

Living and going to school in a new country can be amazing! You will get to experience a lot of independence as you explore and engage with your new life. While it's exciting, it also means you need to take really good care of yourself. It is so important that you put good habits in place to stay balanced and healthy. Not only do you need to look after your body, you also need to take care of your mind. You may experience challenges brought on by homesickness and/or high expectations. Following these simple practices will promote good mental health and help you stay sharp for learning and for living.

- Practice the basics: Get enough sleep (8 to 10 hours), eat well and exercise regularly. Stay connected back home but set boundaries – No late night calls on school nights.
- Surround yourself with good people: Stay connected to friends and family back home while building new relationships here. Participate in school activities, join clubs, purposefully build connections.
- Stay on track: Reduce the potential to become overwhelmed. Set realistic goals and practice daily organization. If you need help, see your School Advisor or Homestay Coordinator.
- Lighten the load: Take time for self-care. Slow down to rest and repair, schedule in downtime away from technology. Learn how to take care of stress and quiet your mind.
- Focus on the positive: Practice kindness and find things to be grateful for. Focusing on the positive releases dopamine in our brains and helps us feel better.
- Build healthy habits: Our lives are made up of what we pay attention to. Choose wisely.
- Build healthy social media habits: Studies show the more time we spend on social media the greater the chance of developing depression. Social media exposure can lead to comparisons that make us unhappy. If you struggle to manage healthy social media habits it can be helpful to partner up with someone who has healthy habits and can lead the way.

If You Need Medical Care discuss your concerns with your Homestay host, or your Homestay Coordinator, or your School Counsellor.

While you are in Canada, you have access to excellent medical care. The cost is covered by medical insurance. When you first arrive, your International School Advisor will give you your Guard.Me Insurance Card. Please take a photo of your card and always carry your Medical Insurance card with you. While you are covered by Guard.Me, you may need to pay for medical services with cash and then be reimbursed later. Claims for reimbursement can be submitted online through guard.me. You can ask your Homestay Parent and Homestay Coordinator for help with this. There are several ways to receive medical services:

Online Healthcare For non-MSP students:

- You can call a Mobile Doctor, covered by Guard.me Insurance, to receive medical advice, a diagnosis or prescription. Conditions that can be treated online include allergies, asthma, cold and flu, infections, insomnia, migraines, pink eye, and sore throats. ()
 - Visit www.guard.me/mobiledoctor to sign up. **You must have a Canadian phone number to register for this service.**

Online Healthcare For students on MSP:

- You can call 811 to get answers to health questions any time of day or night. A team of health service navigators will answer 811 calls and, depending on your questions, will direct you to an on-duty nurse, dietitian, or pharmacist. This service is available in more than 130 languages and will help you identify symptoms and provide you advice on when to seek medical treatment.
- For students who are on MSP, you can book a virtual appointment in various ways:
 - Visit HealthLink BC. You must phone 811 first and they will refer you to an online doctor
 - Visit <https://virtualclinics.ca/#how-it-works> to sign up.
 - Visit <https://vivacare.ca/> to sign up.
 - Visit <https://rocketdoctor.ca/online-doctor-bc/> to sign up

In-Person Healthcare For all Students:

- You can see a doctor at John Barsby and at NDSS
 - John Barsby Wellness Center – John Barsby School
 - NDSS Wellness Center – Nanaimo Aquatic Centre
- You can see a nurse, by appointment, at all schools. See your School Advisor for more information, school nurse services and the Youth Mobile Clinic.
- You can see a doctor at a walk-in clinic. Our communities now only have one walk-in clinic. Before you go, check to be sure it is open. Clinic hours vary.
 - [Medical Arts Clinic](#) – Port Place Mall, Nanaimo 250 753-3431
- **You can make an appointment to see our ISE FAMILY DOCTOR through your Homestay Coordinator.**
- **Transportation to medical appointments** – check with host family first and Homestay Coordinator 2nd. If you need to use a taxi, keep receipts for reimbursement.

If you need urgent care, go to the Nanaimo Regional General Hospital, Ladysmith Community Health Center, or Oceanside Urgent Care. In emergencies, you can request an ambulance by calling 911.

If you need Mental Health support . . .

If life is feeling overwhelming, it is important to ask for help. If you are experiencing excessive fatigue, sadness, anxiety, depression, or irritability, and it doesn't go away after a few weeks, ask for help. There are many services in our community to support your well-being. Here are our recommendations for receiving support:

- See your school counsellor and/or school nurse
- John Barsby and Nanaimo District Secondary schools have Wellness Centers
- If you need assistance to get to outside school supports, please talk with your Homestay parent first, and then your Homestay Coordinator who can assist. Both public and private clinicians are available to you.

Resources in our community include:

- **Visit our ISE Family Doctor through your Homestay Coordinator**
- All students (on MSP or Guard.Me) have counselling coverage up to \$10,000 CAD. Counsellors are available online with multiple languages or in person.
- Ask to contact a counselling clinician for private counselling or therapy. This is a free service.
- Contact Child and Youth Mental Health
 - Individual and group therapy is available to children and youth with challenges including depression, anxiety, trauma, or psychosis. No referral required.
 - Access to counselling is through walk-in intake from 9 am to 12 noon, and 1 pm to 3 pm Wednesdays and Thursdays.
- Call the Crisis Line, Crisis Chat or Crisis Text. You can access the Crisis Line three ways:
 - 24-hour Crisis Line - 1-888-494-3888
 - Crisis Chat - www.vicrisis.ca every evening from 6:00 pm to 10:00 pm
 - Crisis Text - 250-800-3806 every evening from 6:00 pm to 10:00 pm
- Visit the Brook's Landing Walk-In Clinic
 - Single session crisis counselling sessions. No appointment is necessary. Services are free of charge (a Medical insurance Card is not required)
 - Monday to Friday: 10:00 am to 6:15 pm
 - Located at Brooks Landing, 2000 N. Island Highway; access is off Departure Bay Road
- Call 911 or access the hospital Emergency Room if a crisis is occurring

If you are Experiencing an Immediate Crisis

- Call 911 and let the operator know it is a mental health crisis
- Go to a hospital emergency room
- The Suicide Helpline can be reached at 1-800-784-2433
 - **24-hour Crisis Line - 1-888-494-3888**



Program Activities

ISE follows all provincial health guidelines, and when health and safety protocols permit, activities will be offered, subject to availability. Please see below a tentative list of possible activities. Stay tuned for dates and times and come experience traditional Canadian activities with us. You can find updates on our activities on our website studyvancouverisland.ca . When activities are offered see your School Advisor for details and how to sign up!

Possible ISE Activities:

Sample of Fall Activities



Learn to Curl - Nanaimo Curling Club

This activity is a great Canadian experience filled with many laughs and tons of fun. Whether you're a brand-new curler or an experienced one the Nanaimo curling Center provides a great event for everyone!

Half day activity
Includes:
lunch and curling equipment.



Discover Victoria - Victoria, BC

Victoria is known for its stunning heritage architecture framed by ocean views and mountain vistas. It is considered one of the most beautiful cities in the world.

Full day excursion
Includes: bus and tickets to attractions



Discover Vancouver & Fright Night- Vancouver, BC

Vancouver is a coastal gem surrounded by beautiful mountains. Spend the day experiencing Vancouver's natural and urban highlights and enjoy Fright Night at the PNE

Two day excursion
Includes:
ferry, hotel, bus, and tickets to attractions



Festival of Lights – Ladysmith, BC

Celebrate the beginning of the Christmas season as Ladysmith simultaneously lights up the town with thousands of festive lights! Discover the spirit of Christmas and keep an eye out for Santa Claus.

November – Last Thursday
An evening event
Includes:
family dinner



Discover Whistler Mountain Ski Trip

Whistler, BC

Whistler Mountain is a famous winter destination playground attracting skiers, snowboarders, and winter enthusiasts from all over the world. Whistler Mountain offers spectacular recreation and Whistler Village overflows with Alpine charm.

Two-night, three-day excursion
Includes: ferry, bus, lift tickets, lessons and hotel.



Skating - Nanaimo

In Canada, millions of people lace up skates every year! Come learn the basics of skating and experience gliding across the ice. Guaranteed to bring on the laughter and fun times!

½ day activity
Includes: bus, activity fee and snacks



Winter Social and Farewell - Nanaimo

Gather your friends and come celebrate the completion of your first semester together. Enjoy music, dancing, and games. Share your stories and say farewell to students returning home.

January
An evening event
Includes: snacks



Mount Washington - Vancouver Island

Spend a day at Mount Washington! Enjoy snowshoeing, skiing, snowboarding, and tubing at Vancouver Island's winter playground. A true Canadian experience.

Full day activity
Includes: bus, activity fees



Discover Rocky Mountain Tour

The Rocky Mountains are renowned for their stunning scenery of emerald lakes, majestic mountains, amazing glaciers, and untouched wilderness. This tour includes visits to Banff and Jasper and hopefully some sightings of bears, moose, and mountain goats

Three-night, four-day tour
Includes: ferry, bus, hotels and some meals.

Sample of Spring Activities



Bowling - Brechin Lanes or Splitsville, Nanaimo

Bowling is one of North America's most popular social activities. All it requires is a willingness to try something new and a good sense of humour! Join in for some friendly competition, some laughter, and some pizza

Half day activity
Includes: bus,
activity fee, snacks



Discover Whistler Mountain Ski Trip – Whistler, BC

Whistler Mountain is a famous winter destination playground attracting skiers, snowboarders, and winter enthusiasts from all over the world. Whistler Mountain offers spectacular recreation and Whistler Village overflows with Alpine charm.

Two-night, three-day excursion
Includes: ferry, bus, lift tickets, lessons and hotel.



Discover Yukon –Whitehorse, YT -

Experience Canada's "True North!" Learn about the way of life in the Yukon and see the Aurora Borealis (Northern Lights). Option to do a half-day dog sledding experience.

Four-day excursion
Includes: ferry, flights, bus, winter clothing, hotels, and some meals



Discover Rocky Mountain Tour

The Rocky Mountains are renowned for their stunning scenery of emerald lakes, majestic mountains, amazing glaciers, and untouched wilderness. This tour includes visits to Banff and Jasper and hopefully some sightings of bears, moose, and mountain goats

Three-night, four-day tour
Includes: ferry, bus, hotels and some meals.



Surfing - Tofino, Vancouver Island

Join us on Vancouver Island's wild west coast! Learn surfing basics, perfect your pop-up and master your wave catching while learning about Canadian surf-culture.

Full day excursion
Includes: bus and activity fee



Appendix

The International Student Agreement (an excerpt)

Introduction - This Agreement sets out the terms on which a student is accepted into the program and the obligations on those students and their families.

I agree that as a condition of participating in the School District's International Programs that my child:

- a. Must comply with the laws of Canada and British Columbia
- b. Must comply with the School and School District Rules, Policies and Code of Conduct
- c. Must comply with the School District Network and Internet Appropriate Use and Privately-Owned Electronic Devices Appropriate Use policies
- d. Must comply with the terms of this International Student Agreement
- e. Must not buy alcoholic beverages, drugs, vapes, or cigarettes either for their own use or for other people
- f. Must not possess or consume drugs, alcoholic beverages, vapes or cigarettes
- g. Must not drive a motor vehicle unless in Grade 12 and have permission from the District Principal to obtain a Learner's Permit
- h. Must comply with all Homestay terms set out in this Agreement, and comply to Homestay family rules and show respect for members of the Homestay family
- i. Must not change Homestay arrangements without the consent of the District Principal of the International Student Education program
- j. Must attend all registered classes in the International Program, unless unable by reason of illness or injury to do so and must be excused by the Homestay family for any absences
- k. Must not withdraw from courses without consent of school officials, and may not substitute online courses for the equivalent in-class course
- l. Must complete homework as assigned and maintain at least a 60% average in studies
- m. Must not travel outside of Nanaimo overnight unless accompanied by an adult of at least 25 years of age or as part of the International Program
- n. Must obtain written permission from ISE Program staff for overnight trips outside of Nanaimo including holiday trips to home country
- o. Must maintain an up-to-date IRCC – Immigration, Refugees and Citizenship Canada Study Permit
- p. Must depart from Canada on June 30th at the latest unless arrangements have been made through the ISE office for a later July departure.
- q. While in the community all students must be under supervision and stay in regular communication with Homestay parents. Make sure your Homestay parents know where you are and when you will be home. If your plans change, let your Homestay parents know.
- r. Before dark, you need to be at a supervised location like your home, a friend's home, a shopping mall, or recreation centre, not at the beach, lake, park or any other unsupervised location after dark. If drugs or alcohol show up.... leave immediately.



Overnight Travel Application

SUBMIT PAGES 1 & 2 TO THE HOMESTAY COORDINATOR AT LEAST 7 DAYS IN ADVANCE OF DEPARTURE *Online, fillable form is available on ISE website <https://studyvancouverisland.ca/resources-and-forms/>

- Overnight Trip – Outside Nanaimo – Without Homestay Parents
- Overnight Trip – Outside Canada – With Homestay Parents (submit application 30 days in advance of travel)
- Overnight Trip – Outside Canada – Without Homestay Parents (submit application 30 days in advance of travel)

*** Please see following pages for a checklist and details of requirements**

1. COMPLETE THE FOLLOWING INFORMATION

STUDENT NAME _____ DATE OF APPLICATION _____

STUDENT CELL # _____ DESTINATION _____

NAME OF RESPONSIBLE ADULT YOU ARE STAYING WITH _____

(RESPONSIBLE ADULT MUST BE 25 YEARS OF AGE OR OLDER)

RESPONSIBLE ADULT’S CELL # _____ How do you know this adult? _____

Leaving Nanaimo on _____ Returning on _____

PURPOSE for this trip. Be specific. _____

TRANSPORTATION

Bus Car (Owner) _____ Ferry _____

Airplane (flight number) Departure _____ Return _____

ACCOMMODATION

Private Residence

NAME OF OWNER _____

PHONE # _____

ADDRESS _____

Hotel (Students staying in a hotel must be accompanied by a responsible adult)

NAME OF HOTEL _____

***In the event there is a need for medical care please contact the student’s Custodian, Rob Hutchins at 250 210-1471.**

2. OBTAIN PERMISSION FROM YOUR NATURAL PARENT(S)

Information for Natural Parent: Please ensure that you are fully informed of your child’s intended whereabouts.

I support this request

I do not support this request because _____

Natural Parent Signature _____ Date _____

3. SUBMIT TO HOMESTAY COORDINATOR

Request approved

Request not approved because _____

Homestay parent notified by _____ on _____

Coordinator Signature _____ Date _____

Overnight Travel Application

Day Trip – Outside of Nanaimo Ladysmith

With the Homestay Parents	<ul style="list-style-type: none"> • No permission required
Without the Homestay Parents	<ul style="list-style-type: none"> • Permission from the Homestay Parents required

Overnight Trip – Outside of Nanaimo Ladysmith

With the Homestay Parents	<input type="checkbox"/> Inform the Homestay Coordinator
Without the Homestay Parents	<input type="checkbox"/> Discuss travel plan with your host family <input type="checkbox"/> Inform the Homestay Coordinator <input type="checkbox"/> Complete the Travel Request Form to be signed by natural parents <input type="checkbox"/> Submit forms to the Homestay Coordinator at least 7 days prior to departure

Overnight Trip – Outside of Canada

With the Homestay Parents	<input type="checkbox"/> Inform the Homestay Coordinator <input type="checkbox"/> Complete the Travel Request Form and submit <input type="checkbox"/> Obtain a Letter of Enrollment from the ISE Office devon.slater@sd68.bc.ca <input type="checkbox"/> Obtain a Parental Consent Letter: travel.gc.ca/letter <input type="checkbox"/> Apply for a Travel Visa - if required <input type="checkbox"/> Check vaccine and COVID testing requirements for destination and return to Canada <input type="checkbox"/> Bring Passport, study permit or visa if applicable <input type="checkbox"/> Bring proof of vaccine status <input type="checkbox"/> Submit forms and letters to the Homestay Coordinator at least 30 days prior to departure
Without the Homestay Parents	<input type="checkbox"/> Discuss travel plan with your host family <input type="checkbox"/> Inform the Homestay Coordinator <input type="checkbox"/> Complete the Travel Request Form and submit <input type="checkbox"/> Obtain a Letter of Enrollment from the ISE Office ie-secretaries@sd68.bc.ca <input type="checkbox"/> Obtain a Parental Consent Letter: travel.gc.ca/letter <input type="checkbox"/> Apply for a Travel Visa - if required (unless travelling to home country) <input type="checkbox"/> Check vaccine and COVID testing requirements for destination and return to Canada <input type="checkbox"/> Bring Passport, study permit or visa if applicable <input type="checkbox"/> Bring proof of vaccine status <input type="checkbox"/> Bring Passport <input type="checkbox"/> Submit forms and letters to the Homestay Coordinator at least 30 days prior to departure

Documentation

Travel Request Form – This form provides the itinerary for the travel request. It ensures that parents are informed of their child’s travel plans and documents their permission for the travel. The form is also signed by the Homestay Coordinator. The form releases the Nanaimo Ladysmith School District of responsibility for the student while the student is on the trip. The form is available from the Homestay Coordinator.

Letter of Enrollment – This letter confirms that a student is studying in Nanaimo Ladysmith and may be requested at border crossings. The letter is available from the International Student Education Office.

Parental Consent Letter for Children Abroad – This letter provides consent from the natural parents for your International Student to travel with the Homestay Family. The letter may be requested by immigration authorities at border crossings. Search travel.gc.ca/letter for more information.

Visa – Visa requirements to enter countries differ depending on your citizenship. Be sure to check Visa requirements for your student prior to finalizing your plans.

Passport – Be sure to travel with it.

Vaccine status – Be sure to travel with proof of COVID-19 vaccine.

Top 11 Things to Remember as an ISE Student:

1. Build a relationship with your Homestay family. One of the best ways to do this is through family dinners. We expect you to attend **4+ family dinners each week**. Also, remember to say **“hello” when you come home and “goodbye” when you leave your home**. Good manners such as **“please” and “thank you” are important**.
2. Communicate clearly with your Homestay family, making sure you understand the expectations and routines in your home. Ask questions about your chores – e.g., laundry, cleaning the bathroom etc. Remember – Shower every day or two and **clean your room at least once per week!**
3. **Mobile Doctor** - Students are asked to register for the Mobile Doctor during their first week in Canada.
4. You **MUST** have a **fully functioning cellphone and data plan**, so you can be always contacted by your Homestay family and ISE. You need to let your Homestay parent(s) know where you are, and if a change of plans occurs, you need to text/phone your Homestay and keep them up to date.
5. **Illegal Substances:** Students are not permitted to acquire or consume alcohol, illegal drugs, cigarettes, or vaping products. Alcohol must not be consumed (even when part of a Homestay family celebration.) It is prohibited for a student to be in possession of fake ID. Breaking these rules could mean dismissal from the ISE program.
6. **Curfews:** When dusk falls, students are to leave outdoor areas such as beaches and parks and head home, to a friend’s home, mall, restaurant, or recreation centre.

Weekdays – Sunday to Thursday

- ✓ 9:00 pm for grades 8 to 12

When the students participate in after school or community activities during the week, they can ask permission from their host family to extend curfew to attend these events and activities.

Weekend – Friday and Saturday and any day immediately prior to a school closure.

- ✓ Before midnight for grade 11 and 12, unless, **from time to time**, an extension after midnight is authorized by the Homestay parent
- ✓ 11:00 pm for grade 10
- ✓ 10:00 pm for grade 8 and 9

7. **Parties and Sleepovers**
 - **There must be a responsible adult (parent of Homestay, 25+ years old) in attendance at all times in order for the student to attend a party or sleep over.**
 - **The Homestay family must make prior contact BY PHONE CALL – NOT TEXT with the responsible parent who will be in attendance throughout the duration of the party**
 - Students must obtain the permission of the Homestay family before attending
8. **Driving with an N Driver** - As per the graduated licensing requirements in BC, drivers with an “N (Novice)” driver’s licence may only carry one passenger in their vehicle. **Students wishing to travel with an “N” licensed driver should discuss and seek permission from their host family. Do not overload a car!**
9. **School Work** – Students must attend all classes, on time, unless they are sick. It is expected that all ISE students do their best work and maintain a minimum average of 60%. The Wi-Fi will be on in your home until 11:00PM, please ensure your studying is completed by this time.
10. **Join clubs and teams at your school.** This will help you make friends and make your stay in Canada even better!
11. Feeling Uncomfortable? These people are here to help:
 - Struggling with School - International School Advisor, ISE District Coordinator
 - Feeling sad, depressed – Homestay parent, International School Advisor, Homestay Coordinator
 - Feeling ill (cold, flu, other) – Homestay parent, Guard.Me, Homestay Coordinator
 - Problem at Homestay – Homestay Coordinator