



DIVISION SCOLAIRE
LOUIS RIEL
SCHOOL DIVISION
INTERNATIONAL STUDENT PROGRAM

INTERNATIONAL STUDENT PROGRAM STUDENT GUIDE



 isp.lrsd.net



ENJOY THE JOURNEY OF CULTURAL LEARNING

WELCOME!

TO THE INTERNATIONAL STUDENT PROGRAM IN WINNIPEG, MANITOBA, CANADA!

Students and their parents should read this entire handbook carefully. It provides important information and resources such as links, activities and what to expect during the students' stay. This information will help students prepare for their new adventure and provide support as they adjust to life in Canada.

Additional information will be shared with all international students, parents and homestay families throughout the students' stay in the program. The International Student Program (ISP) staff will stay in regular communication with all students and offer support when needed.

International students are encouraged to make the most of this exciting new experience by meeting new friends, trying new things, embracing new cultures and having fun!



INFORMATION CHANGES

This booklet is intended as a guideline only. Please consult with the LRSD ISP staff for additional information. One thing you can be quite sure of, is that life in Canada will not be the same as it is your home country. Relax and





enjoy yourself while you are here and don't worry about the differences. Be open when you are asked to try a new food or experience a Canadian activity. Students are encouraged to look for and enjoy new experiences.

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CONTACT THE SCHOOL DIVISION

50 Monterey Rd
Winnipeg, Manitoba, R2M 3R3
1-204-253-8025

 www.lrsd.net/
 internationalstudent@lrsd.net
 [lrsdinternational](https://www.facebook.com/lrsdinternational)
 [lrsd_isp](https://twitter.com/lrsd_isp)



HELPFUL WEBSITE LINKS AND CONTACT NUMBERS

Some of these links are found in other sections of this guide. They are included here for quick access. School websites have helpful information including contact numbers, addresses with maps and school calendars. School websites can be found through the Louis Riel School Division website at: www.lrsd.net/school/community-of-schools/Pages/default.aspx

Citizenship and Immigration Canada:

Students can apply for a study permit online and organize all of their application information. This needs to be completed outside of Canada and before a student comes to Canada.

www.cic.gc.ca/english/e-services/index.asp

City of Winnipeg 311 - Information Service:

www.winnipeg.ca/interhom

City of Winnipeg general information: 311

City of Winnipeg website:

A municipal government website providing information about events, places to visit and other items of interest for people living in or visiting Winnipeg.

www.winnipeg.ca/interhom

Emergencies (police, ambulance, fire): 911

Guard.me:

All international students in the program are covered under a mandatory Guard.me health insurance plan. Students do not need to purchase additional travel insurance. Please read the coverage and claims details at: www.guard.me

Health Links:

It is a 24-hour, 7-days a week telephone information service available in Manitoba. Whether a student has a small medical question or a more urgent need, they should first call Health Links at:

1.204.788.8200

Living in Manitoba:

A Government of Manitoba website where students and their parents can go to find information

about living in Manitoba. It includes useful information on climate, education and Canadian culture.

www.immigratemanitoba.com

Louis Riel School Division

International Student Program website:

isp.lrsd.net

Province of Manitoba

International Education information:

www.gov.mb.ca/ie/index.html

Restaurant Guide:

Winnipeg's most popular and unique dining experiences. www.visitwinnipegnow.com/where-to-eat

Study Permit Extension Application:

Students can also apply online to extend their study permits. If they wish to extend their permit, they should apply before their current permit expires.

www.cic.gc.ca/english/information/applications/extend-student.asp

Tourism Winnipeg:

Find out about things to do in Winnipeg, including places to eat, events to watch, activities to enjoy and more. www.tourismwinnipeg.com

Travel Manitoba:

Explore Manitoba, find out about the places to visit, cultural events and activities happening in the Province. www.travelmanitoba.com/things.to.do

Winnipeg Airport:

Check arrival and departure information, travel tips and security information. www.waa.ca

Winnipeg Transit:

Find out about bus passes, including costs and where to purchase them, bus schedules and search bus routes. www.winnipegtransit.com

Winnipeg Weather:

The Government of Canada website for current weather, forecasts and historical weather information. <https://weather.gc.ca>



LOCATION & MAP



International Education Department Louis Riel School Division Board Office

50 Monterey Road, Winnipeg, Manitoba, R2J 1X1 Canada
Monday to Friday: 8:30 a.m. to 4:30 p.m.

 1.204.253.8025

 internationalstudent@lrsd.net





WINNIPEG WEATHER

Manitoba has four distinct seasons with cold winters and hot summers. Students coming from warmer countries may find it difficult to adjust to the changes in temperature throughout the year.

Students who arrive at the start of the school year will arrive during fall (also called autumn). The fall in Winnipeg lasts from early September to early November. The leaves on the trees turn yellow, orange and red and then fall to the ground. Average temperatures range from 22 degrees Celsius in the early part of the season to 2 degrees Celsius by November. Students should be prepared to dress for the weather. Jackets, sweaters and coats are key items of clothing for this time of year, especially since many people enjoy being outside in the fall enjoying the change in season and watching the leaves change colours.

Winnipeg is often called “Winterpeg.” Winters in Winnipeg usually last from early or mid-November to mid-March. During the winter, temperatures can be as cold as -25 degrees Celsius, and can feel even colder because of the wind (called windchill). Winter also brings a lot of snow and ice. It may take some time for students to get used to snow, especially if they are coming from warmer countries. There are many fun

winter activities that make the colder temperatures something many Winnipeggers look forward to.

Winter clothing is not always the most fashionable, but so long as students dress warmly winter temperatures will be bearable. Dressing warmly will also prevent frostbite. Frostbite can be very dangerous and can damage the skin. Skin can also become very dry in the winter – the best way to deal with this is to drink lots of water and use lotion. Students should buy winter clothing while they are in Canada to make sure it will be warm enough. Homestay families can help students shop for winter clothing including jackets (parkas), hats (toques), mittens or gloves, scarves and winter boots.

Students may have the chance to try many different winter activities and sports while they are in Canada. They may not be used to the cold weather, but if they dress warmly they can enjoy the crisp and bright sunny days of winter!

Spring in Winnipeg lasts from March to the middle or end of May. This season can have both cool and warm weather. Temperatures range from 1 degree Celsius in early spring to 18 degrees Celsius in late spring. Students should note that dust and pollen can affect





allergies and/ or respiratory issues. Students should be prepared for rainy weather. They should bring or buy a rain jacket with a hood, waterproof boots or shoes and an umbrella. The outdoor clothing they wear in the fall usually works well in the spring.

Winnipeg's summers can be very hot and humid – the average temperature during the day is 25 degrees Celsius. Summers usually last from late May to late August. Even if students come from a place that is hot, they might be surprised to discover how hot the summers are after the cold winter.

Loose fitting clothes in light colours are best for the summer months. Students should also wear sunglasses and hats when spending time outside during the summer. Sunscreen with a sun protection factor (SPF) of 30 to 45 should be used when students are going to be outside for a long time. Students should also use insect repellent. Many students are not used to dealing with insects, especially mosquitoes whose bites are not painful but can cause skin to itch. The homestay family may help students choose appropriate sunscreen, insect repellent and clothing to help them enjoy the summer months.

HOW TO KEEP WARM IN WINTER

- **Wear several layers of clothing.**
- **Wear long underwear.**
- **Wear an extra pair of socks. Cotton or wool is the best.**
- **Wear mitts. They are warmer than gloves.**
- **Wear a hat that covers your ears. A lot of body heat is lost through the head, and ears are often the first to get cold.**
- **Wear a scarf to cover your neck and chest. On a very cold day, you can use it to cover your face too.**
- **Wear winter boots. They should have a low heel and a rubber sole, to provide traction on ice. Make sure they are large enough to fit an extra pair of socks and a warm lining.**





GETTING AROUND WINNIPEG

Public transportation in Winnipeg is safe and reliable, and a great way to get around the city. You may take the bus to school every day, or to go out with your friends. Canadian students often use public transportation to get around. There are usually seats available on the bus, and do not be afraid to ask the bus driver for help if you need it. Sit as close to the bus driver as possible. If someone bothers you or you feel unsafe when you are on the bus, change seats or ask the bus driver for help.

If you will take the bus every day, you should buy a Student Bus Pass. This allows you to ride the bus an unlimited number of times every month, and costs less than a regular bus pass. If you will take the bus only sometimes, you should buy the Student bus tickets. You can use these each time you take the bus instead of carrying correct change to pay for the bus, and it will save you money as well. You will need to carry your student ID card with you as the bus driver may ask to see it. Bus passes and tickets can be bought at most grocery stores, drug stores and convenience stores such as 7-11 and Mac's. Your Homestay family will let you know where you can go to buy them. Winnipeg Transit uses a bus pass called **Peggo Card**. Peggo Cards can have a photo added to them. It's new reloadable electronic Peggo Card makes paying your fare more convenient. A Peggo Card can be purchased for \$5. A minimum of \$5 e-cash or any e-pass must be purchased with the card in order to validate the card. For a limited time, after you register your Peggo Card and use your card for two separate trips on two different days the \$5 you paid for the card will be refunded to your card as e-cash within 48 hours. Meaning for a limited time it costs you nothing to buy your card! For more information on Peggo Card: <https://winnipegtransit.com/>



[en/fares/say-hello-to-peggo/about-peggo/](https://winnipegtransit.com/en/fares/say-hello-to-peggo/about-peggo/)

Every bus route has a name and route number. Each bus will have this marked on the front, as well as its final destination. Each bus stop will have a list of the route numbers that stop there. Your homestay family will help you with directions about which bus to take to where you are going. Learn your route and city transit bus schedule before you leave home. You may want to print a copy of your schedule to take with you so that you can ask the bus driver for help if needed. Winnipeg Transit has a very good website to help you plan your route, tell you which buses to take, and what time to be at the bus stop: www.winnipegtransit.com/main/

The “Navigo” link will plan your route for you.

If taking more than one bus for your trip, ask for a transfer when you get on the first bus. This will allow you to ride other buses until it expires, including your bus ride home if it is within the time limit.

If you are taking the bus after dark, when you get on the bus you can ask the bus driver to drop you off at your street, even if there is not a scheduled bus stop there. Choose busy, bright bus stops after dark for your safety.

To take a taxi, you will usually need to call a taxi company to order it. It is often not possible to wave down a taxi in Winnipeg as it is in other cities. There are several taxi companies in Winnipeg. Unicity and Duffy are two common taxi companies.

If you are lost, either call your homestay family or ask for help from a bus driver or someone who works in a store or restaurant.





Homestay families are not expected to be tour guides, but international students do appreciate and benefit from participating in family activities. Families are asked to take part in at least one planned activity per month, if possible. Winnipeg offers many activities that are popular with international students. Information about most of the following events and activities can be found online at travelmanitoba.com, <http://tourismwinnipeg.com> or www.winnipeg.ca/interhom. The following list is a sample of the events and activities; there are many others as well.

Winnipeg's Top Festivals and Special Events

Fall Events (September – October)

- Canada Goose migration
- Manitoba Culture Days
- Manitoba Dragon Boat Festival
- Corn Maze

Winter Events (November – February)

- Canad Inns Winter Wonderland
- Santa Claus Parade
- Winnipeg Symphony Orchestra New Music Festival
- Festival du Voyageur
- Springhill Winter Park
- Harbour View Recreation Complex

Spring Events (March – May)

- March 21st Human Rights Film Festival
- Dance Manitoba: Provincial Dance Festival
- Teddy Bear's Picnic
- Winnipeg International Airshow

Summer Events (June – August)

- Winnipeg International Children's Festival
- Winnipeg International Jazz Festival
- Red River Exhibition
- Winnipeg Folk Festival
- Winnipeg Fringe Theatre Festival
- Ballet in the Park
- Folklorama
- Manito Ahbee Festival

Parks, Museums and Historical Sites

- Lower Fort Garry
- Mennonite Heritage Museum
- Riel House National Historic Site
- Musée de Saint-Boniface Museum
- Canadian Museum for Human Rights
- The Manitoba Museum (Science Gallery and Planetarium)
- Manitoba Children's Museum
- Manitoba Electrical Museum
- Western Canada Aviation Museum
- Winnipeg Railway Museum
- The Forks Historical Site
- Living Prairie Museum
- Fort Whyte Alive
- Oak Hammock Marsh
- Assiniboine Park and Zoo
- Fun Mountain
- St. Vital Park and Duck Pond
- Provencher Park
- Harbourview Park
- La Barriere Park
- Crescent Drive Park
- Central Park (Downtown)
- Birds Hill Park
- Manitoba beaches





ACTIVITIES AND THINGS TO DO IN WINNIPEG

Arts and Culture

- The Winnipeg Art Gallery
- Gallery 1C03 (University of Winnipeg)
- Plug In Institute of Contemporary Art
- Art galleries in the Exchange District
- Manitoba Theatre for Young People (MTYP)
- Royal Manitoba Theatre Centre (MTC)
- Rainbow Stage
- The Forks (performances and entertainment)
- Canada's Royal Winnipeg Ballet
- The Winnipeg Symphony Orchestra
- Manitoba Opera
- Outdoor concerts

Great Shopping

- St. Vital Shopping Centre
- Polo Park Shopping Centre
- Outlet Collection Winnipeg
- Winnipeg Square
- Kenaston Common
- Exchange District
- Chinatown
- Osborne Village
- Corydon Avenue
- Academy Road
- Old St. Boniface
- The Forks Market
- St. Norbert Farmer's Market
- Value Village and other nearly-new stores (ideal for low-cost winter clothes)



Sports and the Great Outdoors

- Football (Winnipeg Blue Bombers)
- Baseball (Winnipeg Goldeyes)
- Hockey (Winnipeg Jets and Manitoba Moose)
- Ringette
- Soccer
- Miniature golf
- Golfing
- Bowling
- Skating on the Red River
- Curling
- Skiing/Snowboarding
- Cross-country skiing
- Tobogganing/Sledding
- Snowshoeing
- Rollerblading
- Swimming
- Mountain biking
- Fishing and Ice Fishing
- Hiking
- Skateboarding





FUN FAMILY ACTIVITIES

- Have a BBQ or picnic in the park.
- Have a bonfire and roast marshmallows.
- Build a snowman (fun at any age!).
- Cook and bake food from the students' home country together.
- Take the family pet for a walk.
- Look at old family photos and take new photos together.
- Watch videos or movies and discuss them afterwards.
- Play family board games, card games, etc.
- Play interactive games together: Nintendo Wii, karaoke, etc.
- Invite the student's friends over for a special occasion (birthday, etc.).
- Have the student teach the homestay family something from their country (phrases, customs, etc.).





MANITOBA CULTURAL EVENTS

New Year's Day (January 1)

Public holiday celebrating the start of the new calendar year. **(No School)**

St. Valentine's Day (February 14)

A day for friends and loved ones to give cards and gifts to one another. This day originally honoured St. Valentine.

Louis Riel Day (third Monday in February)

Public holiday that commemorates the life of Louis Riel, a politician who represented the Métis people's interests. Louis Riel Day gives people in Manitoba the chance to enjoy time with their families and learn about Métis culture. Students do not have school on this day. **(No School)**

St. Patrick's Day (March 17)

A day named after St. Patrick, who brought Christianity to Ireland. People often wear green on this day to represent Ireland.

Spring Break (typically the last week of March)

Sometimes called spring vacation or mid-term break. Students get the entire week off from school. **(No School)**

Good Friday (the Friday before Easter)

A day to remember the death of Jesus Christ. Students do not have school on this day. **(No School)**

Easter (a Sunday between March 22 and April 25)

Celebrates the resurrection of Jesus Christ and has become a general holiday marking the beginning of spring. Many families have traditions of colouring boiled eggs ("Easter Eggs") and giving chocolate eggs or Easter bunnies.

April Fools' Day (April 1)

A day when people often play practical jokes on each other.

Mother's Day (second Sunday in May)

A day honouring mothers.

Victoria Day (Monday preceding May 25)

Celebrates Queen Victoria of England, who was the queen at the time of Canadian federation. For many Canadians, it marks the start of summer. **(No School)**

Father's Day (second Sunday in June)

A day honouring fathers. The Manitoba Marathon is held on this day.

Canada Day (July 1)

A celebration of Canada's birthday. Most cities will have fireworks at night. Usually considered the first weekend of the summer holiday season and many Canadian families go away or begin their summer holidays at this time. **(No School)**





Terry Fox Day (first Monday in August)
The Civic Holiday is commonly referred to as the August Long Weekend. It is probably the busiest day on highways as tens of thousands of families go camping, to cottages and on other short trips on this weekend. **(No School)**

Labour Day (first Monday in September)
Public holiday honouring working people. Usually considered the last weekend of the summer holiday season. Students do not have school on this day. **(No School)**

Thanksgiving Day (second Monday in October)
Public holiday, a day of general thanks. Usually celebrated with a big family meal, likely having turkey as the main dish. Students do not have school on this day. **(No School)**

Halloween (October 31)
A day when people emphasize scary things, wear costumes, and have parties. Young children wear costumes and go door-to-door around their neighbourhood to collect candy (“trick-or-treating”).

Remembrance Day (November 11)
An official day of observance to honour Canadian soldiers and the anniversary of the end of World War I. Students do not have school on this day. **(No School)**

Winter Break (begins in late December)
Students have 10 to 14 days off of school between semesters in the winter to celebrate the holiday season. **(No School)**

Christmas (December 25)
Celebrates the birth of Jesus Christ. Usually celebrated by exchanging gifts, decorating a Christmas tree and through a variety of family traditions. **(No School)**

Boxing Day (December 26)
Most people celebrate this holiday by spending the day with family and friends or going shopping, as stores have after-Christmas sales. **(No School)**

New Year’s Eve (December 31)
Celebration of the end of one calendar year while New Year’s Day (January 1) marks the beginning of another. **(No School)**



PREPARATIONS BEFORE TRAVELLING TO CANADA

Students and their parents are asked to read this section before travelling to Canada.

It contains very important information about the International Student Program from start to finish, including arrival preparations, health insurance, student expectations, homestay guidelines, contact information and much more. It is best for students to understand this information and deal with questions and concerns ahead of time. If they are prepared to travel to Canada and know what to expect, students will have a more positive experience!

E-VISA

Starting March 15, 2016

Visa-exempt foreign nationals who fly to or transit through Canada will need an Electronic Travel Authorization (ETA). For more information, check out: www.cic.gc.ca/english/visit/eta.asp

TRAVEL INSURANCE

The health insurance for our program is mandatory and is provided through Guard.me. Students do not need to purchase additional travel insurance. Coverage from the Guard.me policy will begin on the day they leave their home country. The student is insured in all other countries but their home country.

Visit www.guard.me/louisriel for full policy details. More details about insurance are in the next section (Arriving in Canada) in the Health Insurance Guide.



STUDY PERMIT AND VISAS

All students studying (for academic credit) in the International Student Program of the Louis Riel School Division are required to obtain a Study Permit. A Study Permit is a document that allows a foreign individual to study in Canada for a limited time. Please refer to the Canadian Immigration and Citizenship (CIC) website for information on how to apply for a study permit from outside Canada: **www.cic.gc.ca/english/information/applications/student.asp**

New Canadian law states that the staff at the International Student Program are no longer allowed to help students who are applying to extend their study permits. The student must complete this application on their own or with assistance from Immigration Consultants.

We encourage students to apply for a multiple entry visa as some students may wish to return home during holidays.

It may be a good idea for students to apply for a United States Visitor Visa as well. Some homestay families may choose to travel across the United States border (only a few hours travel from Winnipeg by vehicle). If the student wishes to travel with the homestay family, they will need this visa. Check to see if your country is part of the visa waiver program at: **www.travel.state.gov/visa/temp/without/without_1990.html#citizen**

The International Student Program will require copies of the student's study permit, visa and passport for its records.





GENERAL ARRIVAL INFORMATION

Winnipeg is located in the centre of North America. We are the heart of the continent and our International Airport is a hub to many locations all over North America. When flying to Winnipeg, students will connect through another major city, often Vancouver, Toronto, Montreal or Chicago.

A member of the ISP team and the homestay family will welcome students when they arrive at the Winnipeg James Armstrong Richardson International Airport. Students must tell ISP staff their travel details and tell them if there are any changes to their travel plans. Students must provide the flight booking reference number ahead of time in case ISP staff need to find out about travel plans when the student is already travelling to Winnipeg.

If the student has a connecting flight through another Canadian city (such as Toronto or Vancouver), they will need to remember to pick up their luggage and take it through border customs. Afterwards, students will need to drop off their luggage again to get onto the connecting flight to Winnipeg.

IMPORTANT: *If students are delayed or have problems when travelling, the student, parent or representative must contact their homestay family and/or ISP staff immediately to tell them the accurate arrival times. Refer to our website: isp.lrsd.net; under Contact Us for emergency and after-hour telephone numbers.*



Orientation to Winnipeg and the Louis Riel School Division

1. Students will arrive at the airport in Winnipeg and be welcomed by their homestay family and a member of the ISP staff. Students will have some time to rest, meet their homestay family and get used to their new home. Students not in homestay are expected to contact ISP office upon arrival.

2. A scheduled orientation session will take place at the student's school with members of the ISP staff. At this information session, students will need to bring their:

- Passport and Study Permit,
- Any outstanding payments,
- Any outstanding documents and school reports.

Students must be prepared to pay for the health insurance if it has not already been paid. Students need to contact their school to schedule a school visit. They will meet school staff and administration, discuss their course selection and timetable and familiarize themselves with school facilities.

3. Students will be told the date they will start regular classes. A school staff member or ISP staff will always be available to help students if they have questions.

ISP staff will also visit students at the school regularly to check how students are doing and help with concerns. ISP staff can be contacted at any time for help.

4. Students will attend regular classes and are encouraged to join in activities with local Canadian students.



COMMUNICATION PROTOCOL

If students have any questions or concerns about school, homestay or any other issues, they can use this protocol to decide who to ask for help.

Even if concerns are solved without involving ISP staff, it is still very important to tell them about all concerns or issues. Communicating with ISP staff and the homestay family helps to make sure that everyone has a positive experience.

ISP staff are always available to help students talk to the school, their homestay family or others during their stay in Winnipeg. Go to our website: **isp.lrsd.net**, under Contact Us for phone numbers and email addresses.



Remember...
ISP STAFF are available to help students **COMMUNICATE** with the school and their homestay family if **QUESTIONS** arise.

SCHOOL

- Course selection
- Attendance
- Grades
- Discipline

Students should speak with appropriate ISP liaison person or school staff.

EMERGENCY

Students should first tell the homestay family if there is an emergency. A homestay family member should be able to help with the situation.

Students or homestay families must also tell ISP staff immediately if there has been an emergency. ISP staff can be reached at the office during the day or on their cell phones after hours.

HOMESTAY

- Daily routine
- Food and meals
- Activities
- Discipline
- Any other homestay related issues

Students should speak with a homestay parent first. Communication leads to better understanding. Students and homestay families should be prepared to discuss a compromise.

If the concern is not resolved, speak with ISP staff.

Students must communicate with their homestay family and ask questions if there is something they don't understand. If someone asks "do you understand?" be honest! Don't just say "yes." Instead, ask for help. Ask if your host family understands you. Try to rephrase what you've said, or what you've heard.





GUARD.ME

All international students in the program are covered under a mandatory Guard.me health insurance plan. Students do not need to purchase additional travel insurance. The Guard.me coverage will begin on the day they leave their home country. The Guard.me plan insures the student in all other countries except their home country (see policy for full details).

The cost of health insurance is a flat rate of \$550 per year no matter how long the student will be staying in Winnipeg. If a student is studying for one semester, the coverage is \$300.

All health insurance fees will be charged along with the student's tuition. The fees are payable before classes begin.

The student must tell ISP staff what date they are leaving their home country. Our staff should know the student's departure date so that we can apply for full coverage.

Within the first few weeks of arrival, ALL international students will receive an envelope with:

- A wallet-sized medical insurance card,
- A health insurance claim form from Guard.me,
- A copy of the Guard.me insurance policy that provides all information about coverage in addition to instructions for making a claim.

We recommend that homestay families make a copy of the student's medical insurance card to keep in a safe place in case of an emergency. Students, parents and homestay families should review the insurance policy in advance to make sure they understand the plan. Visit isp.lrsd.net for more information.

Should students or parents have any questions about their coverage, they can contact Guard.me at their toll-free number: 1.888.756.8428.

If the student is injured in an accident, the student or the homestay family should NOT sign any form that releases anyone from their responsibility for the accident. The names of the people involved in the accident must be given to the ISP staff immediately.

ISP staff must be told immediately of any serious accident, hospitalization or emergency surgery. ISP staff must tell the student's biological parents as soon as possible.

Health Links is a 24-hour, 7-days a week telephone information service available in Manitoba. Whether a student has a small medical question or a more urgent need, it may help to first call Health Links at: 204.788.8200. See page 4 for additional help links.

If the injury or illness requires medical attention, students may visit a walk-in clinic or go to an emergency room. Visit our website at isp.lrsd.net to view a list of medical clinics.

Students should carry their medical insurance card(s) with them at all times.

The **Guard.me** policy is available on the www.guard.me/louisriel website and is translated in many languages.





WHAT TO DO AND HOW TO CLAIM – STEP BY STEP

STEP 1

International students, parents and homestay families should read the Guard.me policy carefully for full details about benefits, limitations and exclusions. Not all medical costs are qualified for repayment.

STEP 2

If students become ill or injured, they should ask their homestay family to take them to their family doctor, the nearest walk-in clinic or a hospital. The student must show photo identification PLUS their medical insurance card to be seen by a doctor. The student must bring a Guard.me claim form to the visit. This form will need to be signed by the medical provider.

STEP 3

Most medical facilities will require immediate payment for the visit. Any costs for services must be paid by the international student. Students must then submit a claim to Guard.me directly to be repaid.

STEP 4

Students and homestay families must always be sure to tell ISP staff of any illness, serious injury or accident. Students can contact ISP staff with questions about policy coverage and submitting claims.

NOTE: *There are some walk-in clinics in Winnipeg that will accept the Guard.me medical card directly. When students go to these clinics for services, eligible fees will be covered by the insurance policy immediately. A list of walk-in clinics in our division can be found by visiting our website isp.lrsd.net. Click the “Walk-in Clinics” link on our home page for locations near you. The locations that accept the Guard.me medical card directly will be specified. <https://www.guard.me/louisriel>*

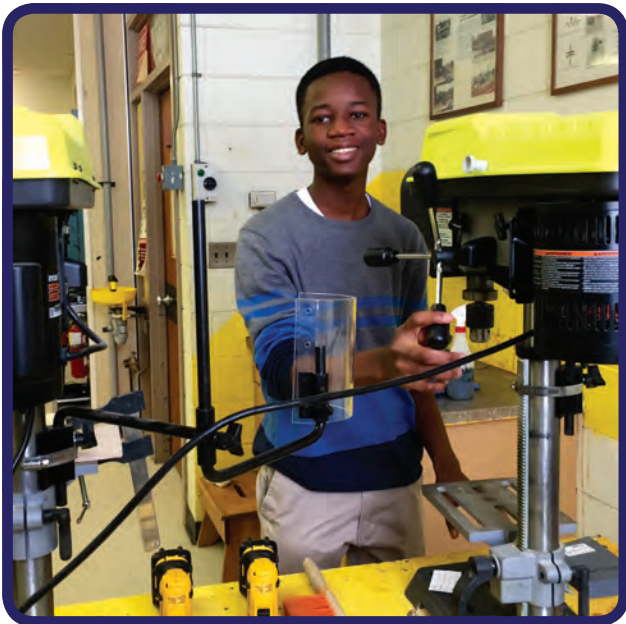


HOW TO SUBMIT A CLAIM TO GUARD.ME



Students can file claims online or by mail.

Students can submit claims under \$1,000 online at www.guard.me/claim.php. Students will need to enter their policy or certificate number as it appears on the identification card (with dashes, if there are any) and their date of birth. During the online claim process, students can upload copies of all receipts or bills including a completed claim form.



Claims that are over \$1,000 will be submitted by mail and students must:

- Complete and sign the claim form.
- Print clearly and complete all parts of the form.
- Be sure to include their name, policy number and name of school.
- Indicate WHOM Guard.me is paying and WHERE the cheque should be sent.
- State WHY the student went to the doctor.

Include ALL ORIGINAL RECEIPTS OR BILLS for the costs. Keep photocopies of receipts or bills for personal records.



MAIL to:

Guard.me™ Claims
80 Allstate Parkway, 3rd Floor
Markham, ON
Canada L3R 6H3

Students should send the completed Claim Form with all original invoices or receipts as soon as possible. The student should tell Guard.me within 30 days that a claim is being submitted. When ALL necessary original information is submitted with the claim, Guard.me can process claim requests within 7 working days. Any missing or incomplete information will lead to delays in processing. If Guard.me requires additional information based on the paperwork the student submits, Guard.me may need to contact the medical providers or student for additional information.

If a student goes to a hospital emergency room (ER) or is hospitalized, Guard.me will require the student's medical records. This may also cause delays in processing claims while Guard.me waits to receive the necessary information from the hospital or other providers. To avoid these additional delays, the student should ask for these reports while they are at the hospital. They can then submit them with the Claim Form.

www.guard.me / 1.877.873.8447



STAYING **SAFE** FOR STUDENTS

- **Always** wear a helmet when riding a bike.
- **Always** wear a seatbelt when in a car.
- **Never, ever,** get into a car with a driver who consumed alcohol.
- **Only carry** a small amount of cash with you. Do not carry your passport.
- **Always** let your homestay family know where you will be and when you expect to be home.
- **Know** what you should do if there is an emergency such as a fire in your home.
- **Call 911** in an emergency for the police, an ambulance, or the fire department.



STUDY PERMIT AND VISA RENEWAL PROCEDURES



The information contained here is for informational purposes only and should be verified on the (IRCC - Immigration, Refugees and Citizenship Canada) website. Where there are any discrepancies between this document and the official IRCC website, the IRCC website should always be taken as the official regulations. You can find the IRCC website at: cic.gc.ca/english/

STUDY PERMIT

A Study Permit is a document issued by Immigration, Refugees and Citizenship Canada that allows someone who is not a Canadian citizen or permanent resident of Canada to study in Canada. The Study Permit is required for those who are pursuing a program of study that is longer than 180 days, or six months. Those studying for less than 180 days are not required to obtain a Study Permit. However if there is even a slight chance that you might choose to remain longer, you are encouraged to apply for the Study Permit prior to departing for Canada.

VISA

A Temporary Resident Visa (TRV) or Visa, as it is commonly known, is a document issued by Immigration, Refugees and Citizenship Canada that allows someone who is not a Canadian citizen or permanent resident of Canada to enter the country.

TEMPORARY RESIDENT VISA

Not all students will need a Visa. It is determined on a country-by-country basis. To confirm whether or not you need a Visa, visit the Immigration, Refugees and Citizenship Canada website: cic.gc.ca/English/visit/visas.asp.

The Difference Between a Temporary Resident Visa and a Study Permit

A Temporary Resident Visa is the document that allows you to enter Canada. A Study Permit allows you to attend school during your stay and dictates how long you are permitted to remain in Canada. They are not the same document and not every student will require both documents. Be sure to consult Immigration, Refugees and Citizenship Canada website for conformation.

All students studying in LRSD ISP for more than 6 months are required to obtain a Study Permit. Check out the Immigration, Refugees and Citizenship Canada website for information on how to apply for a study permit from outside Canada: www.cig.gc.ca/english/information/applications/student.asp

We recommend that students obtain a multiple entry Canadian Visa as some students may wish to return home during holidays. It is also beneficial for students to obtain a U.S. Visitor Visa in the event of travel with the host family across the border.



ALWAYS CHECK THE IRCC WEBSITE FOR CHANGES AND UPDATES

Students 16 years of age and older can submit an application ONLINE at: www.cic.gc.ca/english/e-services/index.asp.

Students under 16 will need to issue a paper copy by mail.



STUDYING AND LIVING IN CANADA

Students will receive their timetable at their assigned school on the first day of classes. Should students require any changes to their timetables, they will need to speak with the designated person at their school.

School supplies required by students will depend on the courses they are enrolled in at school. If students have any questions about what supplies are needed, they should address this at their school orientation.

All students must take a minimum of 4 full credit courses. If a student wishes to change or drop a course, the student and the teacher need to contact ISP staff for permission before the course is changed or dropped.

All school textbooks must be returned to the school before the student returns home at the end of their program. Students are not permitted to re-schedule final exams for the purpose of departing early.

Students who require a transcript validation may be required to pay a fee as per the invoice generated by ISP. All transcript validations are completed by ISP and are subsequently sent to the student

upon completion of their program and after they have returned back to their home country. Transcript validations may take up to 3 months to be processed and sent to the student, depending on the student's country of origin.

PEOPLE IN THE SCHOOL

School staff are eager to help international students adjust to the new learning environment

Principal

The principal is in charge of programs at the school and works closely with staff, students and parents.

Vice-principal

The vice-principal assists the principal in running the school and looks after discipline.

Teachers

Students have different teachers for different subjects. You can call the teacher Mr. or Mrs. As appropriate and the person's surname (e.g. Mr. Smith), rather than "teacher."





ESL Teachers

Help students learn English and strategies for success in their other classes.

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

Teacher-Librarians

Help students access resources on the Internet and learn about books, tapes, videos and magazines.

Student Services Teachers

Assist in planning students' timetables and applying to university. They can tell you about other programs in the schools and in the community.

Office Secretaries

Assist in registering students, do the school's office work and answer phone calls.

Educational Assistants

Help teachers and students in the classroom.

Custodians

Keep schools clean and make sure the building is operating safely and properly.

THINGS TO DO AT SCHOOL

International students have found these useful ways to meet English-speaking people and practice English.

- Student council
- Yearbook committee
- Theatre or Drama
- Band or Choir
- Sports teams
- Peaceful Village
- School trips
- Volunteering
- Intramurals
- Spirit week
- Various school clubs





ADJUSTING TO A NEW CULTURE

Getting used to living in a different country and culture can sometimes be hard. At first, everything is new and exciting and many students can't wait to see new places, meet new people, and experience a new culture.

However, sometimes it doesn't take long before the excitement wears off. Students might start to be homesick and miss their family. This might make them feel uncomfortable, physically and emotionally. They might miss other things from home, like the food they are used to. They might be having a hard time communicating in English. They might feel overwhelmed and feel like everything is just "different."

These feelings are all normal, but if students are sad, unsure, confused or overwhelmed, they can always come and talk to ISP staff or the homestay family.

ISP staff and homestay families can help students get past these feelings by helping them learn about the new culture and being part of the homestay family and school life. Most students start to feel happier and more comfortable when they learn about the new culture and become more familiar with it.

Becoming involved in the school community and extracurricular activities may help. This could lead to fun experiences and making new friends.

All students should know that they are not alone. ISP staff and homestay families are always there to help support them through the changes they will experience while living in Canada.



CANADIAN SLANG

During your time in Winnipeg you may come across some of the following slang terms. It's a good idea to memorize some of them so that you know what people are referring to. You will hear slang, phrases or acronyms every day around your new friends, in your homestay and in your school. If you are unsure about what someone is saying, ask them to explain it to you. Examples of common slang include:

"Double-double": You would say this at a coffee shop to order a coffee with two teaspoons of cream and two teaspoons of sugar.

"Eh": You may notice that many Canadians end a question with the word "eh." For example: "Nice weather we're having, eh?"

"Humidex": A measurement of the humidity index. This is usually heard in summer weather bulletins.

"Line-up": The Canadian word for when people wait in a line.

"Loonie": This is the name for the Canadian \$1.00 coin. The coin has a bird called a loon on one side and is gold in colour.

"Pop": The word for carbonated drinks like soda or soft drinks. E.g. Coke, Pepsi or Sprite.

"The States": Refers to the United States of America.

"Tim's/Timmies": The shortened version of the name of a very popular Canadian coffee and doughnut shop, Tim Horton's.

"Toonie": The name of the Canadian \$2.00 coin. The coin is silver with a gold-coloured centre.

"Toque": A word for a woolen hat generally worn in the winter.

"Washroom": The Canadian word for bathroom, toilet or powder room.





Terms and Conditions

Please review our Terms and Conditions on our website at isp.lrsd.net

Appropriate Behaviour

All international students must behave in a way that is appropriate and encourages learning. The policies of the Louis Riel School Division reflect the beliefs, guidelines and practices that support a safe, secure and positive learning environment. Bullying – including physical, sexual, mental, verbal or written abuse – is unacceptable.

Student Accountability

The Louis Riel School Division and the ISP believe that all students should show the following values: self-respect, respect for others and respect for property. Students should show this behaviour in all school situations including the classroom, field trips, sporting events and assemblies. Students should also behave respectfully outside of school, in their homestay homes. We expect students to be accountable for their behaviour at all times. The Louis Riel School Division staff members are responsible for teaching and modelling these values and behaviours. The staff is also responsible for holding students accountable to the divisional guidelines to provide a safe learning environment for everyone.

Announcements and School Websites

Students are encouraged to pay attention during announcements. Announcements will be posted on the school's website and TV monitor in school hallways.

School Attendance and Reports

All international students are expected to attend classes regularly.

Absences due to illness are allowed if students bring a note from a doctor or the homestay family. All daily absences must be reported to the school.

The school's automated message system will inform the homestay family if the student misses class. If students often miss classes, they may be asked to sign behaviour contracts, lose credits or be expelled from the program. School administrators and/or the Program Director will discipline international students as they would other LRSD students.

No school mails report cards unless ISP is an exception. Progress reports will also be sent to the student's biological parents in their home country. The ISP staff will be available to review progress reports with international students. Homestay families are encouraged to attend Parent-Teacher Meetings (once per semester) to discuss the progress of the international student.

Teachers and all school staff should always be addressed formally (i.e. Mr. ____, Mrs. ____) unless students are told to call them something different. International students are expected to follow the rules of their school, as are all students. Each school's rules can be a little bit different and the school will let international students know about its rules and expectations. Some things are common to all schools: hats may not be worn in school and iPods/MP3 players and cell phones are not to be used in school during class time. Using or wearing these items may be seen as disrespectful and students may have these items taken away.

When the national anthem, "Oh Canada" is played, students should stand up at attention. If students are in the hallway when "Oh Canada" starts, they should stop and stand respectfully until the anthem is over. No talking and remove hats.



If students need extra help with their schoolwork or do not understand something in class, they should talk to their teacher. Canadian teachers expect to be asked questions and will explain if a student doesn't understand something. The International Student Program will also help if students have any concerns with their schoolwork.

Extra-curricular Activities

Getting involved with extracurricular activities and school groups is a great way for international students to meet Canadian students who have the same interests as them. Canadian students can help them learn more about Canadian culture, practice their English, and make the most of their school experience. Students are encouraged to take part in a range of activities – they could join a sports team, the drama club or a musical band!

Also, watch out for some community based activities. The Leisure Guide is available every 3 months and is filled with all kinds of activities. Please visit: www.leisureonline.ca. If a student requires assistance with finding an activity of interest, they should speak with either their homestay or the ISP staff.

Fire Drills / Lockdowns / Hold and Secure

Schools will have fire drills while you are attending. Teachers will explain what to do in case of a fire during the school day. During the fire drill, the alarm bell will go off without warning, and all students and staff in the school will practice getting out of the school as quickly and orderly as possible as explained by your teacher. Teachers will go over the procedures for lockdowns and hold and secure.

Illness or Accidents

Homestay families do not need permission to take international students to a doctor or hospital for a check-up or minor medical problem. International students must have their medical insurance card, claim form and photo identification with them when they go to the doctor's office. Some labs will ask for passports when doing blood tests.

Students or homestay families must tell ISP staff immediately if the student is taken to the hospital for serious accident or illness. In any case of serious emergency or an accident, ISP staff must tell the student's parents as soon as possible.

ISP staff must also be told immediately if an international student needs any type of surgery.

If an international student is injured in an accident, the student and the homestay family must not sign any forms which that excuse anyone of their responsibility for the accident. The names of the people involved in the accident must be reported to the police and legal custodian, and given to ISP staff immediately.

Refer to the "Health Insurance Guide" section of this handbook for more information.

Safety Awareness

The Louis Riel School Division and the ISP staff expect that all students and staff will interact in a professional manner. Students and staff are expected to consider the personal safety of other students, divisional staff, parents and any other people in the schools.





The Louis Riel School Division will do everything possible to provide a positive working and learning environment for our students, staff and visitors. Individuals are expected to treat one another with respect. All students, staff and other people in our schools will be free from physical, emotional, verbal and sexual abuse, and from threats of any form of abuse. They will also be free from harassment and/or assault.

TIPS FOR DEALING WITH HOMESICKNESS

- Remember homesickness is normal in your situation.
- Talk about your situation with others, especially other students that have gone through it before.
- Bring a few special items with you from home.
- Get to know your new surroundings so they feel more familiar.
- Make sure you get enough sleep and eat well.
- Become involved in student groups or sports teams at school.
- Keep in touch with family and friends from home, but limit your calls and emails home.
- Be adventurous and open-minded to make the most of the experience.
- Talk to school counselors and the International Student Program.

Breaking the Law

Abiding by Canadian law is mandatory. Any international student who breaks the law may be removed from the program and may be sent home immediately. Students and/or their parents are expected to cover all travel costs if the student is sent home before completing the program.





Weapons

The Canadian Criminal Code and divisional policy state that having a weapon or using an object inappropriately as a weapon is unacceptable. This includes all weapons or recreational objects that could be used as weapons; guns, knives, air guns, paintballs, slingshots, etc. Students who break this rule will be suspended. It may be recommended that they be expelled from school. In some cases, the police may be involved with the situation. International students who break this rule will be removed from the program and will be sent home immediately. Students and/or their parents are expected to cover all travel costs if the student is sent home before completing the program.

Alcohol, Illicit Drugs and Other Controlled Substances

It is prohibited for students to use, possess, sell, purchase or be under the influence of alcohol or illicit drugs or have drug paraphernalia at any time while enrolled in the ISP.

Students suspected of drug or alcohol use or possession will be reported to school administrators and the ISP Director. International students may be removed from the program and sent home immediately at their expense if they:

- Possess, sell or use any illicit drug or drug paraphernalia;
- Possess or consume alcohol; or,
- Enter a bar, lounge or nightclub.

Buying alcohol for minors (under the age of 18) is a serious offense in Canada.

NB: All students enrolled in the International Student Program, must sign an agreement stating they agree to not consume any alcohol or drugs while in the program.





Smoking

ISP staff strongly suggest that international students avoid smoking while enrolled in the ISP. If a student smokes currently, ISP strongly encourages that student to try to quit prior to coming to Canada. Students should be aware that laws and opinions about smoking may be different than those in their home country. In Canada, it is illegal for minors (under 18) to buy cigarettes, cigars or other tobacco products. Smoking is not permitted in school or public places.

Most Canadian families do not allow smoking in their homes. People are not allowed to smoke in any public buildings in Manitoba, including the Louis Riel School Division offices and schools. These laws and views must be respected at all times.

All students are NOT allowed to smoke in a homestay residence. If students do not follow this rule they may be asked to leave the house.

Appropriate Clothing

International students, like all other students, have the right to choose their clothing. All students, however, must follow the same guidelines regarding “appropriate dress” at school. While enrolled in the program, students are not allowed to get any tattoos or body piercings.

Telephone / Cellphone Use

The homestay family will set rules for telephone use and length of calls when the student arrives. These rules apply whether the student uses the house phone, their own cell phone or an internet phone service/program like Skype. If there is no landline in the home the student must be provided with a cellphone and minutes to use.

Whenever possible, students should try to speak English when talking to friends and family.

It is important for students and their biological family to consider time zones and family routines when contacting each other. Late night or early morning telephone calls can affect the homestay family’s regular routine. Unless there is an emergency, phone calls must not be made or received before 10:00 a.m. and must be completed by 10:00 p.m.

Students who make long distance calls are responsible to pay for those calls. Students are encouraged to make collect calls, use a free online phone/video chat program such as Skype, or use a phone card or a personal mobile phone to make long distance calls.

Many students use phone cards to manage their telephone charges, but there may be available phone plans that provide good rates for students. Homestay families are asked to consider what method is best for both the student and the homestay family.

If students wish to buy a mobile phone while in Canada, there are pay-as-you-go and prepaid student plans available. Homestay families should not sign any contracts on the student’s behalf as all costs related to phone use are the student’s responsibility.

Computer Use

The Internet (including email and social networking sites such as Facebook) is a fast and easy way for many students to communicate with their friends and families back home. It allows students to communicate regularly without the extra cost of long distance phone calls. Internet use should be discussed with the homestay family.

Some international students may have their own personal laptops and will only need an Internet connection. Personal laptops must only be used



in a public area of the home. Students should not keep their laptop in their bedroom.

Students who will be using the homestay family's computer will be expected to share time with other family members. Homestay families should outline their guidelines about the amount of time and type of use that they will allow. Students will be expected to respect limits on computer use.

Homestay families may limit the amount of time students spend on the computer, particularly if they are spending a lot of time online. Allowing students too much time on the computer can interfere with their balance of rest, study time and other daily activities.

The homestay family has the right to ask that students leave their cell phones and laptops out of their bedrooms overnight. Their request is in the student's best interest to allow for a better sleep.

Students are not allowed to use the homestay family's Internet connection to download anything from the Internet (including music, movies and other files).

International students are asked to consider the amount of time they spend online with friends and family back home. Students should contact family and friends only once or twice a week, preferably on weekends. Students are encouraged to interact with their homestay families, speak English as much as possible and focus on being in Canada.

Volunteering and Working: International Students Cannot Hold a Paying Job

The Federal Government of Canada does not allow international students to work, as clearly outlined on the Study Permit (Visa) granted by the Canadian Embassy.

International students attending the high school

program are not allowed to have a paying job. This includes paid work for the homestay family or any other paid work, regardless of what form the payment is in. Students attending post-secondary school at ATC may have a paying job.

Students may wish to volunteer (do non-paid work) at schools, religious organizations or community centres. Students are encouraged to volunteer for school credit.

Driver's Licences and Driving

International students in the Louis Riel School Division are not allowed to own, rent or drive any type of motor vehicle.

The legal driving age in Manitoba is 16 years old. International students attending the high school program may only ride in a vehicle if the driver has a valid driver's license on their person and the vehicle is fully insured. Post-secondary students attending ATC that hold a valid driver's license may be able to drive a vehicle.

International students will not be given permission to take Driver's Education classes or other forms of driving instruction. They cannot write their driver's licence test while enrolled in the ISP. Driving without a licence is against the law. International students may not drive a motorized vehicle of any type regardless of their existing license or training from their home country.

Homestay families or ISP staff may tell international students they are not allowed to travel in a vehicle when severe weather affects road conditions.

Seatbelts are mandatory for all passengers in any motor vehicle.

As pedestrians, students should be aware that driving occurs on the right side of the road.





Spending Money

International students should not carry or display large amounts of cash. For security purposes, all international students should open a personal bank account, particularly those students enrolled in the full year program. Large amounts of money can attract negative attention. Use of debit cards and small amounts of cash are recommended.

Students should be aware of banking information regarding transfer fees and timelines. When transferring money from a bank account in their home country, students may expect delays and should budget for transfer fees.

Homestay families should help international students to open a personal bank account at a local bank or credit union.

International students should not lend or borrow money from homestay family members or other students. International students are responsible for keeping track of their own budget.

Students 18 Years of Age or Older

The rules and guidelines in this handbook and on-line forms apply to ALL international students including those who are 18 years of age or older.

It is extremely important that international students and homestay families follow the same rules and homestay guidelines even when the student is 18 years of age or older. This helps maintain fairness between students and families.

ISP will share information with students' biological parents and agents about their child and their performance and behaviour in school regardless of age.



EVENTS AND PERMISSION FORMS

Biological Parental Signature

Occasionally, international students may require the signature of a biological parent, guardian or custodian on specific forms or documents. Most forms with financial commitment or for high risk activities will need to be signed by the student's biological parents.

For example, if students wish to join a sports team, attend a gym, take music lessons or open a bank account, they may require a signature from a biological parent.

ISP staff can assist international students to get signatures from their biological parents in their home countries. Students should first tell their biological parents about the permission form and then contact ISP staff for help. Forms can be emailed through the ISP.

Graduation, Convocation and Safe Grad

Students who complete the required course credits for graduation in January will graduate during a convocation ceremony in June. Parents and homestay families are welcome to attend convocation ceremonies to celebrate graduation. The ISP will send a letter of invitation to students' friends and family if it is required for their travel visa application.

Students are responsible for covering the costs of graduation, convocation, dinner and dance as well as Safe Grad.

International students are allowed to attend Safe Grad (as a graduate or a guest) if they meet all the school's requirements for Safe Grad. Biological parents must sign permission forms for Safe Grad as there may be alcohol at the event. International students are responsible for completing the Safe Grad forms required by their school and getting the necessary signatures from their biological parents.

If students ask, ISP staff can help them get the necessary signatures.

Once international students leave Safe Grad, they must return directly to their homestay family. They are not allowed to go to another place or party. Forms will state who will be picking the student up from the Safe Grad event.

OTHER EVENTS

The ISP organizes additional group activities throughout the school year for international students. Students will be told about special events in advance and given appropriate permission forms as needed. Students will need to get permission forms signed by the homestay parents to take part in group activities outside of school. There may be additional costs to the students beyond what the program covers.

Some of these activities are also open to homestay families. Details will be shared in advance for each event.

International students are strongly encouraged to participate in ISP group activities. They provide great opportunities to meet and connect with other international students.





STUDENT

1. Terms and Conditions Contracts.
2. Disclose Student Information.

HOMESTAY

1. Permission for school-based day/field trips.
2. Act on behalf of biological parents or custodian in emergency situations until ISP custodian/staff is contacted.

Homestay families should not sign any contracts on the student's behalf as all costs related to the ISP are the responsibility of the biological family. (Eg. cell phone, skating lessons or sports).

CUSTODIAN

1. School related issues: the custodian will inform biological parents of any issues.
2. Health emergency and hospital care: the custodian will inform biological parents of health emergencies and issues.

BIOLOGICAL PARENTS

1. Permission for high risk activities form online.
2. Permission to travel (independently or with homestay family). ISP will assist in getting permission forms signed. Once a form is completed with all necessary information and details it will be sent to ISP, who will forward it to biological parents for signature.
3. Any document requiring financial responsibility.
4. Terms and Conditions.
5. Extra-curricular activities if waivers are required.
6. Safe Grad.





“Every host is different – just like every student”.

ABOUT CANADIAN FAMILIES

It is very uncommon for Canadian families to have domestic help. Canadians generally expect all family members to share in chores around the house. In many families, both parents work outside of the home. Men and women generally share the work around the home as well, including cleaning, cooking and child care. Students may be expected to help with chores and tasks around the homestay home.

Canadians usually eat three meals a day. Breakfast during the week will likely be toast, a muffin or cereal, and may include pancakes, eggs or hot cereal on the weekend. Lunch is usually a light meal, such as soup, a salad or a sandwich. Dinner or supper is the main meal of the day, and is eaten in the early evening, usually sometime between 5:00 and 6:00 pm. Family members are expected to be home at a scheduled time for supper and to call if they will not be home on time. Students are expected to do the same and tell the homestay family if they will not be home on time for dinner.

Life can be hectic or busy for Canadian families. Children might play on a sports team or take music lessons. The parents may volunteer at their children’s school, take a night class or play a sport. They may not be home every evening which means there may be times when the student is alone in the home. When they are home in the evenings together, families will often watch a movie or television program to relax after a busy day.

Some homes are single-parent homes. That means that there may be just the mother or the father living in the home with the children. Children might live with their mother one week and their father the next if their parents are separated or divorced.

Many Canadians recycle plastic, paper and glass. The homestay family can teach students what they do as part of their recycling efforts. Many Canadians are also conscious of how much energy they use. They may try to conserve energy by taking short showers, turning off the lights and electrical equipment when it is not being used and turning the heat down at night.





HOMESTAY PROGRAM GUIDE

The following information is an important resource for homestay families and international students to outline important Homestay Program guidelines and expectations.

The following guidelines cannot cover all situations but should provide enough information for the international students and homestay families to make good decisions. Some rules and expectations are specific and strict, but others are more flexible. In these cases, the international students and their homestay families can judge what is best, based on their understanding of the situation and the maturity of the student. As international students and homestay families work together to build trust, respect and communication skills, the rules will become more familiar and easier to follow.

The ISP has carefully chosen homestay families who have a strong interest in other cultures. Families want a cultural exchange and would like to learn about a student's home country. These families offer a strong English language environment. Homestay families also have been screened and the ISP staff believe they are able to provide an appropriate and healthy living environment.

Any person 18 years of age or older living within a homestay home is required to undergo a criminal

record check and child abuse registry check. These checks are done for the safety of the international student. Both of these checks require renewal every three years to ensure that they are current and accurate.

Families undergo an in-depth interview process and their homes are inspected by ISP staff. ISP staff members judge the home based on safety, interest, friendliness and concern for the growth and development of the student. The emphasis is on a home that provides the student with comfortable surroundings and a place for practicing and developing English language skills.

LRSD Homestay Program encourages families of many different cultural backgrounds to join the program. Students typically will not be placed with a family of the same cultural or linguistic backgrounds.

ISP staff work hard to make sure that international students are placed with families that have similar interests and needs. Considerations include:

- Family dynamics.
- Pets (preferences, fears, allergies, etc.).
- Medical concerns and allergies.
- General interest (sports, music, etc.).
- Dietary needs.
- Proximity to school placement.

The ISP has set guidelines for both students and homestay families to follow. An important goal of the Homestay Program is to place international students with families that will develop and encourage positive relationships.

Students should openly and honestly communicate with their homestay families and ISP staff.

The ISP shares information with homestay families and students on an ongoing basis throughout the school year. Homestay parents are welcome and encouraged to participate in parent-teacher events as the student's family representative.





WHAT TO EXPECT FROM THE HOMESTAY FAMILY

Students are encouraged to communicate with their homestay family first and then with ISP staff on all matters. Students are also encouraged to talk to their homestay family and ask questions if there is something they do not understand.

In the Homestay Program, international students should be treated as family members. Students should not be treated as “honoured guests.” Instead, they should be included in typical family life and activities – they will get to know the homestay family much quicker and will likely feel less homesick.

It is the student’s responsibility to participate in the homestay family’s daily routine. Students should respect their homestay parents’ requests and wishes. Showing appreciation and consideration towards the homestay family is also extremely important. Remember to say thank you out loud is a respectful and appropriate way to show thanks. Students can also show consideration by getting permission from the homestay family before making personal plans and keeping them informed of these plans.

Students may be expected to complete their share of household chores. This may include keeping their room clean, maintaining tidiness in other areas of the home, helping with meal preparation, cleaning dishes and doing their own laundry. Household chores can be an ex-

cellent opportunity for learning and sharing moments between family members. Homestay families and international students are encouraged to talk about household schedules and expectations for chores.

In some cases, international students become role models or “brothers/sisters” to other children in the home. They will be expected to set a good example for behaviour at all times. Spending time with younger children in the home can offer numerous opportunities for growth and learning. When young children bond with students, they help to engage them in English conversation.

Homestay environments provide the greatest opportunity for learning the English language.

Students are in an ideal setting in which to learn new skills and experience Canadian life. All members of the homestay family are encouraged to promote good communication with their students. International students are expected to speak English at all times, both at school and in their home—including while on the phone with friends. Students are allowed to speak to family members in their language of choice.

It is recommended that international students and their homestay families communicate by email before they arrive in Winnipeg. Homestay families



WHAT TO EXPECT FROM THE HOMESTAY FAMILY



are expected to meet the international student at the airport when they arrive.

Homestay families will give students a full orientation of their home and will share rules and expectations within the first 24 hours of the student's arrival. Families should be sure to give a detailed tour of their home. This includes showing the student how to use all items and appliances the student may end up using as similar household items may function differently in other countries. Homestay families should consider that this orientation is a lot of information for students to remember. They should encourage students to ask questions if they

don't understand or can't remember something.

Homestay families are asked to help the student with transportation needs. However, homestay families are not responsible for daily transportation to and from school. Transportation costs are the student's responsibility but offers to drive when weather is bad or circumstances arise would be welcomed and encouraged. Homestay families may choose to talk with students about bus routes and encourage them to use Winnipeg Transit. We suggest that families consider travelling the bus route with the student the first time they use it. For more information on using public transportation, please refer to page 8.

An international student shall expect the following from the homestay family:

1. A private bedroom that includes:

- a window that can be opened and nearby smoke detector.
- a bed, bedding, dresser, desk, chair, lamp and closet.
- adequate heat, light and ventilation.

Homestay families should clarify what can be posted on walls, and how they can be fastened.

2. Access to washroom and bathing facilities.

3. Three daily meals and other reasonable snacks. International students and homestay families will decide how meals will be prepared, including lunches to be brought to school.

4. Access to laundry facilities, explanations on how to use the machines and routine schedules. Each homestay family will have different routines and expectations for who will do the laundry. If the student is expected to do their laundry, they will need to be taught how.

5. Access to fire extinguishers is advised (especially in the kitchen). Families should talk about fire exits from the student's bedroom and other areas of the home. They should also discuss where to find and how to use a first aid kit as well as who to contact in case of emergency.

6. A key to the home and any security codes that are needed to access the home. Canadians typically lock their doors when they leave the home and during the night when everyone is asleep. Students are responsible for the key they are given and if the key is lost, they are responsible for the cost involved in replacing the locks on the home.

7. Access to a telephone, computer and internet (within reasonable time limits). If there is no landline in the home, the student must be provided with a cellphone and minutes to use.

8. A card containing important contact information, including homestay family names, address, phone numbers (home and work) clearly printed, for the student to carry at all times.



WHAT TO EXPECT FROM THE HOMESTAY FAMILY



WHAT MAKES A GREAT HOMESTAY?

Homestay experience will depend on attitude and friendliness. An open mind and readiness to adapt to the Canadian lifestyle will ensure a successful experience. The more a student gets involved in their new life, the easier it will be to enjoy living in Canada.

MEALS WITH THE HOMESTAY FAMILY

Although busy schedules mean there may be only one family meal per day, family meals are encouraged. It is the student's responsibility to be present for all evening meals when his or her schedule permits. Exceptions can be made ahead of time with permission from the homestay parent.

Students may find Canadian food very different from what they are accustomed to, but trying different foods is an important part of experiencing and learning the Canadian culture. Students who wish to share their recipes or food preparation techniques with the homestay family are encouraged to do so. Sharing information of any kind provides an excellent opportunity for English conversation.

Students should discuss their food likes and dislikes with the homestay family. It is important that students enjoy the food prepared for them. If a stu-

dent has extreme likes or dislikes, or any allergies, please have this discussion.

Students should join the family on at least one trip to the grocery store to learn about what is available at local grocery stores. It is always a good idea for students to share their opinions and help carry grocery bags when shopping with the homestay family.

Students should tell their homestay families what they like to eat for breakfast and lunch. In most cases, students will be expected to prepare their own breakfast and lunch.

Homestay families will let students know what is available for snacks after school or in the evening. Homestay families will inform students of the limits to snack food so that students know what they need to purchase on their own. When dining with the family in the evening, the meal should be paid for by the family. If the student chooses to dine with friends, the student is responsible for paying for that meal.



WHAT TO EXPECT FROM THE HOMESTAY FAMILY



SHOWERS / BATHS

International students should respect the needs of all family members. Homestay families and students should talk about what is an appropriate length of time for a shower/bath and an appropriate time of day. In most cases, a showering time of approximately 10 minutes is reasonable. International students should leave the bathroom clean and dry when finished using it.

LAUNDRY FACILITIES

Some homestay families may offer to include the student's clothes in the family laundry; however, this is not an expectation.

Some students may feel awkward about including personal clothes with the family's laundry. Homestay families may want to provide laundry bags that can be put directly into the washer and dryer to avoid any feelings of embarrassment.

Homestay families who expect their students to do their own laundry will show the student how to properly use washers and dryers.



HOME ACCESS

Some students may never have had to think about home security.

International students must be provided with their own keys to the house.

Students are responsible for their house keys at all times. Students who misplace their keys will be expected to pay for the cost of re-keying the locks and replacing the keys.

If the home has an alarm system, homestay families must give the student instructions and show them how to use the alarm. Homestay families should also tell students what to do in case of a false alarm. When possible, homestay families should give students their own alarm code.





HOMESTAY FEES

Homestay Fees are to offset extra cost of having another person living in your home.

International students are to pay a non-negotiable monthly fee to LRSD (Canadian dollars). If a student will be away for part of a month during the program (for example, during Christmas vacation, Spring Break, etc.) they are still responsible for the full month's homestay fee.

Homestay fees do not cover extracurricular school costs (such as sports team fees, band fees, etc.) and extra costs for family outings such as vacations.

Students wanting to participate in such activities are responsible for the costs involved. Homestay families may offer to pay for some activities for the student such as a family meal at a restaurant, family bowling, movie night, etc. Students are responsible for buying their own clothing, cosmetics and other personal effects including toiletries and hygiene items. Students should also budget for leisure activities, school articles, travel, bus fare, postage and long distance calls.

Students and their biological family should anticipate holidays that may cause delays in banking transfers. They should plan ahead to make sure the student has the fees ahead of time to allow them to pay the homestay family on time.

Please contact ISP staff directly if there are any concerns about financial matters relating to homestay fees.





The following sections provide some ideas about what may be rules or information your student will require understanding his or her new environment.

GENERAL

- Are there any areas of the house that are private or off limits?
- Are there any rules about pets? (In or out, feeding time, etc.)
- Can their friends visit them at home or stay overnight?
- What time do you wake up? During the week? On weekends? What's the curfew?

KITCHEN

- What time are meals?
- Can the students help themselves to food or drink?
- Will they need to prepare their own breakfast or lunch?
- Where are glasses/dishes/utensils kept?
- How do the stove/microwave work?
- What is the dish-washing procedure?

BATHROOM

- When is a good time to shower/bathe?
- What is your family routine, and when is the bathroom usually busy?
- What is a reasonable time to stay in the shower?
- Should the shower curtain be tucked into the bathtub?
- Should they clean or wipe the shower after each use?
- Where are cleaning supplies kept?
- Where are dirty towels kept?

BEDROOM

- Who will wash the sheets? How often?
- Should the room always be kept tidy?
- Will anyone else in the family enter the student's room?
- What if they student is too cold or too hot?

LAUNDRY

- Will the student do her or his own laundry?
- When is a good time or day to do laundry?
- Where should dirty clothes be kept before laundry day?
- Teach them how to operate the machines?

GETTING AROUND

- What is the bus route to the school?
- Where is the bus stop and how long is the bus ride?
- What is the bus schedule?
- Where is the nearest store to purchase bus passes and other items?

COMMUNICATIONS / ELECTRONICS

- Does the student have a cell phone or need help to set up a plan?
- Can they listen to messages on your answering machine?
- Can they use the family computer and when is it a good time to use it?
- What are the instructions to use the TV or other electronic devices?
- Are there times when they should not use the TV or play on the computer?



HOST FAMILY AND STUDENT EXPECTATIONS

HOMESTAY FAMILY

STUDENT

BEDROOMS

Provide a comfortable, private room with a bed (sheets, blankets, and pillow), closet, dresser/shelves, desk, chair, and lamp.

Respect the privacy of the student's bedroom.

Unless there is an emergency, permission to enter a student's should be requested.

Your host parents are not expected to clean your bedroom.

You should expect to turn off any lights or additional heater when not in bedroom.

Students should keep their bedroom clean and wash bedding as needed.

CULTURAL EXCHANGE

As a host family you are the first representative of Canadian culture.

Students will perceive Canada and Canadian customs through your examples.

It is also useful to ask students how things are done in their culture in order to allow them to express their experience with cultural difference.

Many host families choose to host international students as way to exchange culture and learn about your country and culture.

When you experience real differences between Canadian culture and your own, it may be interesting to share those differences with your Canadian hosts.

Sharing differences may also help them understand what you are experiencing in Canada.

Limiting computer time allows more time for English activities.

Participate in school activities to meet people and converse.



HOST FAMILY AND STUDENT EXPECTATIONS



HOMESTAY FAMILY	STUDENT
FAMILY LIFE	
<p>Treat the student as a member of the family, not as a guest.</p> <p>Treat them as you would wish your own children to be treated in another country.</p> <p>Include the student in family activities where appropriate and invite them to be a part of regular routines.</p>	<p>You are expected to behave as a member of the family, not as a guest. Don't treat your host family like your living in a hotel.</p> <p>Try to participate in family activities, both work and play.</p> <p>Talk to your family about problems or needs.</p> <p>Offer to help.</p>
FOOD / MEALS	
<p>Provide breakfast, lunch, dinner and snacks.</p> <p>Tell student what time you expect them for meals.</p> <p>Provide a variety of foods, including adequate proteins, fruits/vegetables and meat.</p> <p>Ask if the student has any dislikes or preferences.</p> <p>Ask if the student has any food allergies.</p> <p>If you decide to eat one of the three meals in a restaurant you should expect to pay for the student's meal.</p> <p>Take them grocery shopping with you. It may help to learn what foods they like and or know about.</p>	<p>Punctuality for family meals.</p> <p>If you will be late or absent, phone/text your family in advance.</p> <p>If you have any allergies or serious dislikes, tell your family.</p> <p>Offer to help with small tasks such as setting the table or clean up.</p> <p>At times, you may need to prepare your own meals.</p> <p>Share some of your recipes from home.</p> <p>Be open to try new foods.</p> <p>Do not be shy to talk about foods with your homestay.</p>
HOUSE RULES	
<p>Clarify your expectations early on.</p> <p>If you have specific rules, put it in writing (for example, no phone calls after 10 pm).</p> <p>Be sure students understand any specific rules or preferences (for example, certain food is saved for certain family member).</p>	<p>Each family may have different house rules. Your family will go over the rules with you.</p> <p>Be sure to understand and respect their expectations.</p> <p>If you are not sure what to do, ask questions.</p>



HOST FAMILY AND STUDENT EXPECTATIONS

HOMESTAY FAMILY

STUDENT

HOUSEHOLD CHORES

As a member of the family, students should be expected to help with light household chores such as setting or clearing the table.

If students are interested, they may be encouraged to help with other light chores.

Students should not be expected to babysit for long periods of time, or engage in heavy cleaning or housework.

Each homestay chooses how to do laundry in their home. If a student is expected to do their own, they need to be taught.

As a member of the family, you should help with the general household work, such as offering to clear or set the table.

If you are interested, you could help with meal preparation, taking out the garbage or sweeping the floor.

You may help with the children by reading to them or playing with them; however, you should not be expected to babysit on a regular basis.

Help walk the family's dog.

May need to do the laundry.

LANGUAGE PRACTICE

Many international students choose to live in homestay as an opportunity to practice English/French.

Host families can help by conversing with students on a number of topics and helping them build their vocabulary, or by explaining movies, television or other contexts.

Be patient and try to remember that lower level English/French students may need time and assistance to learn basic words and structures.

Avoid using idioms or slangs.

Don't assume the student understands everything you say to them. If not sure, write down on a piece of paper.

In order to improve your English/French, you must practice.

Your homestay is an excellent place to practice English/French, especially if there are kids living at home.

Your host family can help you understand how English/French is spoken in everyday situations and can explain things you don't understand.

You should always communicate with your homestay about any concerns you may have.

If you don't understand something, please ask and don't pretend to understand.

RESPECT

Respect cultural or religious differences.

Respect student's privacy in their room.

Listen to and ask about additional needs.

Be truthful. Express concerns or rules in a respectful manner.

Respect the house rules.

Respect cultural or religious differences.

Be truthful. Express concerns or rules in a respectful manner.



OPEN DOOR POLICY

At no time should a student be behind closed doors with another person. Doors should be kept open at all times except when privacy is warranted (for example, when changing clothes, using the wash-room or going to sleep at night).

The student should have their door open as much as possible until they go to bed. Closed doors can limit airflow and decrease interaction with their homestay family.

MAKING SOCIAL PLANS

While academic study, growth and development are the main goals of the program, group interaction and meeting people are also important for a successful experience.

Students should set aside time each week for fun activities and relaxation. Much of this time should be with members of the homestay family, although activities with school friends are also important.

Canadians tend to plan things a little more than some other cultures. It is a good idea to make social arrangements in advance out of courtesy for

the homestay family.

Communication with the homestay family is very important and helps to prevent confusion and misunderstandings. Students should ask permission before going out, rather than informing their homestay family that they are going out. It is also courteous for students to introduce their friends to the homestay family so they know who the student is spending time with.

The homestay family is not expected to just “know” where the student will be or remember plans that may have been mentioned days earlier.

When outside of the home or school, all students are required to provide detailed information to their homestay families:

- Where they are going.
- Who they are with.
- How they can be reached (phone #, text, etc.).
- When they will be returning.

This is a safety issue for the host family to be able to reach or locate the student. Remember, if students’ parents call from their home country, it is reassuring to them if the homestay family can tell them where the student is.

If students are going to be later than they had planned, they must contact their homestay family immediately and agree on a new time to return home.



HOST FAMILY AND STUDENT EXPECTATIONS

CURFEWS

Curfews are set for international students which require them to stay at home after a specific time at night.

As a regular member of the homestay family, students must respect the rules of the household. Factors determining curfews may include school night versus weekend, type of activity, age of the student and ages of other homestay family members.

The ISP supports a 10:00 p.m. curfew from Sunday to Thursday and a 12:00 a.m. curfew on Fridays and Saturdays for high-school-aged students.

This means that no student, regardless of age, should have an established curfew later than midnight. Special arrangements may be made for exceptional circumstances.

Students should be reminded to phone their homestay family if there is a problem and if they cannot be home on time.



SLEEPOVERS

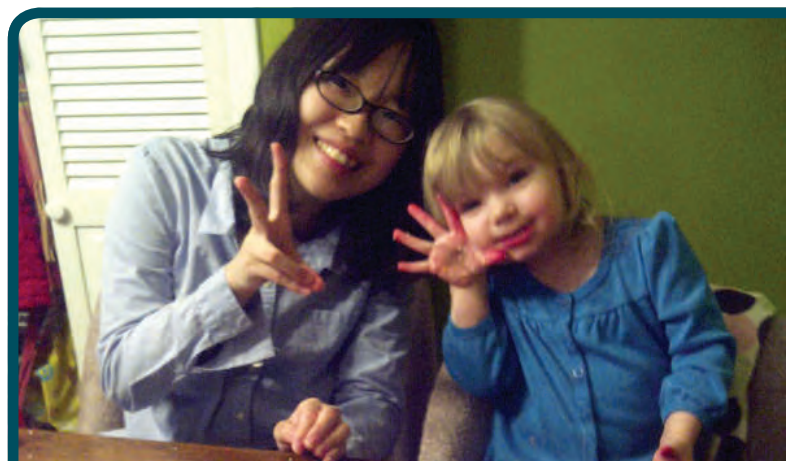
International students may invite a friend for a sleepover only if the host family gives permission. International students can sleepover at another homestay in the LRSD program if it is planned in advance and discussed between homestay parents. The homestay parents must agree on the plans and notify ISP personnel.

International students may be allowed to stay overnight at a home that is not part of the LRSD homestay program only if the proper documentation is completed and signed by biological parents (please see Permission to Travel on our website). The Louis Riel School Division and LRSD homestay families will not assume any responsibility for the student during this time period.

RELIGIOUS BELIEFS

Homestay families and international students should show mutual respect for each other's beliefs. Students have the right to practise their own religion and homestay families should help students to attend religious services. If they wish, international students may also go with their homestay families to religious services and activities (for example, weddings and funerals). Homestay families cannot insist that students accompany them to attend services or religious activities.

An exchange of cultural beliefs can be enriching and provide great opportunities for conversation.





Homestay Travel

The student may travel with the homestay family if the student is invited and permission has been given by the biological parents. Students must complete the Permission to Travel Form. ISP must be notified of any travel plans. Travel should not interfere with school attendance.

When the student is not able to travel with the homestay family, the homestay family must make arrangements with ISP staff. There are two options in this case:

- A reliable family member or friend who meets all required security checks may stay with the student in the homestay family's home while the family is away.
- The international student may stay with another homestay family. This may include a trade of time or payment to the other homestay family.
- Notify ISP if fees need to be adjusted through the program.

Permission to Travel – Parental / Legal Guardian Form

Students who wish to travel while they are participants in the Louis Riel School Division International Student Program must provide the written permission of their biological parents/legal custodian by submitting this form to the International Student Program at least 48 hours prior to their departure.

All students are covered by Guard.me insurance and/or Manitoba Health for travel, except in their own country. After completing this form, please keep a copy for your record and have it when travelling.



For the Permission to Travel Form check out our website isp.lrsd.net in the Student and Homestay section.

Independent Travel

Students who would like to travel while attending school in the Louis Riel School Division or after they are finished school and before they return to their home country must follow these rules:

- Students must tell ISP staff of their travel plans and provide written permission from their parents.
- Students should plan travel after their exams and school are complete.

The International Student Program will not be responsible for students once the program has ended and whenever students choose to travel.

Travel should not interfere with academic studies and should be limited to school holiday periods (2 weeks at Christmas or 1 week at Spring Break).



Traveling to the USA

If travel to the USA is by driving through any border crossing, the student may be required to complete and I-94 form. There is a small cost associated with this and the student will be fingerprinted. This form is valid for 6 months but **MUST** be returned to US customs before departing Canada. Not returning this form prior to departure could result in the student not being allowed back into the USA.

Students from the many countries do **NOT** require a US Visa to travel to the USA due to the fact their home country is part of the US Visa Waiver Program. Please check the following link: **www.immi-help.com/visa-waiver-program**.

Some students may not be eligible to travel to the USA without a valid Visa. Visa requirements will vary from one nationality to another. Please check USA Visa requirements.

Visitors to Canada

If students are planning to have visitors come to Canada, they need to talk about this in advance with both the ISP and the homestay family. It is a good idea to plan visits when they will not interfere with studies. Students should not expect the homestay family to host their friends and family members. ISP recommends that visitors to Canada are not encouraged to stay with the homestay family. Visitors must make their own arrangements for lodging and ISP will help facilitate sharing of that information. ISP must be notified of visitors come to see ISP students. The ISP can arrange a tour of the school if their parents would like to see the school and meet their teachers.

Boyfriends/girlfriends are not allowed to visit while

students are participating in the ISP.

The ISP can send letters of invitation to friends and family members that need them for their Canadian visitor Visa applications. Students or their parents should contact the ISP to request this letter.

Travel Outside of Canada

There are several important documents that students have before traveling outside Canada. Students must make arrangements to receive all required documents well in advance of their trip. These documents include but may not be limited to:

- A valid passport from their country with an expiry date beyond 6 months of their return date.
- A Multiple Entry Canadian Visitor Visa may be required for students from many countries.
- Students from many countries may require a Visa if traveling to the USA or other countries outside of Canada.
- A Permission to Travel Form signed by the student's biological parents.
- An authorization letter (provided by ISP), giving permission to the homestay family or other adult to take the student out of Canada, signed by the student's biological family.

Please contact ISP staff if planning to travel outside of Canada. There are several documents that students must have before traveling outside of Canada. Students must make arrangements to receive all required documents well in advance to their trip.

See the next pages for sample copy of the Permission to Travel form. The form can be found on our website.





Student Travel Check List

STUDENT TRAVEL CHECK LIST

TRIP WITHIN CANADA	TRIP OUTSIDE OF CANADA, INCLUDING USA
<p>1. Confirm that you have someone 21 years or older to travel with, or who will meet you at your destination. Make sure your dates do not conflict with school. Talk with your family and homestay family about the trip.</p> <p><i>Begin to complete your Student Request for Leave from School Form with your teacher.</i></p>	<p>1. Confirm that you have someone 21+ to travel with, or who will meet you at your destination. Make sure your dates do not conflict with school. Talk with your family and homestay family about the trip.</p> <p>Confirm you have proper visa for entry to the designated country or USA and re-entry to Canada by contacting our office before finalizing your plans.</p> <p><i>Begin to complete your Student Request for Leave from School Form with your teacher.</i></p>
<p>2. Have your parents complete the Permission to Travel Form.</p>	<p>2. Have your parents complete the Permission to Travel Form.</p>
<p>3. Return the Permission to Travel form to the International Student Program team two weeks in advance of your trip.</p> <p><i>Complete and submit your Student Request for Leave from School Form.</i></p> <p>Forms may be emailed to: Internationalstudent@lrsd.net or can be forwarded to us by the school staff, or given to us in person.</p> <p>It is your responsibility to complete and submit the forms.</p>	<p>3. Return the Permission to Travel form to the International Student Program team two weeks in advance of your trip.</p> <p><i>Complete and submit your Student Request for Leave from School Form.</i></p> <p>Forms may be emailed to: Internationalstudent@lrsd.net or can be forwarded to us by the school staff, or given to us in person.</p> <p>It is your responsibility to complete and submit the forms.</p>
<p>4. Bring your health insurance card with you on your trip.</p>	<p>Bring your health insurance card, passport and visa with you on your trip.</p>
<p>5. Have a good time.</p>	<p>5. Have a good time.</p>

Trips with homestay family within the Province of Manitoba, Ontario and/or Saskatchewan do not need to follow all these guidelines in regard to paperwork. However, the homestay staff does appreciate an email informing us of the travel plans so that you can be found in case of an emergency.

For trips outside of Canada and the USA, please contact the International Program Staff for more guidelines and information.

<http://isp.lrsd.net>



TRAVEL



Permission to Travel Parental/Legal Guardian



Students who wish to travel while they are participants in the Louis Riel School Division International Student Program, must provide the written permission of their biological parents/legal custodian by submitting this form to the International Student Program at least 48 hours prior to their departure. All students are covered by Guard Me insurance for travel except in their own country. After completing this form, please keep a copy for your record and have it when travelling. Check one that applies:

Travel with Homestay **Recurrent Travel** If this is a recurrent travel, only one consent will be required.

Independent Travel For students in the Louis Riel School Division program, we do require written consent from the biological parents for all independent travel in or outside the province. The Louis Riel School Division and the Louis Riel School Division Homestay families will not assume any responsibility for the student during such travel. All international students must have a responsible adult who is at least 21 years old who will be responsible for them at the destination.

Name of Student:	Phone number at destination:
Address at Destination:	
Method of travel: <input type="checkbox"/> Air <input type="checkbox"/> Train <input type="checkbox"/> Car <input type="checkbox"/> Bus	
Dates of trip (Include flight # and times)	
Departure from Winnipeg:	Return to Winnipeg:
COSTS THE STUDENT MAY HAVE TO COVER: (give the amount or approximate and brief description of what would be applied to)	
Winnipeg Contact (in case of emergency)	Contact in Home Country (in case of emergency)
Name	Name
Phone	Phone

CONTACT INFORMATION OF ADULT RESPONSIBLE FOR STUDENT AT DESTINATION

Name:	Phone:	D.O.B. (mm/dd/yyyy)
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Note 1: If you are travelling outside of Canada, please ensure you have all necessary documentation to do so. This includes all of the necessary visa and paperwork needed to enter another country and to re-enter Canada. Failure to do so may result in the refusal to enter another country, or being refused re-entry back into Canada. This is important and it is the responsibility of the student to ensure all document requirements are met.

Note 2: Unauthorized travel by a student is not permitted and could result in the student being released from the program and returned home.

Note 3: In case of any emergency immediately call 204-223-0674, 204 230-3985 or 204-960-1834.

I, the undersigned, give my child permission to travel as outlined above.

Signature of Biological Parent/Legal Guardian	Date
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<http://isp.lrsd.net>





Student Request for Leave from School



Name: _____ Grade: _____

Dates of Leave: _____ Total # of Days Missed: _____

Reason for Leave: _____

Course/Teacher	Teacher's Signature	Comments

- My biological parents and I accept the responsibility to ensure that all work missed (assignments, tests, presentations, etc.) is completed to a good standard.
- My biological parents and I understand that I will need to meet with my teachers prior to my departure to inform them of my upcoming absence and to establish deadlines for missed work.
- My biological parents and I understand that missing several classes within a semester may have a negative impact on my achievement in these courses, perhaps including loss of credit.
- My biological parents and I understand it is my responsibility to obtain missed notes, etc. from a classmate. It is not the teacher responsibility to ensure I have all information that I will miss because of this leave.
- It is my responsibility to inform Louis Riel School Division International Student Program (ISP) about my travel plans and understand I must have this form completed for ISP.

Student's Signature: _____ Date: _____

Biological Parent/Legal Custodian Signature: _____

Administrator's Signature: _____

Comments: _____



HOMESTAY CONCERNS

Living inter-culturally can be difficult. If students have concerns about their homestay family, they should first talk about their concerns with the family directly. Contacting biological parents or an agent about homestay family concerns is not a good way to solve problems. Homestay families are also encouraged to speak with students about concerns they may have.

Miscommunication, lack of communication or a misunderstanding is often the source of the problem. Discussing expectations when the student first arrives in Canada can help to prevent issues.

Most issues between homestay families and students can be resolved with an open mind, understanding and compromise from both sides. If, after communicating with each other, the concern is not solved, students should contact ISP staff for help.

ISP staff will work with international students and homestay families to help with any unsolved problems. ISP staff encourage students not to wait too long to address issues or concerns.



CHANGE OF HOMESTAY FAMILY

Life in a new country or welcoming a new member into a household can take adjustment and time. For this reason, full-term international students and homestay families should commit to a minimum semester-long homestay arrangement. All participants are encouraged to try to adjust to each other's lives to create a positive environment together.

Although the majority of placements in the Homestay Program are successful, changes in placement may be necessary in some cases. Many times, a change of homestay placement can be avoided by reviewing and following these Homestay Program guidelines. Either participant may contact ISP staff to look at the situation and determine a reasonable solution or compromise.

An international student and/or homestay family may request a change of placement only after both parties have tried to resolve concerns. If a change of homestay is needed, ISP staff will require some time to make new living arrangements.

The ISP reserves the right to move a student without advance notice if we decide a situation is unsafe or unsatisfactory for either party.





DEPARTURE EXPECTATIONS

When students decide to leave their homestay, it is very important to give proper notice (see sections on Homestay Fees and Change of Homestay Family). Students may feel awkward about talking to their homestay family about leaving their home. Homestay families understand that students leave for a variety of reasons: going back to their country, moving to another city or moving into an apartment. It is important that students let their homestay family know at this point what they have enjoyed about living in their home. Students should also make sure the family knows that the decision to move is not a rejection of them. If students are honest and up front when communicating with them, the homestay family will do their best to make sure that the student's last month with them will be enjoyable.

END OF PROGRAM CHECKLIST

It may be difficult to think about leaving Winnipeg at the end of your studies. You might have mixed emotions to be going home; excited to see your family and friends again, but also sad to leave your homestay family and new friends. Keep in touch with your new family and friends! You will have made new friendships that can last a lifetime.

NOTICE TO STUDENTS

Contact International Student Program with your return flight/ date/time and provide your reservation and airline code. Please be at the airport with plenty of time to spare. You should be at the airport at least two hours early. Be prepared for long line-ups at the security. Be sure you have your passports before leaving your home and other documents required such as airline ticket, etc... Take all your electronics with you, including your cell phone.





END OF PROGRAM CHECKLIST FOR STUDENTS

	THINGS TO DO	DONE
1	Book your return flight. Confirm the time of your flight a day or two before your departure date. Check with your airlines for luggage weight and size restrictions, as well as carry-on restrictions. Be prepared to pay extra baggage costs by cash or credit card.	
2	Be sure carry-on bags adhere to weight & allowable items. Check out catsa-acsta.gc.ca for more information.	
3	Pay any owed and/or outstanding bills. (Homestay parents, cell phones, school).	
4	Close any Canadian bank account if you have one and make sure the bank has your address in your home country. You should have some Canadian money to travel with for excess luggage fees and food while travelling.	
5	Return your HOMESTAY HOUSE KEY prior leaving homestay.	
6	Return borrowed items to their place (library books, text books, graphic calculators, etc.).	
7	YEAR BOOK - If you want to receive a yearbook from your school, you must make arrangements to see the secretaries at the front office at your school and pay for it. Please provide a pre-paid envelope with your home address to the school's main office.	
8	REPORT CARD/TRANSCRIPTS – Please be sure you have all the necessary documents to take with you or notify ISP to have them mailed to your home.	
9	If you plan to stay in Winnipeg for any time after the end of the Program, you should check with your homestay family and the ISP staff as soon as possible. No assumptions should be made as some host families may have a new student moving in and you will need to extend your health insurance through the ISP office as well. If you will be doing any travelling before going home you must let the program know.	
10	Clean your room and dispose of or donate all items not being taken home.	
11	Make sure the International Student Program has your correct contact information. (Email, cell number and home address)	
12	Please keep ISP up to date on your life after leaving the program. We would love to hear from you and all your endeavors.	







DIVISION SCOLAIRE

LOUIS RIEL

SCHOOL DIVISION

INTERNATIONAL STUDENT PROGRAM

 isp.lrsd.net