



Mission
Public Schools

INTERNATIONAL STUDENT PROGRAM

SECONDARY STUDENT
ORIENTATION PACKAGE



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SCHOOL SUPPORT TEAMS

SCHOOL	NAME	ROLE
Mission Secondary	Mr. Jim Pearce	Principal
	Mr. Tom Nguyen	Vice Principal
	Ms. Linda Dickinson	Vice Principal
604.826.7191	Ms. Lynn Cummings	Vice Principal
		International Teacher
	Mr. Hiroki Matsukawa	ESL/ELL Teacher
Heritage Park Middle School	Ms. Linda Ziefflie	Principal
	Ms. Deb Urano	Vice Principal
604.820.4587		
Hatzic Middle School	Mr. Marcello Gabriel	Principal
	Mr. Ralph Vos	Vice Principal
604.826.3651	Ms. Lani Vetter	Vice Principal
	Mr. Grant Colegate	ESL/ELL Teacher

This team of people is here to support you with the following:

- Ensuring that you are treated respectfully by students and staff
- Revising your course schedule
- Ensuring you have the appropriate credits to graduate and enter college/university
- Speaking to your teachers when you need help or don't understand
- Organizing tutors
- Helping you register for International Program activities
- Helping you connect with coaches and teachers for extracurricular activities

BANKING & FINANCIAL MATTERS

Mission is served by all the major Canadian banks including

- Royal Bank (RB)
- Canadian Imperial Bank of Commerce (CIBC)
- Bank of Montreal (BMO)
- Scotia Bank
- TD Canada Trust

Your host family can help you with your banking. When you first arrive, you may have some difficulty using foreign credit cards and debit cards in the automated bank machines. You may want to open a personal bank account while you are here. You will need your passport and some help from your host family.

Be sure to ask the bank:

- Can you receive money from your home country?
- Will there be any restrictions or service charges on your account?

Do not carry large amounts of cash with you. Canada is a safe country, but do not risk losing your money!

MOBILE PHONES

It is mandatory that all International Students have a mobile phone with an active plan and a local Canadian number. We can help you sign up for a Canadian mobile phone.

WHAT HAPPENS IF I GET SICK?

If you get sick tell your Host Family right away (don't be shy, they will want to help you), so they can take you to the Doctor if necessary. That's why you have medical insurance!

- Everyone who lives in B.C. must have medical insurance through the Medical Services Plan of B.C. (MSP) or a private insurance company (Guard.Me).
- If you receive a BC Medical Care Card, or Guard.Me medical card, you must keep it with you at all times and keep a photo of it in your phone.
- Anytime you go to the doctor or the hospital you must take your medical card with you. If you are on BC Medical there is no expense. If you are on a private insurance plan (Guard.Me), you may have to pay the doctor and then go on-line to claim a refund. Your host parents or International Program staff can help you with this. Claims can be submitted online at: <http://www.guard.me/claim.php>
- The BC MSP does not pay for medicine. If you need medicine the doctor will give you a prescription. You can get prescriptions and other medicines at any pharmacy. Guard.Me private medical insurance will pay for most prescriptions.
- For students enrolled 1 year or longer, we provide both, Guard.Me and BC MSP medical insurance coverage.

Remember: If you are seriously ill, you should see a doctor. If you see a doctor you should take your medical card with you to the appointment.

Visiting the Dentist: Medical insurance plans do not pay for you to see a dentist. If you need to see a dentist you will have to pay for treatment yourself. If you need dental treatment, it's important to see a dentist.

YOUR SCHOOL PROGRAM

- All students will be assessed to see if you need ESL/ELL classes for English Language Learners. Sometimes, even though you may have been studying English for a few years, you will still need a special class to help you become better at reading, writing and speaking English.
- You will be informed if you need this class and the school counselor will include ESL/ELL in your class schedule.
- Some students come here for a semester or a full year program to concentrate on improving their English and to enjoy the cultural experience. In this case, they may choose from a wide variety of courses to complete their timetable. This is an opportunity to try classes not available to you in your home country. If there are some subjects that you must take in Canada, be sure to let the school counselor know. Senior students should register for at least two (2) academic courses.
- Some students come to Canada to earn a High School Graduation Diploma (known as a Dogwood Certificate). In this case, you will want to achieve your very best. Your English skills must be at a high level of proficiency before you can attempt many courses. Your teachers don't want you to become discouraged. All courses that you take, count as credits towards your graduation.
- If the counselor says that you must take an ESL/ELL course, this as a chance to develop your skills; a chance to prepare yourself for courses that will demand a greater knowledge of English.
- If you plan to graduate from high school in BC, then tell the counselor and the International Program staff so we can help plan the required course of studies for you.
- If you are having difficulty understanding your homework assignments or you feel you are in a course where the level of English is too difficult for you, first talk to your teacher and the International Support teacher, then make an appointment with the school counselor.
- If you feel that having a tutor would help you, and your parents are prepared to pay this expense, then ask your host parents to contact the International Program office or talk to the International support teacher.
- Plan to spend several hours each night during the week on homework. Sometimes you may not have homework in all of your subjects. You can still improve your English during this time by watching English television or practicing your conversation skills with your host family.
- Although we know that you will want to spend time on-line in your own language with your friends, you should try to limit the time you spend on this activity. Your English language skills will not improve if you spend too much time communicating in your native language.
- Getting too tired is the main reason that students don't adjust to a new school, new friends and new responsibilities. Some students stay up too late, working or talking on the computer. Do not get into this habit. In Canada, we think that students should have 8 to 10 hours of sleep each night in order to remain healthy and alert in school.
- Also, even though the food may seem different to you, it is important to eat a healthy breakfast each morning to get energy for the day's activities. If you prefer rice or something different in the morning, please let your host family know.

ACADEMIC LIFE

- International students are expected to maintain a grade average of C.
- The school Administrator has the right to make the final decision about a student's grade.

COURSE GRADES are based on some or all of the following:

Attendance
Quizzes

Classroom participation
Homework

Projects
Exams

GRADES

- Each course you study will have a letter grade. The following table shows you the letter grade, how many points to calculate your Grade Point Average (GPA), what percentage you need, and what each letter grade means.
- Grade Point Average is important, especially if you plan to continue to college/university.

Letter Grade	Grade Point Average	Percentage	Interpretation
A	4.0	86 – 100%	Excellent
B	3.0	73-85%	Very Good
C+	2.5	67-72%	Good
C	2.0	60-66%	Satisfactory
C-	1.5	50-59%	Passing
D	1.0	40-49%	Unsatisfactory - Fail
E	0.0	0-39%	Very poor - Fail

**If you are having any academic difficulty, do not wait until you get a warning!
First talk to your teacher; see a counsellor; talk to the International Support teacher
or a member of our International Program staff.**

PLAGIARISM is ... Academic dishonesty

Plagiarism is an act of fraud. It involves both stealing someone else's work and lying about it afterward.

- Turning in someone else's work as your own
- Copying words or ideas from someone else without giving credit
- Copying so many words or ideas from a source that it makes up the majority of your work, whether you give credit or not
- Copying assignments from the internet
- Failing to put a quotation in quotation marks
- Literary theft

Original ideas are considered intellectual property and are protected by copyright laws. Do not steal someone else's ideas or words and pretend they are your own ideas. **This is Plagiarism.**

You will fail the assignment and you may be sent home if you are guilty of Plagiarism.

COURSE FEES

All high school and middle school students are required to pay elective course fees.

ATHLETIC FEE - \$125.00

In Canada, we think that students will do better in their school subjects if they are participating in a variety of extra-curricular activities at school and in the community such as:

Sports, Band, Theatre, Dance, Fine Arts, Clubs, Outdoor Recreation Club

To join any school athletic teams, you will be required to pay the athletic fee of \$125.00.

There may be additional fees to participate in other extra-curricular clubs and activities as well. For example, there are additional fees to play American Football; Hockey Academy, Community Recreation activities, etc.

TEXT BOOK DEPOSIT

International students do not pay the Text Book Deposit Fee.

ACTIVITIES

Students must provide a "Student Activity Waiver" signed by their parents, on order to participate in most extra-curricular activities. Our standard waiver is available from our office or on our website, but some activities will also require an additional waiver.

<https://www.studyinmission.ca/how-to-apply/> - Legal Participation Agreement

Extra-curricular activities are an important part of your cultural and educational experience. The more involved you are in school life, the easier your adjustment to Canadian culture. As well, participating in activities is a great way to make friends, get exercise, and improve your English!

The International Program arranges some group activities. Your school will arrange some activities. Some events will be cost free and others may require a fee to participate.

Ask your host parents to help you find an activity for your spare time. If you require transportation, to and from the activity, your host parents should provide this.

TRANSPORTATION

Your homestay will either be walking distance from school or you may qualify for a school bus to and from school each day. In some cases, you may take the city bus, or your host family will drive you to school.

Your host family will drive you to activities at school or in the community if you make reasonable and polite requests. Please ask for rides in advance; don't surprise your host family at the last minute.

Public transportation is also available if required. In addition to the local bus, the West Coast Express train travels daily to Vancouver, Monday to Friday only.

TRAVELLING OUT-OF-DISTRICT

Safety is always a major concern for us. We are aware of the fact that the students in our program are not adults and we take our responsibility for your care very seriously.

When our students are in school or in their host families we feel confident that they are safe. When they leave our district, to go to other cities or to stay with other people, we must ensure their safety in the different environment.

At no time, under any circumstances, will students be permitted to participate in unsupervised, unchaperoned camping trips or other overnight excursions without adult supervision. Please do not ask.

ANYTIME A STUDENT LEAVES OUR DISTRICT OVERNIGHT:

- The Out-of-District Student Travel Form must be completed by the student and a host parent.
- The completed form must be given (e-mailed, faxed or hand delivered) to the International Program Office and approved before the travel takes place. (Fax: 604-820-2335)
- Forms must be turned in **at least five working days** (5 days) before intended departure to allow time for review or make other necessary inquiries and follow up.
- Failure to follow this process by a student, who leaves the district without permission, will result in disciplinary action.

FOR OVERNIGHT TRAVEL OUTSIDE BC:

- Students must submit a Release Waiver signed by their natural parents.

FOR TRAVEL TO THE USA or OTHER COUNTRIES

Students must ensure that they have:

- the correct VISA (if required)
- a letter from the International Program office confirming your enrollment in our program

All travel forms are available from the international program office or on our website:

<http://www.studyinmission.ca/forms-links/>

SUMMER (VACATION) EXTENSION

- Students are expected to return home at the end of their study period.
- We have a legal protocol in place if you plan to extend your stay after the termination of your educational program – **typically after June 30th each year.**
- When your program of study is completed, you will no longer be the responsibility of Mission Public Schools International Student Program.

As a result, there is a waiver that must be completed by your natural parents and your host parents.

Please contact us in advance if you are considering a holiday extension here in Canada.

WE REQUIRE TWO MONTHS NOTICE

Travel Out of British Columbia: Release Waiver

(PARENT/GUARDIAN FORM)

Student Name _____
Last
First
Middle

I/we, the undersigned legal guardian(s) or parent(s) of the above referenced student hereby give permission for our child to travel outside of British Columbia as outlined below. We release the **Mission School District 75 International Student Program**, the school district and its employees from any responsibility for the safety or welfare of our son/daughter. I/we also understand and agree that upon leaving British Columbia and the School District 75 program:

1. **We release School District 75 and its employees, agents, directors and attorneys/solicitors from any and all liability damages or injuries incurred by my son/daughter during the entire period of travel; and**

2. **We indemnify and hold harmless School District 75, its employees, agents, directors, attorneys/solicitors and insurers from any and all claims, expenses and attorney fees arising in connection with any damage or injury to my son/daughter during the entire period of travel out of British Columbia.**

Agreed and Accepted this _____ day of _____, 20_____.

 Parent or Legal Guardian 1 (full name)

 Parent or Legal Guardian 1 (signature)

 Parent or Legal Guardian 2 (full name)

 Parent or Legal Guardian 2 (signature)

The planned itinerary while away from the School District #75 program is as follows:

- Destination:
- Airlines and Flight No (if applicable):
- Adult(s) responsible for our child at the destination:
- Date leaving SD #75:
- Date returning to SD #75:
- Contact information away from SD #75:

BEING SUCCESSFUL IN A HOST FAMILY

Our host families play an important role in helping students learn English and understand the Canadian culture.

The following guidelines will help you be successful in your host family experience:

1. Be polite and courteous with all members of the host family. Talk to them about your day, and ask about theirs. Use "please" and "thank you" often.
2. Treat the home and its possessions in a caring, respectful manner. Be careful to close and lock doors and windows as requested by the family.
3. Be sure to understand house rules about use of showers, telephones, and computers, and respect any time limits given.
4. Come home at the agreed time after school. If you want to miss a meal, ask your host family, at least an hour before mealtime. Follow the evening curfew rules, and be sure to phone if an emergency comes up and you are delayed.
5. If you would like to have a meal or to stay overnight at a friend's home, be sure to ask permission from your host family. If you want to invite a friend home for a meal or to spend the night, ask your host family in advance.
6. You are encouraged to participate in day trips with your host family. If your host family would like to take you on an overnight trip, or if you would like to travel with a friend, be sure to complete the Out of District Travel form at least five (5) days before you travel.
7. We expect students to keep their rooms clean and tidy, and to share in household chores such as cleaning the bathroom, vacuuming, or mowing the lawn. Offering assistance at times is a nice thing to do.
8. If you are lonely, or worried, or sick, be sure to talk to your host parents. They may be able to help you. It is a normal feeling to be worried or sad sometimes, and parents understand those feelings.
9. Remember you are a representative of your country. Do not use alcohol, cannabis, or illegal drugs, drive motorized vehicles, or participate in dangerous activities.

For example: You may not swim in a location without a lifeguard, or participate in sports on the water without a life jacket.

If you are not sure about an activity, check with the International Office 604-826-6286 - Homestay Coordinator Ext. 3322 or Program Manager Ext. 3240. Emergency cell: 604-768-7088.

10. Your host parents are your family away from home. Let them know you appreciate them by giving small gifts occasionally, and remember birthdays and special occasions. In Canada we usually give a small gift or card. It's important to remember these occasions. A gift does not have to be expensive to be special.
11. If you break something that belongs to your host family, or if you cause any damage to their house or property or furniture or their personal belongings, you are responsible for the cost of repairs or replacement.

SUGGESTIONS FOR DEALING WITH CULTURE SHOCK

1. Learn as much as you can about Canadian culture.
2. It is normal to feel scared and worried when you are in a new culture.
3. Living in a new culture is a change. Change can sometimes be difficult. You have experienced many changes in your life; this is one more change.
4. With time, your feelings will change. It will get better.
5. Try to solve one problem at a time.
6. Look after your health. Eat well, sleep well and take good care of yourself.
7. Keep in touch with your family and friends at home. Tell them what you are learning.
8. Spend time with others. Don't stay alone. Do things with your host family, visit other international students.
9. Accept the way Canadians do things. Canadian culture is not better or worse than other cultures. All cultures have differences.
10. Remember why you came. You knew it would be different.
11. Don't be hard on yourself. Things will get better in time. Celebrate your successes.

WHAT HOMESTAY FAMILIES EXPECT

1. Homestay families expect that students will become part of the family. This means students will be home for dinner. They expect students to be involved in family activities and celebrations. They expect students to help in the home with chores.
2. Homestay families expect that students will talk with the family every day. They expect all people in the household to greet each other and discuss the day's activities.
3. Homestay families expect that students want to learn about Canadian culture and participate in new experiences.
4. Homestay families expect that students will be interested in learning to speak English. They expect students will spend time sitting and talking with the family members.
5. Homestay families expect that students want to be successful at school. They expect students will go to school, and work hard at their homework.
6. Homestay families expect students to learn the homestay family rules and guidelines and to follow them.
7. Homestay families expect students to tell the family if they have a problem. Problems cannot be solved if no one knows there is a problem.

FOOD AND TABLE MANNERS

Canada is a multicultural country where individual freedom is important. Each homestay family will have different ideas about food and table manners. You should watch your homestay family and listen carefully to learn.

To show good manners, please **DO NOT** do these things:

- Do not slurp soup or noodles. Although this is acceptable in some cultures, it's generally considered poor table manners in Canada.
- Do not eat off your knife, or lick it
- Do not reach across the table for things that are not close to you
- Do not speak with food in your mouth
- Do not chew food with your mouth open

To show good manners **DO** these things:

- Wash your hands before you sit down to eat
- Take off your hat before you sit down to eat
- Wait until other people start eating before you start
- Ask "please pass me the..." instead of reaching
- Ask before you take the last piece of food or eat the last piece of fruit, etc. Remember, the whole family is sharing the food
- Wait until everyone is finished eating before you leave the table
- Remove your own dishes from the table and offer to help with meal cleanup
- Try new foods - you may like them!

These things will happen in some families and not in others.

Learn about your own family:

- Some families say "grace" (a prayer) before meals
- Some families wait until everyone is seated before anyone eats
- Some families put a plate in front of everyone with the food already on, while some put serving dishes on the table for people to help themselves
- Some families expect you to eat everything on your plate. Others don't mind if you leave some food.

In some countries the preparation of food and cleanup is considered "women's work". In Canada men and boys cook, do dishes, and do housework. Your homestay family may expect you to help with these things whether you are a boy or girl. If you don't know how, you should ask to be shown.

Adjusting to Canadian food and manners may be difficult. If you are having problems, be pro-active:

- Tell your family that you are having problems and ask them to help.
- Ask for smaller portions or more food if that is the problem.
- Tell them what you like and don't like.
- Ask to go food shopping with them
- If you can cook, cook some of your favourite food for them

NOTE: Let the Homestay Coordinator help you if you are having trouble communicating with your host parents.

UNCOMFORTABLE BEHAVIOUR AND CONDUCT

Some actions or behaviours by others, which cause us to feel very uncomfortable or even afraid, is sometimes referred to as abusive.

What is abuse? Abuse is when a person hurts another person verbally, physically, or sexually.

- An abusive situation happens when someone calls another person hurtful names continuously, when someone hits another person or when someone forces another person to have sex when he or she doesn't want to.
- In Canada, citizens are protected from these behaviours by Canadian law.
- No one has the right to abuse another person.
- One of the best things to do, if someone makes you feel uncomfortable, is to trust your feelings. If someone has said something or done something sexual that makes you feel uncomfortable tell someone you trust.
- If someone abuses you, or speaks to you in a way that makes you feel uncomfortable, please tell someone you trust right away. You can tell your teacher, a school counselor, Holly Mayo, International Program Manager, or Terri Szlovicsak, Homestay Coordinator.

Here is a list of behaviours that could make you feel uncomfortable. If someone, either an adult or another student, is doing any of these things, please tell an adult whom you trust.

- Wanting to spend time alone with you, making excuses to go places or have others leave
- Doing things to you that involve physical contact, giving back rubs, massaging you, wanting to help you wash
- Accidentally/on purpose touching your private parts, brushing against them, rubbing their body against yours
- Looking at or touching your body and saying it is an inspection to see how you are developing
- Always coming into your room while you are undressed or into the bathroom without knocking or asking
- Not respecting your privacy; not allowing you to close doors to bedroom or bathroom
- Saying sexual things about your body or how you dress
- Talking to you about sexual things that he/she has done
- Hitting you or threatening to use physical force
- Treating you meanly
- Telling you not to tell his/her spouse or other people about things that happen between you
- Walking around the house without clothes on

IMPORTANT: If someone does things to you or with you that make you feel uncomfortable or that you do not like, please immediately tell your teacher, a school counselor, Holly Mayo, Program Manager, or Terri Szlovicsak, Homestay Coordinator.

THE MOST IMPORTANT WORDS IN THE ENGLISH LANGUAGE

1. Please

- Hello. This is _____. May I please speak to _____?
- Will you pick me up at 8:00, please?
- May I invite a friend to stay overnight, please?
- May I stay at my friend's (name of friend) house tonight, please?
- Could you drive me to the bus, please?
- Could you help me with this homework, please?
- I don't understand. Could you repeat that, please?
- Could you say it again more slowly, please?
- Could you explain it to me again, please?
- Could you help me to make an appointment, please?

2. Thank you

- Thank you for supper. It was really good.
- Thank you for picking me up.
- Thank you for driving us.
- Thank you for having me.
- Thank you for inviting me for supper / letting me stay overnight.
- Thank you for letting me go to _____. I had a good time.
- Thank you for helping me.
- Thank you for letting me know / telling me.
- Thank you for explaining it to me again.
- Thank you for looking after me.

3. I'm Sorry

- I'm sorry I didn't phone.
- I'm sorry. I forgot.
- I'm sorry I didn't ask you sooner.
- I'm sorry I won't be there for supper.
- I'm sorry I didn't do my homework.
- I'm sorry I upset you.
- I'm sorry I hurt your feelings.
- I'm sorry. I can't _____

STUDENT / HOST FAMILY "HOMEWORK"

Family:

- Please write your family names and tell your student what they should call each person in your home:

Student:

- Please tell your host family how to say your name correctly: _____
- Please ask these questions of your homestay family and write the answer in the space provided. After that, please keep it where you can see it easily.
 1. What time should I get up?
Will you wake me or should I use an alarm clock?
 2. Do I make my own breakfast or will you make it for me?
This is what I eat for breakfast in my home:
What may I have for breakfast in my homestay?
 3. I need to bring lunch for school each day.
Do I make my own lunch or will you make it for me?
This is what I am used to eating at lunch during the school week:
What foods may I have for my school lunch?
 4. Please tell me and show me how I will get to and from school.
What time do you want me to come home from school?
 5. What time do we eat dinner?
I am used to eating at this time:
What can I do to help you to prepare dinner or to clean up after?
These are the foods that I like to eat:
These are the foods that I do not like to eat:
These are foods that I cannot eat:
May I come with you when you shop for groceries?
May I prepare a meal for your family sometime?
 6. Who does the laundry?
When and how is the laundry done?
Where can I hang wet clothes?

7. When may I shower or take a bath?
Which bathroom do I use?
How long may I take for my shower or bath?
Please show me how to use the shower/bath and where to place bathroom garbage.
8. Please tell me about using the telephone.
Which phone should I use for local calls?
When may I make calls?
When may I receive calls?
How long may I stay on the phone?
Where can I buy a prepaid phone card to make long distance calls?
9. What time does everyone go to bed? What time do you expect me to go to bed?
10. What chores would you like me to do?
11. Are there any special rules for your home?
12. Could you please show me your home on a map?
13. Could you please show me where my friends live in homestay?
14. Where can I buy:
 - Personal items
 - Gifts to take home
 - Other things I need ...
15. Where can I do my banking or get money from a cash machine?
16. May I use your computer?
 - To play games?
 - To send and receive e-mail?
 - To do homework?
17. May I invite my friends over?
18. May I visit my friend(s)?
19. I would like you to know this about me ...
20. Is there anything else that you would like to know about me?
21. Is there anything that you would like to tell me about you or your family?
22. I would like to know this about you or your family:

STUDENT PARTICIPATION AGREEMENT

As an International student in the Mission School District, I agree to the following:

1. I will obey the conditions of my Canadian Visa and Study Permit.
2. I will obey the School District rules and the school code of conduct (available on the school App).
3. I will not buy or use or have at any time, any alcohol or cannabis or illegal drugs. I will never keep any alcohol or cannabis or illegal drugs in my homestay or my school locker.
4. I will not buy or use or have at any time, any weapons including firearms, air guns, knives, or martial arts tools or equipment. I will never keep any weapons or martial arts tools or equipment in my homestay or my school locker.
5. I will choose my friends carefully. I will not spend time with anyone who uses alcohol, cannabis, illegal drugs, or weapons. I understand that I may be sent home if I choose to spend time with people who have alcohol, cannabis, illegal drugs, or weapons.
6. I will work hard to complete my school work and be successful at school.
7. I will attend all classes every school day, unless I am sick or attending an approved field trip. I understand my host family must call the school to excuse me if I miss any classes.
8. I will complete my own school work and will never copy anyone else's work, from books, the internet, my friends, or anywhere else. I understand that copying someone else's work is **Plagiarism** and is absolutely forbidden.
9. I will not own, rent, or drive a motor vehicle.
10. If I travel outside Mission overnight, I will complete the Travel Request Form before I go, and I will ask for permission from the International Program office.
11. I will respect my host family and obey their rules.
12. If I break something that belongs to my host family, or if I damage their house or property or furniture or their personal belongings, I understand I am responsible for the cost of repairs or replacement.
13. I will leave Canada at the end of my study period unless I have written permission from the International Program Office to extend my stay.
14. I will always respect cultural differences. I understand that discrimination based on nationality, gender, politics or religion is illegal in Canada.
15. I will obey the laws of Canada.

I understand that I must obey the above rules or I may be dismissed from Mission School District and sent home:

Student Name (please print)

Student Signature

Student E-Mail (please print)

Student Phone

Date: _____