

SCHOOL DISTRICT 63 (SAANICH)  
POLICY DEVELOPMENT COMMITTEE  
**Agenda**

Committee Members: Trustee Stelck, Chair  
Trustee Holman  
Trustee Martin

Staff Support: Dave Eberwein, Superintendent of Schools  
Jason Reid, Secretary Treasurer

Partner Representatives: Don Peterson, STA  
Dean Coates, CUPE  
Pete Westhaver, SAA  
James Taylor, COPACS

Other Attendees:

**Tuesday, March 2, 2021**  
1:00 pm, MS Teams

**A. PRESENTATIONS AND QUESTIONS**

No Items.

**B. ITEMS FOR DISCUSSION**

No Items.

**C. ITEMS FOR RECOMMENDATION**

1. Policy 25 (International Student Program)

**Staff Recommendation:**

I, Trustee Stelck provide notice that at the May 19, 2021 public meeting of the Board of Education, I will move the following motion:  
That Policy 25 (International Student Program) be approved.

**D. ITEMS FOR INFORMATION**

1. Draft Administrative Procedures 303 - International Student Program - attached

**E. FUTURE AGENDA ITEMS**

That the following remain as policies pending a review by the Board about what portions of these programs the Board wishes to retain as policy:

- Policy 28 (Online Learning)
- Policy 29 (Sexual Orientation & Gender Identity)
- Policy 18 (Recruitment & Selection of Personnel) – clarity on hiring authority
- Correspondence
- Policy 7 (Board Committees)
- Policy 9 (Board Operations)
- Policy 1 (Foundational Statements)
- Childcare Policy (April)

## **INTERNATIONAL STUDENT PROGRAM**

The Board supports the integration of international students into district schools as a means of increasing intercultural and international understanding.

The Board recognizes that additional resources (staff, space and programs) will be required to adequately support the integration of international students and ensure that other program services in the district are maintained and possibly enhanced.

### **Guiding Principles**

1. The International Program will be designed in a way that supports sustainability and long-term viability of the program. As such, the program is to have representation from multiple countries and regions of the world.
2. International students will be admitted into district schools in one of two categories:
  - 2.1. International Exchange students
  - 2.2. Saanich International Student Program (SISP) students
3. SISP student recruitment will be designed to reflect the following:
  - 3.1. Prioritizing the diversity of countries;
  - 3.2. Sustainable and reliable international recruitment agencies;
  - 3.3. Student grade placement which provides an appropriate fit with the district's available spaces in its schools;
  - 3.4. Consideration of the District's ability to provide adequate supports (e.g. ELL and other school resources, homestay availability);
  - 3.5. Ensuring adequate student numbers to run key programs or courses;
  - 3.6. Overall school capacities;
  - 3.7. Students will be placed into secondary grades with placements normally in the district's neighbourhood secondary schools. Grade 8 students may be accepted in limited numbers.
4. SISP will be required to generate sufficient revenue to support the SISP infrastructure, provide any necessary staffing and resources to schools to support these additional students and provide positive revenue for the district.
5. Tuition fees and any other applicable fees (e.g. Homestay fees, Insurance fees) will be charged to all SISP students. These fees will be reviewed annually by the Board. Tuition fees will not be charged to International Exchange students as these are funded by the Ministry of Education as equivalent to a non-fee paying student.
6. The Superintendent will provide an annual report to the Board on the International Student Program including the current student enrollment and any recommendations for future enrollment levels.

7. The Board will provide direction to the Superintendent on future international student enrollment levels.

Reference: Sections      School Act Sections 2, 3, 4, 7, 8.2, 20, 22, 23, 65, 74.1, 75.1, 82, 85  
Child, Family and Community Service Act  
Divorce Act  
Immigration and Refugee Protection Act  
Infants Act  
Visiting Forces Act  
School Regulation 265/89  
Ministry of Education Policy Document: International Students

Approved:                    November 2020  
Amended:                  \_\_\_\_\_ 2021

DRAFT

## **INTERNATIONAL STUDENT PROGRAM**

### **Background**

The District supports the integration of international students into District schools as a means of increasing intercultural and international understanding. Specific programs under which international students may be admitted to District schools include:

- International Student Exchanges
- International Student Program (SISP)

The District recognizes that additional resources will be required in order to develop its Program and to ensure that other program service levels are maintained. In particular, the International Student Program will be required to generate sufficient revenue as to support the necessary program infrastructure, provide sufficient staffing and resources to schools so that they are able to offer appropriate educational support to international students, enhance other programs and services within the district, and generate positive revenue for the District.

The following Procedures are meant as a summary of the procedures used in the International Student Program. The most current descriptions about SISP including Program description, application requirements, legal obligations and payment/refunds can be found on the International Student Program website: <https://studyinsaanich.ca/>

### **Procedures**

1. International students are not 'ordinarily resident' in the District. As such, tuition fees will be charged to for their registration within our district. Tuition fees are not charged for International Student Exchanges for the following reasons:
  - 1.1. An exchange student is a student from another country who is taught in our district in exchange for a Saanich School District student being taught in the home country of the other student.
  - 1.2. International student exchanges are sponsored by the District, or private organizations sanctioned by the District, and are admitted to the District in exchange for local students being taught abroad.
  - 1.3. The District receives Ministry funding for exchange students and, as such, tuition fees are not charged.
2. Students and their parents who are new to the Program will be given a copy of the District procedures regarding international students, including the dismissal process, the process to request a refund and the International Student Program rules.
3. International students may enroll from 3 months to 1 year for academic programs leading to graduation in British Columbia.

4. The International Student Program is for secondary-aged students, with placements normally in the District's three neighbourhood secondary schools (Gr 9-12). Grade 8 students may be accepted in limited numbers based on their maturity and family support.
  - 4.1. In-catchment resident students, and any local out-of-catchment resident students who apply before March 31, will be given priority over international students for September placement in a school.
5. By March of each year, the SISP Administrator will consult with the Principal of each school to determine projected international enrolment in their school.
6. The SISP Administrator will provide a review of overall school enrollment to the Superintendent on an annual basis.
7. Submission of Student Applications
  - 7.1. All international student applications will be submitted to the Saanich International Student Program for approval by the SISP Administrator in accordance with the procedures outlined on the district website: <https://studyinsaanich.ca/>
  - 7.2. Where, because of extraordinary circumstances, an international student is unable to comply with these procedures, application for admission may be dealt with by the Superintendent.
8. Student Admission Requirements
  - 8.1. Demonstration of functional literacy in English.
  - 8.2. Proof of satisfactory academic standing in their country of origin.
  - 8.3. All necessary documentation for students with complex learning needs such as learning disabilities, behavioural challenges, medical needs or documented special needs.
  - 8.4. Ability to comply with the requirements of Citizenship and Immigration Canada.
  - 8.5. Prior to departing for Canada, a signed participation agreement by both the parent/guardian and student, which outlines the terms and conditions of registration, including the required homestay fee, medical insurance, travel requirements and program rules.
  - 8.6. Demonstration of any requested medical or health information along with any required medical testing results before entry into Canada.
  - 8.7. Students wishing to attend for more than one year must apply and be re-admitted annually.
9. Fees
  - 9.1. The District will charge fees to those students involved in the International Student Program.
  - 9.2. The Board establishes tuition fees and homestay fees for international students on an annual basis for the next school year. Tuition fees and homestay fees are payable to the District when the student is accepted into the program.

- 9.3. Returning students are required to pay their fees by April 1<sup>st</sup> of the previous school year. Students who have not paid their fees by this time will not be guaranteed placement in the Program for September.
- 9.4. A schedule of fees will be submitted to the Superintendent on an annual basis.

## 10. Refunds

- 10.1. A complete description of the District's refund process can be located within the International Student Legal Agreement which is located on the International Student Program website.
- 10.2. All requests for refunds must be in writing.
- 10.3. All withdrawals from the International Student Program must be in writing.
- 10.4. The application fee and home stay placement fee refund requests are per the refund procedure found on the International Student Program website.

## 11. Application and Admission Procedures

To apply for and be accepted into the program, students and parents must:

- 11.1. Apply from their country of residence;
- 11.2. Complete an application form on the SISP website with supporting academic transcripts and letter of support;
- 11.3. Be provisionally accepted by the Administrator of the Saanich International Student Program office in writing;
- 11.4. Obtain a study permit from Citizenship and Immigration Canada. The District will provide a Certificate of Admission (letter of acceptance) to the school;
- 11.5. Agree to the homestay arrangements made on their behalf;
- 11.6. Make their own travel arrangements to Victoria International Airport (YYJ), or to the local Victoria ferry terminals;
- 11.7. Have medical insurance as described below:
  - 11.7.1. By law, all BC residents are required to purchase medical insurance through the Medical Services Plan of BC. The District has a group insurance policy for its international students, both for the Medical Services Plan and for interim medical insurance, which is required during the three-month waiting period for Medical Services Plan coverage;
  - 11.7.2. The District provides this medical insurance coverage to all of its international students for an annual fee. Should international students leave the country during breaks in the school calendar, they are required to maintain adequate medical coverage. Medical Services Plan coverage will cover students for the entire year.

## 12. School Placement

- 12.1. Placement of students in schools and academic programs shall be the prerogative of the District. If necessary, the District reserves the right to change school placement.
- 12.2. Placement shall be based upon District assessment of English proficiency, age and demonstrated academic competence and the associated school records.

### 13. Expanded Services

- 13.1. It is the prerogative of the District to require students to participate in various expanded services, such as orientation classes and ELL classes.
- 13.2. Parents will be informed if it is determined that a student requires additional services beyond those normally provided for international students. If the services are available and appropriate, parents will have the choice of withdrawing their student or paying for any additional service costs.

### 14. Homestay Guidelines

- 14.1. All students who require the care of a District custodian are required to stay in a homestay which has been approved by the District.
- 14.2. The homestay family will follow all of the provisions contained within the Homestay Guidelines that can be found on the International Student Program website.

### 15. Requirements for Landed Immigrant Students and Canadian Citizen students whose parents do not live in Canada:

- 15.1. All such students must apply through the SISP office to attend school in the District, and applications will be considered on a case-by-case basis.
- 15.2. Landed Immigrants (Permanent Residents PR) not ordinarily resident in the District and Canadian citizen students whose parents do not live in Canada may be admitted to District schools on a fee-for-service basis. The expression 'ordinarily resident' carries a restricted signification which is held to mean residence in the course of the customary mode of life of the student as opposed to special or occasional or casual residence. Students who require homestay services are not 'ordinarily resident' in the District.
  - 15.2.1. Out-of-District landed immigrant students (PR) and Canadian citizen students whose parents do not live in Canada may be admitted to District schools as full fee-paying students in the same way, and with the same services, as international students.
  - 15.2.2. Students who become landed after October 1 will receive no refund of tuition fees.
  - 15.2.3. Out-of-District immigrant students and Canadian citizen students may be required to live with a homestay family which has been approved by the District.
  - 15.2.4. Homestay families for out-of-District immigrant students are subject to the same regulations as other international student homestay families;
  - 15.2.5. The District retains the right to limit the total number of out-of-District immigrant students accepted annually as regular students.



## 16. Dismissal from the Program

Participation in the International Student Program is a privilege and all students shall follow the applicable rules and expectations to remain registered in the Program:

- 16.1. Students are required to abide by the laws of British Columbia and Canada;
- 16.2. Students are required to accept and follow the rules of the Program including specific Program expectations, school rules, the District Code of Conduct, and all reasonable homestay rules;
- 16.3. Students are required to obey the terms and conditions described on the study permit as issued by Citizenship and Immigration Canada;
- 16.4. Students are required to make reasonable efforts to achieve academic success while in the program;
- 16.5. By February of each year students may be invited to return for the following school year. Invitations may be withheld if:
  - 16.5.1. Academic performance has been less than satisfactory due to lack of effort or attendance;
  - 16.5.2. The student has been unable or unwilling to comply with District or program expectations;
  - 16.5.3. In the opinion of the Program staff, the student has been unable to succeed in a homestay situation.Students who are not invited back will be informed in writing of the reasons, and given suggestions for alternative programs of study.
- 16.6. In the event of a student violating the District Code of Conduct, the International Program contract agreement, homestay expectations or any law, the following District responses may occur:
  - 16.6.1. A verbal warning indicating what is expected;
  - 16.6.2. A written warning of the violation, the expectations for correction and the appropriate timelines for correction;
  - 16.6.3. Dismissal from the International Student Program and being returned home at the international student family's expense.
- 16.7. Parents/guardians and the student shall be given the opportunity to respond to any concerns and to make any suggestions for reparations.
- 16.8. If, in the opinion the Superintendent or SISP Administrator, behaviour violations are repeated or are sufficiently serious to warrant dismissal from the Program, the student and their parents will be advised in writing that the student is being dismissed for cause. Letters of Dismissal for Cause will be forwarded to the parent / guardian by confirmed email delivery, registered mail or courier.
- 16.9. Arrangements will be made with the parent / guardian of the student for removal from the school and/or homestay in a timely manner.
- 16.10. A copy of the Letter of Dismissal for Cause shall be made available to Citizenship and Immigration Canada.

- 16.11. Students and/or their parents/guardians may appeal a decision to dismiss a student for cause as per [Board Policy 16 – Appeals Bylaw](#).

Reference: School Act Sections 2, 3, 4, 7, 8.2, 20, 22, 23, 65, 74.1, 75, 75.1, 82, 85  
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