

School District #62 (Sooke)

BILLETING OF STUDENTS	No.: C-331
	Effective: Apr. 23/96 Revised:

ADMINISTRATIVE REGULATIONS

PREAMBLE

The Principal must be assured: that all plans and accommodations for students meet the intent of providing a safe and comfortable setting for students; that supervising teachers/designated alternates/chaperons are aware of the high standards expected; that students have constant access to one or more of the accompanying adults; that contingency plans are in place to provide students alternate accommodation if their assigned placement(s) is/are deemed unsuitable.

Prior to a Trip Requiring Billeting

- The District Field Trip form must be completed by the Principal/supervising teacher. The itinerary, including specific billeting locations (hosts name, address, phone number, and phone number of the supervising teacher), and a copy of "Expected Standards For Billeded Students and Billeting Families" will be provided to parents of individual students. The billeting form attached to this policy will be completed by parents and returned to the school. The school will keep the original and provide two copies for the staff member in charge; one of these copies will be given to the billeting family.
- Whenever possible, two students should be assigned to a billeting family; when this is not possible, the single placement student must confirm his/her personal comfort with the arrangement. The supervising teacher(s) must be assured that the billeting family has made appropriate and safe accommodation for all students.
- The supervising teacher must have a composite list of names and phone numbers of billeting families.

During the Trip

- If changes to accommodation arrangements occur during the trip, they must be approved by the supervising teacher and parents must be notified as soon as possible.
- Upon arrival of the students, the host will be provided with a copy of the billeting form and "Expected Standards For Billeded Students and Billeting Families".
- The supervising teacher or a designated alternate must be available at all times for a student or billeting family's phone call. Schools may want to obtain use of a cellular telephone to ensure immediate contact. Students must be provided with phone number(s) of the supervising teacher and/or designated alternate.
- When home placements are for more than one night, the supervising teacher or designated alternate must arrange daily contact with students.

BOARD OF SCHOOL TRUSTEES
SCHOOL DISTRICT NO. 62 (SOOKE)

EXPECTED STANDARDS FOR BILLETED STUDENTS
AND BILLETING FAMILIES

Billeted Students

The Board expects that students will:

1. act as good ambassadors for their school and district.
2. follow the rule set out by the supervising teacher.
3. act in accordance with the Code of Conduct established by the school and the policies and regulations of the School Board, most specifically that they are not to use alcohol or drugs, including medication not listed on the medical information form.
4. remember that they are guests and will act accordingly.

Billeting Families

The Board requests that billeting families:

1. accept the sincere appreciation of the Board in accommodating our students.
2. ensure that billeted students are appropriately supervised during their stay.
3. report any concerns that they have with our students to the supervising teacher, and when deemed necessary, directly to the parent, as soon as possible.
4. provide a safe and monitored environment for students.
5. ensure that the rules specifically set out by the supervising teacher are adhered to.
6. arrange for meals and transportation to and from activity sites as agreed.
7. provide access to a telephone so students can remain in contact with the supervising teacher and/or their parents.
8. immediately report illness or injury to (a) parents and (b) supervising teacher.

STUDENT BILLETING FORM

To be completed by parent/guardian:

School: _____

Student's Last Name: _____ First Name: _____

Parent's/Guardian's Name: _____

Telephone: _____(H) _____(B)

Emergency Contact:

Name: _____

Telephone: _____

Medical Information

CARE Card Number: _____

Medical Alert Information (allergies, dietary restrictions, medication, existing medical conditions) that you want the billeting family to know about:

STUDENT BILLETING FORM

To be completed by school:

The sponsor/teacher may be contacted at the following location at any time:

Supervising Teacher's Name:

Telephone No.:

Location:

The sponsor/teacher must be notified of an emergency.

Parents/Guardians Please Note:

Completion of this form will be taken as your informed consent for your child(ren) to participate in this organized trip. As well, it will be assumed that the personal information provided above has your informed consent to be given to the sponsor/teacher/host.

Signature of Parent/Guardian

Date

Distribution of this form:

1 copy - School File

1 copy - Supervising Teacher

1 copy - Host Family