

STUDENT BILLETING

Background

The school district believes that the health, safety and security of students is paramount when participation in curricular or extra-curricular activities requires billeting.

The health, safety and security of students in billeting situations must be facilitated by compliance with district procedures.

Procedures

1. The school principal, or designated staff member, has the responsibility of ensuring that billeting arrangements are made in accordance with the provisions of this administrative procedure.
 - 1.1 Prior to departure, the school must ensure that students and their parents complete the billeting form to this administrative procedure and return the completed form to the school.
 - 1.2 The school will keep the original form on file and provide two copies for the staff member in charge; one of these copies will be given to the billeting host.
 - 1.3 The school shall assign two or more students to each billeting host, except in cases of longer stays such as an international exchange.
 - 1.4 The principal or designated staff member shall inform hosts of their responsibilities and school district expectations for students.
2. Host responsibilities begin upon arrival of the students at the host's residence.
 - 2.1 Upon arrival of the students, the host will be provided with a copy of the billeting form and will inform the students of the house rules governing their stay.
 - 2.2 Hosts shall ensure that appropriate arrangements are made for meals and transportation to and from the activity site.
 - 2.3 Billeted students are not to use alcohol or drugs, including medication not listed on the medical information form.
 - 2.4 Hosts shall ensure that billeted students are appropriately supervised during their stay in the hosts' home.

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3. Students are responsible for their behaviour and actions during the period of their stay.
 - 3.1 Students' behaviour expectations shall conform to those of the school and district codes of student conduct.
 - 3.2 Students shall inform the host parents of any changes to their schedule.
4. The staff member in charge must approve any changes to travel or accommodation arrangements

Reference: *School Act*, Section 85