



BOARD OF EDUCATION
School District No. 57
2100 Ferry Avenue
Prince George, B.C. V2L 4R5
(250) 561-6800

POLICY 5132.1

STUDENT BILLETING

APPROVED: 1989.11.21

REVISED: 2004.02.24

POLICY

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

Responsibility Centre: Assistant Superintendents
References: *School Act*, Section 85

STUDENT BILLETING

PREAMBLE

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

Approved: 2004.02.24



STUDENT BILLETING**REGULATIONS:**

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 policy.
 - 1.1 Prior to departure, the school must ensure that students and their parents complete the billeting form attached to this policy 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 Billed students are not to use alcohol or drugs, including medication not listed on the medical information form.
 - 2.4 Hosts shall ensure that billed students are appropriately supervised during their stay in the hosts' home.
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

Approved: 1989.11.21 Revised: 2004.02.24



STUDENT BILLETING FORM

School: _____

Student's Last Name: _____ First Name: _____

Parent/Guardian Name: _____

Address: _____

City: _____ Postal Code: _____

Telephone Numbers: (Home) _____ (Work) _____

Emergency Contact

Name: _____

Relationship: _____ Telephone Number: _____

MEDICAL INFORMATION

Medical Plan Number: _____

Medical Alert Information (allergies, medication, medical condition):

SPONSOR/TEACHER CONTACT INFORMATION

Sponsor/Teacher Name: _____

Telephone Number(s): _____

Location: _____

Approved: 1989.11.21

