

CAIS Procedure OP-702 Billeting Procedures [DRAFT]

Purpose: To define the procedures to be followed by member schools billeting students attending CAIS events

Procedures:

(a) Definition and Description

- Billeting is appropriate for middle and senior school students. Billeting is not intended solely to attain budgetary savings and it is expected that students be billeted in safe, caring, clean and healthy environments.
- If the student reports alcohol or drug abuse, sexual impropriety, inappropriate conduct, or abusive language or behaviour in the home, or if the student reports feeling uncomfortable in the billeting situation, the Faculty-in-charge must ensure that the billeting student will be removed from the home.
- The planning for billets involves the student's family, host family, students, coordinating teacher of the host school and the coordinating teacher of the participating school. It is necessary that this process be characterized by information sharing, honest disclosure of expectations and open communication.

(b) Host School Responsibilities

- Screen billets in advance to ensure that the selected locations are appropriate for the students and to communicate the expectations to the host families. The Host Coordinating teacher or designate must have the host family complete the host family questionnaire and/or conduct an interview with them.
- It is strongly encouraged for the host coordinating teacher to hold an orientation meeting for potential host families to review billeting expectations.
- Inform the host family of any special student needs.
- Communicate the following expectations to host families:
 - Agree to host a minimum of two (2) students in their home.
 - Welcome the teacher-in-charge into their home and share any information related to food, health, culture, language, religion and transportation as well as review the home for acceptable accommodation (e.g., bedroom with egress window, railings on stairs and deck, etc.)
 - Provide meals as outlined in the trip itinerary and accommodate any particular student requirements with regard to allergies and medical conditions. Billeted students should not need to prepare meals for themselves.
 - Provide a warm, secure, healthy environment to billeted students.
 - Treat the students with respect and kindness and expect the same in return.
 - Provide same-gender bedroom and privacy in washing and toilet facilities.
 - Always be suitably clothed and covered.
 - Provide adult supervision at all times while students are in their care.
 - Assume responsibility for loss or damage to their home caused by the billeted student.
 - Ensure that family members do not borrow money from the student billet and billets do not borrow money from the host family.

- Inform the teacher-in-charge of the activities that will occur during the billeted time.
- Ensure that the billeted students are not required to baby-sit.
- Not permit the student to drive or operate a motor vehicle.
- Contact the co-ordinating teacher if there are any concerns.
- Immediately advise the teacher-in-charge of any student injury while in their care.

(c) Participating School Responsibilities

- Ensure that the host school conducts screening commensurate with the scope and quality of screening expected for your school. This may include completion of questionnaire and/or interview and attendance at an orientation meeting.
- Communicate regularly with the host school coordinating teacher to arrange appropriate matches between families and visiting students such as age, gender and cultural factors.
- Inform the host teacher and host family of any special student needs.
- Communicate to parents of the students through a parent meeting the billeting process
- Explain to students beforehand that there may be different social behaviours and cultural expectations in host families. While students should be encouraged to adapt, students must understand that the school will support them if they find particular behaviours or expectations disturbing and would like to be relocated.
- Communicate to students that they must call the teacher if any problems arise. During the billeting activity, the participating teacher should:
 - Ensure that students are billeted with appropriate families by either visiting the students at their billets' residences, phoning the students at their billets' residences or have the students telephone the teacher.
 - Ask questions requiring "yes" or "no" answers when talking to billets on the telephone so that the student is able to reply without embarrassment. (If a problem arises, this will give the students an opportunity to indicate this in a discreet manner.)
 - Have a list of all of the students, and the address and telephone number of their billeting family.
 - Provide students and host family for their respective students with the address and telephone number at which the participating teacher can be contacted.
 - Ensure that there is accommodation in reserve for students who need to be relocated.
 - Have transportation available in order that the participating teacher may visit students at their billeting family any time of the day or night.