



Lakehead
Public
Schools

**TERRITORIAL STUDENT PROGRAM:
BOARD & LODGING**

**SCHOOL BOARD SUPPORTED
BOARDING HOME**

**INFORMATION &
APPLICATION FORMS**

2017 - 2018

Your Children Our Students The Future



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Introduction and Background

Lakehead Public Schools is seeking caring families who are interested in boarding a student for the school year.

Lakehead Public Schools works with parent(s)/guardian(s), boarding home guardians, students, and the community to ensure that students have the chance to explore the exciting academic possibilities at their high school.

The **TERRITORIAL STUDENT PROGRAM** serves students from Armstrong and Collins who must leave home to attend secondary school in Thunder Bay. These students receive monthly allocations for board lodging and a transportation allocation.

If you are interested in hosting one of these students for the school year, please contact (807) 625-5129 or TSP_Secretary@lakeheadschoos.ca.

An information package is available at the Jim McCuaig Education Centre Reception (2135 Sills Street) or can be downloaded from www.lakeheadschoos.ca.

Families who wish to provide a home for a student for the upcoming school year are asked to complete and return this application form to

Lakehead Public Schools
Jim McCuaig Education Centre 2135 Sills Street Thunder Bay ON P7E 5T2

Applications will be accepted at anytime for inclusion into the BOARDING HOME Pool.

For more information, please contact

Bruce Sauder	TSP Supervisor	TSP_Supervisor@lakeheadschoos.ca (807) 625-5124 or 1-888-565-1406, Extension 5124
Judy Watts	TSP Secretary	TSP_Secretary@lakeheadschoos.ca (807) 625-5129 or 1-888-565-1406, Extension 5129
Sylvia Shapwaykeesic	TSP Counsellor	TSP_Counsellor@lakeheadschoos.ca (807) 625-5105 Toll Free at 1-888-565-1406, Extension 5105 Cell (807) 474-7776

TERRITORIAL STUDENT PROGRAM

SELECTING A BOARDING HOME AND GUARDIAN

PHILOSOPHY

The Territorial Student Program recognizes that a safe, stable and caring home is required for successful social relationships. Parents/Guardians should therefore attempt to select only homes that provide this. The Territorial Student Program also recognizes that on-going support for boarding home guardians is an essential component in ensuring such home environments.

CRITERIA FOR SELECTING HOMES

A. Physical Requirements

1. Clean and comfortable home.
2. Room of adequate size.
3. Separate bed for the student (two students per bedroom is acceptable).
4. Suitable work-space for homework (desk or table, well lit and away from household traffic).
5. Adequate provisions for safety (smoke and carbon monoxide detectors, suitable exits).
6. Adequate heating and ventilation.
7. Nutritious meals (a variety of menus, quantity of food adequate for teenage appetites, reasonable snacking privileges).
8. Suitable location (safe area, reasonably close to bus line, location relative to school).
9. Non-smoking environment in the home.

B. Personal Qualities of Boarding Home Guardians

1. Couples must be involved in stable relationships (Common-law relationships must have been stable for at least one year).
2. Boarding home guardians must value education.
3. The screening of boarding home guardians requires boarding home guardians to obtain and provide us a copy of a complete Criminal Record Check for each adult household member. Once the house check has been performed and the house approved, a Criminal Records Check will be required. Information will be provided by the Lakehead District School Board on the process. Costs associated with the Criminal Records Check will be covered by the Lakehead District School Board.
4. Some experience with and confidence in dealing with adolescents is necessary, as is the ability to deal with problem situations.
5. A generally stable lifestyle is required.
6. Assistance is needed from boarding home guardians to ensure that students are getting ready for school on time.

TSP Board Supported Homes

C. Reference Requirements

1. Two references are required. (A reference from a personal friend will be acceptable only if an employer's reference is not available. The quality of the reference will be considered, however.)
2. Whenever possible, parents will see the accommodation, meet with the boarding home guardians and give approval to the home.

D. Payment Procedure

1. Lakehead District School Board will pay board and lodging at the beginning of the month for each eligible student. This payment will be made directly to the Boarding Home Guardian by Electronic Funds Transfer (direct deposit).
2. Boarding home guardians are to inform the Counsellor of any problem relating to the issuance or delivery of board and lodging payment.

E. Guidelines and Expectations

Boarding Home Guardians play a vital role during the time students are in Thunder Bay. Their encouragement and day-to-day support can greatly influence the progress and well being of students. Parents should be in regular contact with the Boarding Home Guardian and discuss their expectations and any issues.

F. House Rules and Curfews

Boarding Home Guardians are expected to establish and enforce reasonable house rules and a reasonable curfew. The use of drugs and/or alcohol will not be tolerated and may result in expulsion from TSP. Students who break house rules are to be reported immediately to the Counsellor.

G. Emergencies

Boarding Home Guardians are provided with the Counsellor's cellular phone number and should report any medical or legal emergency immediately. Voice Mail is provided on which to leave messages when the Counsellor is not available.

H. Visits by TSP Counsellor

The Counsellor will contact or visit Board Supported boarding homes and meet with boarding home guardians on a regular basis. Special visits to assist in the resolution of problems can be arranged by the Boarding Home Guardian by calling the Counsellor.

I. Termination of Board Home Services

Please be advised that two weeks written notice must be provided to the Lakehead District School Board in order to terminate a boarding home arrangement. The school board will not pay or reimburse for any costs associated with the move if proper notice is not provided.

J. Not For Profit Housing

District of Thunder Bay Social Services Administration Board (TBDSSAB), Native People of Thunder Bay Development Corporation and Beendigen Inc. have individual policies regarding having a boarder. The Boarding Home Guardian should contact the organization prior to agreeing to accepting a TSP student. A letter of authorization may be required prior to Lakehead District School Board remitting payment to the Boarding Home Guardian.

Boarding Home Guardian Considerations - Safety and Communication

TO THE BOARDING HOME GUARDIAN

Students need your supervision. Establish rules and routines right away and make sure they are followed.

- Get a list of the student's friends and get a phone number for each. Do the same for any family members who may be living in Thunder Bay.
- Three well balanced, nutritious meals are to be provided each day. Beverages are to be included in school lunches. Reasonable snacking privileges should be allowed.
- A student must never be locked out of the boarding home at night. Please provide a key and/or access code to access the home.
- Please inform the Counsellor immediately (and the student's parent, if possible) of any concerns you have about the student (health, behaviour etc.). Contact the Counsellor (and the student's parent, if possible) immediately in an emergency (medical, legal). If the Counsellor is not available immediately, do your best to provide assistance until the Counsellor can be reached.
- Try to maintain regular contact with the student's family so as to promote mutual understanding.
- Please be available to the student, as a support, to talk over problems, etc. Be accepting of, and sensitive to, the student's background.
- Your student boarder should have family-use of the house.
- Education must be valued; your support for it can positively influence a student's success at school. Try to ensure that the student leaves on time for school. The school will require a note from you if the student has been absent for legitimate reason. (Please inform the Counsellor of such absences.)
- Lending money to students is at your own discretion. Long distance phone calls are not to be charged to Boarding Home Guardians. The Territorial Student Program cannot assume responsibility for any losses resulting from lending money and from long-distance phone calls or from damage to a home.
- Report any damages to the Counsellor.
- Students must not be left overnight without reliable, adult supervision.

Boarding Home Rules & Routines

TO THE BOARDING HOME GUARDIAN

Establish rules and routines right away and make sure they are followed.

Curfew

Curfews should vary with the age of the student and should be later on Friday and Saturday than on other nights. The curfew should be established through discussion with the student and, if possible, the student's parents. We suggest that 10:00 p.m. is a reasonable school-night curfew for students under the age of sixteen.

Punctuality

Regular times for meals should be established, and students should be on time for them. Boarding Home Guardians should expect to be informed of reasons whenever a student plans to be late for a meal or away for a meal. Similarly, the leaving and returning times associated with trips home should always be provided to Boarding Home Guardians. A time for getting up on school mornings should also be established and enforced.

Household Chores

Students should be expected to keep their rooms reasonably tidy, to clean up dishes used for snacks, to rinse and wipe out bath tubs and sinks after use and, in general, to be responsible members of a household. If students will be doing any of their own laundry, a routine for this must be clearly established.

Rules

Boarding Home Guardians may exercise reasonable rules to govern the behaviour of the students in their home.

Homework

A regular time for homework should be established and enforced (some variation to accommodate a favourite TV show, movie, TSP recreational activity etc. is quite OKAY, but a regular homework time is the best insurance that homework will be completed.) Homework should be done at the quiet place provided, away from the television set.

Alcohol and/or Drugs

Use of these is not to be permitted. Students should understand that any suspected use of either will be reported to the Counsellor for appropriate action.

Noise

Boarding Home Guardians should discuss this with students and come to a mutual agreement about what level of noise is acceptable and at what hour it is to end.

Telephone Calls

The length of permitted telephone calls should be clearly established, as should the hours when calls can be made. We suggest that only emergency calls be allowed after 10:00 p.m. Long distance calls to families should be made collect.

Lending Money

Boarding Home Guardians are not expected to lend money to students.



TO THE BOARDING HOME GUARDIAN

It is the policy of the Territorial Student Program that all boarding home guardians agree to and sign the following confidentiality agreement.

As part of the Territorial Student Program, I understand that I may have access to confidential information about the Territorial Student Program students. By signing this statement, I am indicating my understanding of my responsibilities to maintain confidentiality and agree to the following:

- I understand that names and any other identifying information about the students is completely confidential.
- I agree not to divulge, or otherwise make known to unauthorized persons or to the public, any information that could identify the persons in the Territorial Student Program.
- I understand that a breach of confidentiality may be grounds for disciplinary action and may include termination of my relationship with the Territorial Student Program.

Signature of Board Home Applicant _____

Date _____



BOARDING HOME APPLICATION

INFORMATION

Boarding Home Guardian 1 _____

Address _____

_____ Postal Code _____

Email _____ Home Telephone _____

Occupation _____ Mobile Telephone _____

Present Employer _____ Work Telephone _____

General Health _____

Languages Spoken _____

Boarding Home Guardian 2 _____

Address (if different than above) _____

_____ Postal Code _____

Email (if different than above) _____ Home Telephone _____

Occupation _____ Mobile Telephone _____

Present Employer _____ Work Telephone _____

General Health _____

Number of Children Living at Home _____

School Attending

Name _____ Age _____

Others in Household _____

Pets (some students may have allergies) _____

Family Interests and Activities _____

TERRITORIAL STUDENT PROGRAM



HOME

Please select the correct description of your home: Apartment Two-Storey House
 Bungalow Other _____

of Fire Exits _____ # of Smoke Detectors _____ # of Carbon Monoxide Detectors _____

Is there a Fire Escape Plan YES NO

Laundry Facilities YES NO

Will you be living in this home this school year? YES NO

Nearest High School(s) _____

ROOM(S) AVAILABLE

BOYS _____ GIRLS _____

Are the Bedrooms in the Basement? YES NO

Is the Bedroom to be Shared? YES NO

Study Space Available YES NO

Family Agreement to take Boarders YES NO

How did you learn about this program? _____

Previous Experience with Boarders YES NO

If YES, please explain _____

SPECIFIC HOUSEHOLD EXPECTATIONS

Friends Visiting YES NO

Smoking YES NO

Curfews YES NO



LAUNDRY

Laundry Routine to Follow _____

MEALS

Breakfast	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Lunch	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Dinner	<input type="checkbox"/> YES	<input type="checkbox"/> NO

Previous Experience with Teens (volunteer work jobs, family) _____

Confidence in Problem Solving with Students YES NO

Approaches in dealing with problem situations (i.e., Curfews, following expectations) _____

Interest in Monthly Meetings with Parent(s) YES NO

Interest in Boarding Home Guardian Meetings YES NO

Would you be able to transport student(s) on occasion to recreation activities and/or to bus/plane, etc.? YES NO

HOME/PROPERTY OWNERSHIP

Is the property owned by (see Item J)

- Thunder Bay District Social Services Administration Board
- Native People of Thunder Bay Development Corporation
- Beendigen Inc.

REFERENCES

Please list two (2) references that we may contact (people who are familiar with your family)

REFERENCE 1

REFERENCE 2

Name _____ Name _____

Address _____ Address _____

Postal Code _____ Postal Code _____

Home Telephone _____ Home Telephone _____

Once the home check has been performed and the home approved for student boarders, a Police Record and Vulnerable Sector Screening Checks will be required for all persons 18 years of age and older living in the residence. Information will be provided by the Lakehead District School Board on the process at that time. Costs of the Police Record and Vulnerable Sector Screen Checks will be covered by the Lakehead District School Board.



Authorization to Contact References

I/We, _____ , hereby authorize representatives of the Territorial Student Program to check with the references named regarding my suitability to become a boarding home parent in the Program.

I/We also authorize the persons named as references to provide information as necessary for this purpose.

Signature of Boarding Home Applicant 1 _____

Date _____

Signature of Boarding Home Applicant 2 _____

Date _____



BOARDING HOME GUARDIAN

Student Name _____

I/We _____ (name of Boarding Home Guardian(s))

solemnly declare that I/We agree to provide room and board for the Territorial Student Program at

_____ (Address of Boarding Home)

during his/her stay at the named address.

As the custodian, I/we have made the necessary arrangements for the care and support of the said student (listed above) in place of said parent in times of emergency, such as when medical attention or intervention is required, but also for day-to-day care and supervision of the Student as appropriate.

I the undersigned are in agreement that I am responsible for the care and support of the named Student and this responsibility cannot be assigned or transferred to another boarding home guardian at a different address without written consent by the Lakehead District School Board.

I acknowledge that I have read, understand and agree to abide by the information provided in the Territorial Student Program: Boarding & Lodging School Board Supported Home Information & Application Guide Booklet and the above statements.

Signature of Boarding Home Guardian 1 _____

Date _____

Signature of Boarding Home Guardian 2 _____

Date _____



CONFIRMATION OF RESPONSIBILITY

SCHOOL BOARD SUPPORTED BOARDING HOME ONLY

PARENT/GUARDIAN OF STUDENT

I/We _____ (Name of Parent(s) or Guardian(s))
solemnly declare that _____ (Name of Boarding Guardian(s) at
_____ (Address of Boarding Home) will be providing
room and board for _____ (Name of Student) commencing
on _____ (starting date.)

I/We fully understand that the person(s) named above are responsible for providing the necessary arrangements for the care and support of the said student in place of myself/ourselves in times of emergency, such as when medical attention or intervention is required, but also for day-to-day care and supervision of the Student as appropriate.

I/we the undersigned are in agreement that the above named boarding home guardian is responsible for the care and support of the named Student and this responsibility cannot be assigned or transferred to another boarding home guardian at a different address without written consent by the Lakehead District School Board.

I/We acknowledge that I/we have selected a school board supported boarding home and boarding home guardian. Lakehead District School Board reserves the right to terminate this agreement if our son/daughter does not abide by the rules, regulations and procedures provided in the Territorial Student Program: Boarding & Lodging Information & Application Guide Booklet.

I/We acknowledge I have read, understand and agree to abide by the rules, regulations and procedures provided in the Territorial Student Program: Boarding & Lodging Information & Application Guide Booklet and the above statements.

Signature of Parent/Guardian 1 _____ Date _____

Signature of Parent/Guardian 2 _____ Date _____

TERRITORIAL STUDENT PROGRAM



ELECTRONIC FUNDS TRANSFER

*Request for Electronic Funds Transfer Payments to TSP Boarding Home
Guardian through Accounts Payable, Lakehead District School Board*

Territorial Student Program Information

Student Name _____

Boarding Home Guardian Name _____

Address _____

Postal Code _____ Contact Telephone _____

Email Address (Confirmation of Payment) _____

Financial Institution Information

Bank Name _____ Branch Number _____

Transit Number _____ Account Number _____

Sincerely,

Signature of Boarding Home Guardian

Date

Submit completed form to **Territorial Student Program**
Lakehead District School Board
2135 Sills Street
Thunder Bay ON P7E 5T2

This information is being collected under the Municipal Freedom of Information and Privacy Act, R.S.O. 1990 C. M56. Information will be used in our accounting office for the sole use of payment for the Board Home Guardian. This information will not be disclosed to any third party.

TERRITORIAL STUDENT PROGRAM



TO THE BOARDING HOME GUARDIAN

In the event that any damages occur to your home either accidentally or purposely by one or our boarding home students, please complete the Damage Report below and notify the counsellor as soon as possible.

The completed Damage Report will be sent to the student’s parents in order that restitution be made.

DAMAGE REPORT

Date of Incident _____ Time of Incident _____

Student(s) Involved _____

Please provide a brief description of the event

Item(s) Damaged _____

Estimated cost to repair or replace (please provide receipts if able) _____

Boarding Home Guardian _____

Student _____

Date _____

Counsellor _____