

TERRITORIAL STUDENT PROGRAM

# **Board, Lodging and Transportation**

## **GUIDE**

**For Parents, Students and Boarding Guardians**



**Committed to the success of every student**

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# Territorial Student Program Scope and Limitations

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## 1. An Educational Support Program Only

The Territorial Student Program is an educational support program. Its mandate does not include the provision of treatment for, or the rehabilitation of, students with serious emotional or social problems.

## 2. The Counsellor Cannot Act As Parent/Guardian

The Territorial Student Program Counsellor is not the legal guardian of students in the program. He/She is not permitted, and must not be expected, to act as a parent in disputes over such I.P.R.C. decisions as program or placement. Neither can they act on behalf of a parent in disagreements with the school over matters of discipline. Parent/Guardian consent will be required for students to participate in field trips, athletic activities and TSP events. The Counsellor will escort the student to medical appointment/emergency. All medical decisions are the responsibility of the legal guardian or their designate/emergency contact.

## 3. Parent/Guardian Involvement

To assist our schools in keeping parent(s)/guardian(s) informed and involved in the student's education, you are required to provide a daytime telephone number, cell (mobile) number and/or a personal email address that can be used to share information. Parents are asked to provide an alternative contact if you are unable to be reached.

## 4. Students in Privately Arranged Homes

In privately arranged board and lodging, if a student moves on his/her own accord, or is removed from the boarding home before the end of the month, it will be the full responsibility of the parents/ guardians to cover any costs associated with the move. Lakehead District School Board will not pay or reimburse for any costs associated with such as move planned by either the student or the parent / guardian. A new application form is required for a new home.

## 5. Students Choosing A Secondary School in Thunder Bay

Territorial Student Program students must attend a Lakehead District School Board secondary school in Thunder Bay.

## 6. Thunder Bay Transportation

Students should use the school board transportation system to travel to and from school where possible. Students will be eligible for city transportation passes at one per month. This will be the only reimbursement of student transportation available within the city. One bus pass will be provided per month. If the pass is lost or stolen, it is the responsibility of the parent to provide a replacement.

## 7. Transportation Visits Home During School Year

Return transportation between Thunder Bay and Armstrong is provided by the school board at least one weekend per month, Winter (December) and Spring (March) breaks. Students are expected to go home on the weekends, Winter and Spring breaks when the return transportation is provided. If the student is staying in Thunder Bay on a weekend or using an alternative method of returning home, that return transportation is provided, the TSP Counsellor must receive a written confirmation in advance. See Appendix A.

# Territorial Student Program Scope and Limitations

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## **8. Medical Appointments**

Parents are responsible for arranging medical, dental, optometrist etc. appointments, for the student during the school year and making decisions regarding all medical matters. Parents are encouraged to arrange the appointment dates during the school year in advance of the start of school. Parents and/or boarding home guardians are to report the student absence to the school in advance of the absence.

## **9. Program Financial Limitations**

The Territorial Student Program covers board, lodging and transportation for the student to attend school in Thunder Bay. Student activity fees, course specific fees, yearbook or graduation fees are the responsibility of the parent.

## **10. Students Seeking Part Time Employment**

The Counsellor will direct students to agencies whose mandate is assistance in locating work. The Counsellor, however, cannot provide any direct assistance.

# TSP Enrolment

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## Enrolment In The Territorial Student Program

The Counsellor will visit home communities, where feasible, to assist students and their parents with the completion of school option forms, information forms, and consent forms.

Placement in the school of choice and the courses of choice can never be guaranteed by the program, since final decisions in both matters rest with the schools. The Counsellor, however, will do his/her best to see that program students receive their first choices.

### NOTE:

Late enrolment in the Territorial Student Program and late completion of necessary forms greatly increases the difficulty of arranging for the desired courses. In fact, late enrolment usually guarantees that the first choice in courses will not be available.

Full time attendance in a Lakehead Public secondary school is mandatory for a student to remain in the Territorial Student Program. The school board reserves the right to discontinue or amend the process of administering the board and lodging funding if the student is not attending school on a regular basis.

# Student Records and Information

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Parents/guardians of students attending school in Thunder Bay will receive monthly reports on their child which indicate the following:

- Bi-weekly attendance history
- Monthly school performance
- Semester One Mid Term and Final Report Card
- Semester Two Mid Term and Final Report Card
- Status with respect to Board supported boarding homes
- Parent-Teacher meetings, if required

Students will frequently share confidences with a Counsellor with the understanding that these will not be passed on to parents or guardians. Such confidences will be respected by the Territorial Student Program Counsellor, subject to any legislation, professional obligation, court order, etc., requiring a duty to report to appropriate authorities.

## Clients and Objectives

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Board and lodging serves students who reside in a territorial district and do not have daily transportation to a secondary school that is 24 km or more by road or rail from a secondary school that the student is eligible to attend. Reference Policy and Procedures 4035. To be eligible for the Territorial Student Program, the parent/guardian must be a resident of Armstrong, Collins, or attend a Lakehead District School Board secondary school. Proof of residency and/or guardianship may be required.

The Territorial Student Program transportation and services serves students residing in a territorial district and who are attending their nearest secondary school which is a minimum of 251 km away. Reference Policy and Procedures 4030.

### Objectives

The TSP Counsellor may provide the following services for students attending a secondary school in Thunder Bay:

- A. Assistance in minimizing the difficulties of students in their adjustments to new school, boarding homes, and personal situations;**
- B. Encouragement and facilitation of student participation in a variety of worthwhile and healthy, social activities;**
- C. Communication with schools, students, boarding homes and parents, to address any potential concerns;**
- D. Monitor the school performance and attendance of each student and take steps to assist in student success.**

# TSP Boarding Home Selection

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## 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 boarding 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.
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.

#### C. Boarding Home Visit by Parent(s)

A Parent/Guardian should visit the potential boarding home and meet with the Guardian prior to agreeing to place their son or daughter in the home. If there are any doubts, ask the boarding home Guardian to provide a reference or the name of a parent who had a son or daughter boarding there in the past.

# TSP Boarding Home Selection

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## **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 TSP Counsellor of any problems relating to the issuance or delivery of board and lodging payments.

## **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, Curfews, and Drug and Alcohol Use**

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 could result in expulsion from the TSP. Students who break house rules are to be reported immediately to the TSP Counsellor.

## **G. Emergencies**

Boarding Home Guardians are provided with the TSP Counsellor's cellular phone number and should report any medical or legal emergency immediately. Voice Mail is provided to leave messages when the TSP Counsellor is not available. In the event a student requires immediate medical attention, the Boarding Home Guardian is to escort the student to the appointment.

## **H. Visits by TSP Counsellor**

The TSP Counsellor will contact or visit private 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 TSP Counsellor.

## **I. Termination of Boarding 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.



# TSP Tips to Success

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## To Parents/Guardians

- It is vitally important to keep in contact with your child, by telephone, e-mail, Facebook, Skype, etc. as regularly as you are able.
- Stay in contact with your child's Boarding Home Guardian and/or TSP Counsellor. If there are any issues they can be dealt with promptly.
- Ensure the Boarding Home Guardian knows and understands your wishes and expectations.
- Provide your child with a reasonable spending allowance for incidental expenses. The TSP will not fund activity fees, course specific fees, school supplies, yearbook or graduation fees.
- If you are coming to Thunder Bay and want to see a TSP Counsellor, school teacher or Principal/Vice Principal, please call ahead for an appointment. The Jim McCuaig Education Centre toll free number is 1-888-565-1406.

## To Students

- To be successful in school you must go to school. You will not do well if you miss or are late for classes.
- Stay in touch with your parent(s) to let them know how school is going and if there are any issues.
- Get up early enough to have a good breakfast and to get to the school on time.
- Be on time for meals. If you must be late for some reason, be sure to tell your Boarding Home Guardian.
- Listen and follow the rules and curfews set by your Boarding Home Guardian.
- Do not lose your bus pass. If you lose it, you will either have to walk or pay for your own bus fares.
- Get a locker at school.
- Limit your cell phone use to outside your class so you can concentrate on learning.

# Boarding Home Guardian Considerations - Safety and Communication

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## 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 TSP Counsellor immediately (and the student's parent, if possible) of any concerns you have about the student (health, behaviour etc.). Contact the TSP Counsellor (and the student's parent, if possible) immediately in an emergency (medical, legal). If the TSP Counsellor is not available immediately, do your best to provide assistance until the TSP 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 TSP 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 TSP Counsellor.
- Students must not be left overnight without reliable, adult supervision.

# Boarding Home Rules & Routines

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## 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.

### 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.

### Not for Profit Housing

District of Thunder Bay Social Services Administration Board, 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 accept a TSP boarder. A letter of authorization may be required prior to Lakehead District School Board remitting payment to the Boarding Home Guardian.

### Rules

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

# Confirmation Of Responsibility

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## Neil Workman

### TSP Principal

[neil\\_workman@lakeheadschoools.ca](mailto:neil_workman@lakeheadschoools.ca)

Superior SCVI: (807) 768-7284

## Anne Marie McMahon-Dupuis

### TSP Vice Principal

[amcmahondupuis@lakeheadschoools.ca](mailto:amcmahondupuis@lakeheadschoools.ca)

Superior SCVI: (807) 768-7284 EXT: 4004

## Kristy Martyn

### TSP Counsellor

[kristy\\_martyn@lakeheadschoools.ca](mailto:kristy_martyn@lakeheadschoools.ca)

Cell: (807) 633-5728

## Kristy Martyn

### TSP Relief Counsellor (Weekends and Holidays)

Cell: (807) 633-5728

## Addresses

### Central Services

#### Jim McCuaig Education Centre

2135 Sills Street

Thunder Bay ON P7E 5T2

(807) 625-5100

Toll Free 1-888-565-1406

Fax (807) 623-3083

#### Superior Collegiate & Vocational Institute

333 High Street, North

Thunder Bay ON P7A 5S3

(807) 768-7254

Toll Free 1-888-565-1406, Extension 4388

Fax (807) 345-9369

#### Lakehead DSB Website

[www.lakeheadschoools.ca](http://www.lakeheadschoools.ca)

TERRITORIAL STUDENT PROGRAM

# **Student Information**

## **APPENDIX A**

### **Alternative Transportation**



**Committed to the success of *every* student**

## Home Weekend Arrangements

All students are expected to return home on the weekends that have been designated with transportation arranged for that purpose. We require notification in the event your child/student will not be returning home on the designated weekend and/or when alternative transportation arrangements have been made.

Please use the following form for notification purposes.

### When Student will not return home

I, \_\_\_\_\_ (Name of Parent) am informing the Lakehead District School Board that my child/student \_\_\_\_\_ (Name of Student) will not be returning home on \_\_\_\_\_ (Dates) and will be remaining under the care/supervision of the Boarding Home Guardian during this time. I am confirming the Boarding Home Guardian is aware of this alternate arrangement.

Date \_\_\_\_\_ Parent/Guardian Signature \_\_\_\_\_

### When Alternative Travel Arrangements have been made

I, \_\_\_\_\_ (Name of Parent) am informing the Lakehead District School Board that my child/student \_\_\_\_\_ (Name of Student) has alternate transportation arrangements to arrive home and/or return to the boarding home on \_\_\_\_\_ (Dates).

Date \_\_\_\_\_ Parent/Guardian Signature \_\_\_\_\_

Please fax or scan/email the signed form no later than Tuesday prior to the weekend to:

[kristy\\_martyn@lakeheadschoools.ca](mailto:kristy_martyn@lakeheadschoools.ca) or fax (807) 345-9369.