

# **Access to High School Education**

**Program Guidelines and Application  
Forms**



**2022**



## **Introduction**

The Beaufort Delta Divisional Education Council (BDDEC) is the most northerly school board in the Northwest Territories serving approximately 1400 students.

The Access to High School Education Program is provided for students who must leave their communities in order to complete their high school years (grades 10, 11 and 12) in Inuvik and/or other communities offering high school. As of 2014 there are two communities in the Beaufort Delta region who access this service (Sachs Harbour and Tsiigehtchic). Students are matched with host families through the application process, which is overseen by the BDDEC Program Assistant.

In this document:

*The Program* – refers to the Access to High School Education Program

*Home boarding* – refers to the placement of the students in homes while they attend Secondary School

*BDEC Program Assistant* – is appointed by the Superintendent to oversee the Access to High School Education applications, payments for accommodation and travel for students enrolled in the program, and program related matters that occur outside of the school

*School Program Assistant* – is appointed by the Principal of the School to oversee the home boarding student's academic progress, school attendance and other activities that occur at, or are directly related to, the school.

*Parents* – refers to the parents or legal guardians of students enrolled in the Access to High School Education program

*Homestay parents* – refers to the residents who provide accommodation for home boarding students while they are attending Secondary School

The following guidelines were developed to familiarize parents, homestay parents, and students with procedures and expectations with respect to the Access to High School Education program. These guidelines provide a basis for establishing a positive relationship between students and those caring for them while they are attending school.



## **Student Eligibility**

Eligible students are students currently in the Access to High School Education Program and students in Grade 9 in the communities of Tsiigehtchic and Sachs Harbour and students who cannot access their educational program in their home community within the Beaufort Delta school district.

A student is no longer eligible for support under the Program when:

- a parent/legal guardian moves.
- a parent/legal guardian moves to a community where appropriate schooling is available.
- a student transfers to another home boarding placement without BDDEC approval

## **The Application Process**

The BDDEC Program Assistant may visit the communities to meet with eligible students and parents in May or June preceding the school year to assist families with the application process.

Applications (See Appendix A) are completed and returned to the Beaufort Delta Divisional Education Council Office to the attention of the BDDEC Program Assistant.

The BDDEC Program Assistant is responsible for placements. All residents wishing to provide accommodation for the students in the Access to High School Education Program must submit the *Application to Provide Accommodation* form and submit a current **criminal records check for all adults living in the home each year**. Upon receipt of these documents, the BDDEC Program Assistant or the School Program Assistant will arrange a home visit.

Specific requests for a particular placement, by either the homestay parent or the student, will be considered.

Notification of travel plans will be given not less than one week prior to the first day of school.



## Application Forms

The BDDEC Program Assistant provides overall application process. The forms required are as follows (copies of these forms are available in Appendix A). More information about these forms is provided in the body of this document. **Forms for Parents**

- Parents complete the *Application for Student Placement* form
- Parents complete the *Emergency Contact Information* form
- Parents sign a permission for Release of *Medical Information* for their son or daughter
- BDDEC will transport students to and from their home communities at the beginning and end of the school year and at Christmas and Spring Break. Parents wishing to bring their sons/daughters home, or arrange for them to stay with anyone other than their designated host family, for weekends or short holidays (other than the above designated times) must bear the cost of transport and must complete a *Request for Home Visit or Temporary/Alternate Accommodation* form.

## Forms for Homestay Parents

- Inuvik residents who wish to provide accommodation (also called “homestays”) for students must complete an *Application to Provide Accommodation* form.
- The BDDEC Program Assistant, acting as the Superintendent designate, will approve or disallow applications to provide accommodations.
- Homestay parents must provide a Criminal records check (including a vulnerable sector check) for all persons over the age of 18 years who are living in the home each year.
- Once the *Application to Provide Accommodation* is approved, the homestay parent will sign an *Accommodation Agreement*.

## Forms for Students

- Students sign a *Student Agreement*
- Students sign an *Internet Agreement*
- Students must sign an *Acknowledgement of Winter Clothing Travel Advice*
- Students 19 years and older who wish to allow a parent or legal guardian access to information concerning their education and home placement are required to complete and sign a *Disclosure of Information* form.

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### **Course/Program**

Students are required to be enrolled in an approved course of studies at a Secondary School within BDEC. Study periods and/or other non-credit courses must be approved by the School Program Assistant. Students must maintain a passing grade in three subjects to remain in the program each semester.

### **Fees**

School fees and the cost for extra-curricular activities are the responsibility of the student and his/her parent(s).

For the students who fail to show up for flights booked through BDDEC or for ground fare transportation to or from their home community, paid by BDDEC; the parents are responsible to pay a change fee or the cost incurred for the transportation.

### **Attendance**

All students must adhere to District Education Authority attendance and punctuality requirements approved for all Secondary Schools.

### **Report Cards**

Report cards are prepared at the end of each of the four terms in the school year. Copies of all report cards will be distributed to the parents. The School based support team will meet to review the Home boarding students progress reports and attendance after each quarter.

### **Communication**

Prior to the beginning of each school year, a mandatory orientation session at a Secondary School for students and homestay parents will be organized by the School Program Assistant. This will provide an opportunity to review the expectations, procedures, rights and responsibilities of all those involved in the Program.

The homestay parents provide a valuable service to the students who must live away from home to continue their education. It is important that the homestay parents be involved and informed of all matters that relate to the well-being and success of the children for whom they care. In order to provide contact and support, the BDDEC Program Assistant will meet upon request with



homestay parents. Also, quarterly group meetings with students and homestay parents will be organized by the BDDEC Program Assistant to allow opportunities for discussion about any issues and concerns as they arise.

It is expected that communication between the School, parents, and homestay parents is frequent and occurs in a timely manner. Parents of students in the Program will receive at least the same level of communication from the school as their counterparts who do not have children in the Program. Teachers will call parents, before they call homestay parents, to discuss the student's academic progress or behavior issues. If unable to reach a parent, the teacher will call the homestay parent.

### **Communication - Adult students**

Adult students, 19 years of age or older, are both responsible and accountable under the Law and under the Education Act and they are accountable directly to the Beaufort Delta Divisional Education Council and/or its representatives. Adult students who wish to allow a parent or legal guardian access to information concerning their education and home placement are required to complete and sign the *Disclosure of Information* form (see Appendix A). **Behavior and Conduct**

Students in the Program are granted admission for the sole purpose of continuing their education. While in care, every effort will be made to meet the academic, social and spiritual needs of the student. Counseling services and other supportive programs will be made available to all students.

Each student in the Program is required to behave in a manner consistent with Beaufort Delta Divisional Education Council, school, and home placement policies and expectations. Every effort will be made to assist students to make appropriate choices and decisions with regard to personal conduct. Individual students may be required to sign and adhere to a contract that clearly indicates behavioral and academic expectations as well as consequences.

Parents are kept informed and consulted in instances where a student cannot adjust to the accommodation provided. In such cases, alternative home placements may be considered.

Where a student's conduct is determined to be unacceptable, the student will be informed by the School Program Assistant and given the opportunity to discuss and correct it. All efforts will be made to assist the student to continue his/her school program, to address the problems and to

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improve conduct. Where such efforts are unsuccessful, the student may be dismissed from the Program.

Parents will be informed by the school if and when a student is being considered for removal from either the school or the Access to High School Education Program.

The Superintendent of Schools, in consultation with the Principal at the hosting Secondary School, will make decisions with regard to dismissals. Once a student is dismissed and returned to their parent(s), the Beaufort Delta Divisional Education Council will provide no further assistance for the duration of the semester. A student who is suspended from school is dismissed from the program and will receive transportation assistance to return to their home community. Travel expenses will be paid by the Beaufort Delta Divisional Education Council.

Dismissal from the Program does not necessarily mean dismissal from school, but dismissal from school does mean dismissal from the Program:

- If the problem is limited to the Program placement (for example: the student is not willing to live by the rules of the house he/she has been placed in), it is the responsibility of the parent and/or student to locate and fund alternate accommodation for continued attendance at the school. In order for this alternate accommodation to be funded by BDDEC the home must be approved by the BDDEC Program Assistant through the regular application process (including criminal records checks each year).
- Problems involving the school that necessitate suspension from school will also result in removal from the Program.

Obvious and continued disregard for school policies and/or failure to abide by the terms and conditions of the Program will result in dismissal from the program.

### **Daily Chores**

While living in their home placement, students are responsible for keeping their allotted space clean and tidy. The responsibility for cleaning assigned rooms is not considered “a job” but rather a normal responsibility. Each student in the Program must be prepared to make a meaningful contribution to the household activities. Chores or tasks, such as doing dishes, vacuuming, shoveling snow, chopping wood and other duties will be assigned equitably by homestay parents to all students in their care.

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### **Unsupervised Time**

Although students need unstructured time for socializing and participation in after-hours school and community activities, experience has proven that limits need to be placed on the amount of time allocated.

The following guidelines will be in effect with respect to the time students are expected to return to their home placement:

**Sunday to Thursday: 10:30pm**

**Friday and Saturday: 11:30pm**

If these guidelines are not followed and become problematic, a report to the R.C.M.P, the parent, school and BDDEC by the Home Stay parent may be warranted depending upon the lateness and severity of the circumstance. The student may be removed from the Access to High School Education Program if it persists.

Parents wishing to establish their own expectations should contact the homestay parents.

Students are required to contact the homestay parent if they are unexpectedly unable to return prior to curfew.

### **Drugs, Alcohol and Tobacco**

Cigarette smoking and the use of other tobacco products is not permitted in Beaufort Delta Divisional Education Council buildings.

Possession of illegal drugs, alcohol or under the influence in school, by any student in the Program, or on Beaufort Delta Divisional Education Council property, will result in immediate dismissal from the Program subject to appeal.

Any student in the Program found in a state of obvious intoxication as a result of the use of drugs or alcohol will be sanctioned immediately by the homestay parents and the BDDEC Program Assistant. This initial action will include, but not be limited to, documentation of the incident, informing parents, and confinement to the home placement pending a formal review by the BDDEC Program Assistant. Further consequences and action will be decided and communicated by the BDDEC Program Assistant in consultation with the parents and the homestay parents.





Repeated incidence will include mandatory counseling and may result in removal from the Program. This will be reviewed on a case-by-case basis.

Counseling will be provided upon request. Mandatory involvement in an approved program may be required to ensure continued placement in the Program for students with alcohol and drug issues.

**Cost of travel School Start and End and Vacations – BDDEC covers these costs**

- Students will be brought to Inuvik at the beginning of the school year and returned home at the conclusion of the year, at Council expense. Students will also be taken home at the end of classes prior to the approved Christmas and Spring Vacations and returned to Inuvik, at Council expense.
- The most economical means of transportation will be used to transport students. **Travel**

**(Roles and Responsibilities)**

- **Travel Arrangements** – the BDDEC Program Assistant will make travel arrangements (by air or ground) for the students at the start and end of the school year and at Christmas and Spring Break.
- **If the student fails to show for air or ground transportation paid by BDDEC to or from their home community, the parent is responsible to pay for additional costs for change fees or a new flight itinerary; or for ground fare costs.**
- **Notification of travel arrangements**

The BDDEC Program Assistant will notify **parents and homestay parents** of any travel arrangements for home boarding students. This notification will be given by email, when email addresses are available and by telephone if no email address is available. (Confirmation of email receipt must be received by the BDDEC Program Assistant.) When many phone calls are involved, the responsibility to make those calls will be shared by the BDDEC Program Assistant and the School Program Assistant.

Notifying **students** of travel arrangements, when returning to their communities, is the responsibility of the School Program Assistant, who is at the school and able to meet face-to-face with the students.



### **Home Visits (other than those listed above) – Parents are responsible for these costs**

- If a student in the Program plans to return to his/her home community, whether or not this will mean absence from school, the parent will be required to complete the *Home Visit and Temporary/Alternate Accommodation* form (see Appendix A) and email or fax it to the BDDEC Program Assistant at 777-2469.
- The particulars of travel will be confirmed by the BDDEC Program Assistant prior to the departure from the premises.
- Parents are responsible for these home visit travel costs.

### **Alternate Accommodations – parents are responsible for these costs**

- The parent(s) of a student enrolled in the Program may request that their son or daughter stay in temporary or alternate accommodation during the school year. This will usually occur on weekends or when school is not in session. The following procedures are the responsibility of the parent/legal guardian.
  - Inform the homestay parent.
  - Complete the *Request for Home Visit or Temporary/Alternate Accommodation* form (Appendix A). (The homestay parent, on behalf of the parent, may sign the form if authenticity of the request is ascertained and the terms and responsibility have been clarified and understood.) Email or fax to BDDEC Program Assistant at 777-2469
  - Students must return to the Access to High School Education Placement on the specified date of return unless other arrangements have been made in advance with the homestay parent.

*Note:*

*Once the request (Request for Home Visit or Temporary/Alternate Accommodation form) has been completed and the student has left the Access to High School Education placement, the parent will assume full responsibility for the care and safety of their son or daughter until they return to the Access to High School Education placement.*

*Homestay parents must ensure that students are released to the person(s) identified on the Alternate Accommodations form.*

### **Homestay Parent Absence**

Homestay parents are required to contact the BDDEC Program Assistant and make approved alternate arrangements if they will not be at home overnight. Students will not be left unsupervised overnight.



Persons engaged to supervise the student(s), in the absence of the homestay parents, will be required to obtain a **Criminal Record Check** that must be submitted with the letter requesting leave.

### **Student - Proper Clothing for Travel**

Students must have and wear adequate seasonal clothing when travelling by vehicle or aircraft. This is especially important during the winter months. Proper winter clothing for travel includes a winter coat with a hood, insulated wind pants or warm pants and long underwear, a hat, preferably a toque, insulated mittens, and warm boots in the event of a vehicle breakdown. Some northern airlines will refuse to board passengers that are not adequately dressed for the weather.

Improperly dressed travelers may be refused transportation. Students will be asked to sign the *Acknowledgement of Winter Clothing Travel Advice* (see Appendix A) indicating they were informed of the requirement.

### **Student – Health**

A parent will sign a Release of *Medical Information* (see Appendix A) allowing the community health center to advise the BDDEC Program Assistant of any pertinent medical conditions that the student may have.

### **Student Responsibilities** The student will:

1. Respect the homestay parent(s) as he or she would respect his/her own parents.
2. Follow the guidelines, procedures, and expectations of the Beaufort Delta Divisional Education Council and the homestay parent(s).
3. Attend school regularly and punctually.
4. Observe all home courtesies such as room cleanliness, meal times, and normal household chores.
5. Attempt to become part of the regular 'family' life.
6. Establish, maintain, and improve academic standing - success in school will assure Student Accommodation privileges.

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7. Inform the BDDEC Program Assistant or the School Program Assistant of any issues that might arise pertaining to the Access to High School Education placement.
8. Inform the School Program Assistant of any travel changes to and from their home community.

### **Homestay parents Responsibilities** The homestay parents will:

1. Provide a warm and hospitable family atmosphere.
2. Make the student feel comfortable and welcome.
3. Provide usual parental counseling and emotional support.
4. Ensure that quiet time is available for the student(s) to study on a regular basis.
5. Ensure punctuality and attendance.
6. Establish regular contact with the BDDEC Program Assistant or the School Program Assistant and report all concerns and incidents in a timely manner.
7. Be available to student(s) in their care at all times.
8. **Students are not to be left on their own overnight.**
9. Provide three balanced meals per day, healthy snacks, laundry facilities and supplies, limited personal care products (soap, shampoo, toothpaste, etc.)
10. Respect the student as they would respect their own children.
11. Complete all application forms and provide an annual Criminal Record Check for all persons over 18 yrs. of age living in their home.

### **Student Accommodation Requirements**

The Home Stay parent must provide the Student with:

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1. A bed of his or her own.
2. A desk, table or other suitable study area with appropriate lighting.
3. Easy access to washroom facilities, including bath or shower.
4. Regular balanced meals. This includes a lunch meal for those students who live out of town and must remain at school for lunch.
5. Access to laundry facilities.
6. Closet and/or cupboard space for clothing and other personal belongings.
7. Access to a telephone.

### **Other Services Available to Students**

1. Students or parents may seek advice from the BDDEC Program Assistant, the School Program Assistant or other staff members at any time.
2. Counseling services for career planning, course selection or personal matters are available through the school.
3. Regular school and special events, noon hour programs, after school programs, access to computers, and after school supervised study hall are available to all students.
4. Community recreation and fitness programs are available to all students.
5. Library services through the school and the Inuvik Centennial Library are available to all students.



# Appendix A

## Forms and Agreements

### FORMS

#### **For the Parents**

- Access to High School Education - Application for Student Placement.
- Access to High School Education - Emergency Contact
- Access to High School Education - Medical Examination
- Access to High School Education - Request for Home Visit or Temporary/Alternate Accommodation

#### **For the Homestay Parent**

- Access to High School Education - Application to Provide Accommodation
- Access to High School Education - Accommodation Agreement

#### **For the Student**

- Access to High School Education - Student Agreement
- Access to High School Education - Internet Agreement
- Access to High School Education - Acknowledgement of Winter Clothing Travel Advice
- Access to High School Education - Disclosure of Information

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Date of application: \_\_\_\_\_  
Student Name: \_\_\_\_\_ Other name(s) used: \_\_\_\_\_  
Date of birth: \_\_\_\_\_ Health Care Number \_\_\_\_\_  
Social Insurance Number \_\_\_\_\_ Phone: (cell) \_\_\_\_\_ (home) \_\_\_\_\_  
Home address: \_\_\_\_\_ Email: \_\_\_\_\_  
Community: \_\_\_\_\_  
School last attended: \_\_\_\_\_  
Grade entering: \_\_\_\_\_  
Religion: \_\_\_\_\_

**Parent Guardian Information:**

Parent/Guardian Name: \_\_\_\_\_ Relation to student: \_\_\_\_\_  
(Father/mother/guardian)

Parent/guardian Occupation: \_\_\_\_\_ Phone (work): \_\_\_\_\_  
Address (if different from student): \_\_\_\_\_ Email: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_ Relation to student: \_\_\_\_\_  
(Father/mother/guardian)

Parent/guardian Occupation: \_\_\_\_\_ Phone (work): \_\_\_\_\_  
Address (if different from student): \_\_\_\_\_ Email \_\_\_\_\_

1. I/We the undersigned, hereby make application for admission of the above named student to the Access to High School Education Program in accordance with the policies of the Beaufort Delta Divisional Education Council.
2. I/We understand that I/We will be contacted as soon as possible in the case of a medical or dental emergency. I/We hereby give full consent to the attending Physician, Dentist, and Hospital Staff carry out medical examinations, tests, or treatments that they may deem necessary for my/our child's welfare in a medical or dental emergency.
3. I/We understand I/we continue to have the duty of guardianship and parental responsibility of my/our child.

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4. I/We agree to ensure my/our child has adequate and proper clothing which will be required for school programs and to meet the varying climatic conditions while my/our child is in student accommodation facilities.
5. I/We understand that my/our child may have opportunities to earn spending money by working part time in the community. I/We agree to provide my/our child with any additional monies required for personal spending.
6. I/We understand that, where my/our child is accommodated through the Access to High School Education program, money shall be paid directly to the homestay guardian by the Beaufort Delta Divisional Education Council for the room and board of my/our child.
7. I/We understand that my/our family members will not be accommodated in the placement provided for my child when I/we visit my child.
8. I/We understand that students are subject to the house rules established by the homestay guardians. Failure to do so may result in students being dismissed from the accommodation and issued a ticket to return home.

### CONSENT

I/We, \_\_\_\_\_ do hereby certify that I/we understand the contents of the above application for admission. I/We also give consent for my/our child to receive the medical examination required for admission into the Student Accommodation Program and for the BDDEC Program Assistant to receive medical reports relating to my/our child.

\_\_\_\_\_  
(Signature of Parent or Guardian)

There is one more page to this Application for Student Placement. The **School Report** must be completed by the Principal of the school that the student last attended.



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**SCHOOL REPORT**

Student's name: \_\_\_\_\_

(To be completed by the principal of the school the student last attended. Please provide any comments that you are relevant to this application.)

Prepared by: \_\_\_\_\_

Principal's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**ADMISSION AUTHORIZATION RECOMMENDED:**

Yes  No  Date: \_\_\_\_\_

Signature \_\_\_\_\_ (BDEC Program Assistant)

**COPIES**

A copy of this form should be sent to the attending School and to the Beaufort Delta Education Council Superintendent/designate

**This information should be kept on file at the office of the Secondary School and in the records of the School Program Assistant and the BDDEC Program Assistant.**

Parent/Guardian: \_\_\_\_\_

P.O. Box Number: \_\_\_\_\_

Town: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Mother's first and last name: \_\_\_\_\_

Mother's phone (work): \_\_\_\_\_ (home): \_\_\_\_\_

Mother's email: \_\_\_\_\_ Father's

first and last name: \_\_\_\_\_

Father's phone (work): \_\_\_\_\_ (home): \_\_\_\_\_

Father's email: \_\_\_\_\_

Guardian's first and last name: \_\_\_\_\_

Guardian's phone (work): \_\_\_\_\_ (home): \_\_\_\_\_

Guardian's email: \_\_\_\_\_

Homestay parent's first and last name: \_\_\_\_\_

Homestay parent's phone (work): \_\_\_\_\_ (home): \_\_\_\_\_

Homestay parent's email: \_\_\_\_\_

In an emergency (parent or homestay parent can't be contacted) call:

First and last name: \_\_\_\_\_

Phone (work): \_\_\_\_\_ (home): \_\_\_\_\_





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## Request for Home Visit or Temporary/Alternate Accommodation

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Name of Student: \_\_\_\_\_

Date student will leave the homestay: \_\_\_\_\_

Date student will return to the homestay: \_\_\_\_\_

**Complete either Section A or Section B Forward to BDDEC via email or fax: 777-2469**

### Section A: Home Visit

My son/daughter will be staying with me for the above noted period.

I assume full and complete responsibility for the care, safety and conduct of my son or daughter until his/her return to his/her Access to High School Education placement.

Parent/Legal Guardian signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Section B : Temporary/Alternate Accommodation

My son/daughter will be staying with the person named here for the above noted period.

Temporary/Alternate Contact Person: \_\_\_\_\_  
(Print Name)

Address where student will be staying: \_\_\_\_\_

Phone: (home) \_\_\_\_\_ (work) \_\_\_\_\_ (cell) \_\_\_\_\_

I give permission for my son/daughter to be released to the *alternate contact person* named above. I assume full and complete responsibility for the care, safety and conduct of my son or daughter until his/her return to his/her Access to High School Education placement.

Parent/Legal Guardian \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature)



## Application to Provide Student Accommodation

\_\_\_\_\_  
Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

\_\_\_\_\_  
Date of birth: \_\_\_\_\_

Home address: \_\_\_\_\_, Inuvik, XOE OTO

Male \_\_\_\_\_ Female \_\_\_\_\_ Occupation \_\_\_\_\_

Phone (home): \_\_\_\_\_ (cell) \_\_\_\_\_ (work) \_\_\_\_\_

Email: \_\_\_\_\_

Please list children and other people living in your home (attach an additional paper if more space is needed):

Name \_\_\_\_\_ Relationship to you \_\_\_\_\_

Occupation \_\_\_\_\_ D.O.B. (mm/dd/yyyy) \_\_\_\_\_

Female \_\_\_\_\_ Male \_\_\_\_\_

Name \_\_\_\_\_ Relationship to you \_\_\_\_\_

Occupation \_\_\_\_\_ D.O.B. (mm/dd/yyyy) \_\_\_\_\_

Female \_\_\_\_\_ Male \_\_\_\_\_

Name \_\_\_\_\_ Relationship to you \_\_\_\_\_

Occupation \_\_\_\_\_ D.O.B. (mm/dd/yyyy) \_\_\_\_\_

Female \_\_\_\_\_ Male \_\_\_\_\_

Name \_\_\_\_\_ Relationship to you \_\_\_\_\_

Occupation \_\_\_\_\_ D.O.B. (mm/dd/yyyy) \_\_\_\_\_

Female \_\_\_\_\_ Male \_\_\_\_\_

Name \_\_\_\_\_ Relationship to you \_\_\_\_\_

Occupation \_\_\_\_\_ D.O.B. (mm/dd/yyyy) \_\_\_\_\_

Female \_\_\_\_\_ Male \_\_\_\_\_

## Application to Provide Student Accommodation

Is your property/fire insurance policy in effect if you have a **paying boarder**? Yes \_\_\_\_\_ No \_\_\_\_\_  
*For your own protection, please remember to inform your insurance broker when you have a homestay student. Not all insurance policies can accommodate paying boarders. This is your responsibility.*

- I agree to obtain and submit an annual criminal record check, including a vulnerable sector check, for each household member 18 years of age and older to be submitted each year.
- I agree to purchase adequate insurance to cover my belongings and personal liability and I understand that BDDEC and its employees are not responsible for damage to person or property while providing accommodation to students in the Access to High School Education Program.

### Risk and Liability Waiver

- I understand that participating in the Access to High School Education Program brings with it potential risk in that human nature is unpredictable, and while BDDEC will work hard to help and monitor the homestay placements, students and homestay parents, there can be no guarantee of security for either party. In the event an assigned student or host causes damage to any property, person or personal assets, BDDEC does not assume any liability for actions or omissions of other parties. This includes actions or omissions by a homestay student or that of the homestay host, once the homestay arrangement is approved and accepted by the student and the host. A placement is approved and accepted when a placement is confirmed, or when the homestay student begins his/her homestay with the host, whichever is earlier.

I, \_\_\_\_\_, agree to the statements listed above.

Date: \_\_\_\_\_

**I/we, \_\_\_\_\_ agree to the following**  
(Name of Homestay parent(s) **conditions in our role as homestay parent in the Access to High School Education Program:**

- To provide a healthy diet and shelter for the student in our care.
- To ensure the student receives prompt medical care when required and to notify the BDDEC Program Assistant and parents, in the event of illness or accident.
- To notify the BDDEC Program Assistant about my/our change of address or living conditions provided for the student.



## **Accommodation Agreement**

- To ensure, to the best of my/our ability, that the student's physical, social, emotional and spiritual needs are met.
- To report to the BDDEC Program Assistant any significant behavioral or social changes in the student.
- To allow the BDDEC Program Assistant to visit my/our home on a regular basis to monitor the placement and ensure satisfactory care is being provided.
- To allow the BDDEC Program Assistant to move the student temporarily or permanently from the home.
- To contact the school, attend parent/teacher meetings and pick up the student's report card at applicable times throughout the year.
- To provide a quiet time and place to encourage study on a regular basis.
- To provide internet access for the student.
- In case of the special needs student, will adhere to the additional needs and conditions.
- To transport the student when required, in insured vehicles only.
- To ensure that the student attends school each day and is properly rested and ready to learn.
- To contact parents of student under 19 years of age bi-weekly for the first month and monthly thereafter.
- To request parental approval of any night weekend outing that the student wishes to undertake and to notify the BDDEC Program Assistant.
- To notify the BDDEC Program Assistant immediately if the student leaves the home to live elsewhere.

The Superintendent for the Beaufort Delta Education Council, or his authorized representatives, will:

- Pay for the maintenance of the child at the per-diem rate listed below. • Maintain contact with the family of the student and with the

Homestay parent(s).

## **Basic Access to High School Education Rates**

The basic per diem rates are intended to cover the following expenses: food, personal care, and basic household items. Per-diem rates are \$50 per day. Internet expenses, not to exceed \$60 per month, are

paid by BDDEC upon receipt of an invoice from the homestay parent. Payments to approved families are made the first pay cycle after the last day of each month.

Remuneration for home boarding is paid directly to the home boarding parent. Remuneration is made on the completion and submission of the *Access to High School Education Accommodation Invoice* to the Superintendent/designate.

### **Accommodation Agreement**

Remuneration will be made in the name of one home boarding parent. The following information is required for payment.

**Home Boarding Parent** \_\_\_\_\_  
**Mailing Address** \_\_\_\_\_  
**Residence Address** \_\_\_\_\_  
**Town** \_\_\_\_\_ **Postal Code** \_\_\_\_\_  
**Telephone Number/s** \_\_\_\_\_  
**Social Insurance Number** \_\_\_\_\_

- I agree to purchase adequate insurance to cover my belongings and personal liability and I understand that BDDEC and its employees are not responsible for damage to person or property while providing accommodation to students in the Access to High School Education Program.

#### **Risk and Liability Waiver**

- I understand that participating in the Access to High School Education Program brings with it potential risk in that human nature is unpredictable, and while BDDEC will work hard to help and monitor the homestay placements, students and homestay parents, there can be no guarantee of security for either party. In the event an assigned student or host causes damage to any property, person or personal assets, BDDEC does not assume any liability for actions or omissions of other parties. This includes actions or omissions by a homestay student or that of the homestay host, once the homestay arrangement is approved and accepted by the student and the host. A placement is approved and accepted when a placement is confirmed, or when the homestay student begins his/her homestay with the host, whichever is earlier.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Witness**

\_\_\_\_\_  
**Date**



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## **Student Agreement**

I, \_\_\_\_\_ agree to the following conditions while attending  
(Print full name of student)

East Three Secondary under the Access to High School Education Program, and living as a guest in a home assigned by the BDDEC Program Assistant.

I will:

- Respect the homestay parent(s) as I would respect my own parents.
- Follow the guidance and rules established by the Beaufort Delta Divisional Education Council and provided by my homestay parent(s).
- Attend school regularly and on time.
- Observe all home courtesies such as room cleanliness, meal times and household chores.
- Attempt to become part of regular 'family' life
- Establish, maintain and improve my academic standing as a way to ensure success in school.
- Study the courses I am enrolled in, to the best of my ability, and complete the assigned school work.
- Inform my homestay(s) and the School Program Assistant or the BDDEC Program Assistant of any circumstances which are interfering with my performance at school or pertaining to the Access to High School Education accommodation.

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Witness:** \_\_\_\_\_ **Date:** \_\_\_\_\_



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## **Internet Use Agreement**

### **Please read this document carefully before signing.**

The signature(s) at the end of this document is (are) legally binding and indicates the party (parties) who signed has (have) read the terms and conditions carefully and understand(s) their significance.

### **Internet - Terms and Conditions of Use**

- 1) **Acceptable Use** - The use of your account must be in support of education and research and consistent with the educational objectives of the Beaufort Delta Divisional Education Council. Use of other organization's networks or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any national or territorial regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret.
  
- 2) **Privileges** - The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrators will deem what is inappropriate use and their decision is final. Also, the system administrators may close an account at any time as deemed necessary. The administration, faculty, and staff of the Beaufort Delta Divisional Education Council may request the system administrator to deny, revoke, or suspend specific user accounts.
  
- 3) **Network Etiquette** - You are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:
  - a) Be polite. Do not be abusive in your messages to others.
  - b) Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
  - c) Illegal activities are strictly forbidden. Messages relating to or in support of illegal activities will be reported to the authorities.
  - d) Do not reveal your personal address or phone numbers of students or colleagues.
  - e) Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail.
  - f) Do not use the network in such a way that you would disrupt the use of the network by other users.
  - g) All communications and information accessible via the network should be assumed to be private property.
  
- 4) The Beaufort Delta Divisional Education Council makes no warranties of any kind, whether expressed or implied, for the service it is providing and will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, or service interruptions caused by its own negligence or your errors or omissions. Use of any information obtained via the Internet is at your own risk. The Beaufort Delta Divisional Education Council specifically denies any responsibility for the accuracy or quality of information obtained through its services.

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5) **Security** - Security on any computer system is a high priority, especially when the system involves. If you feel you can identify a security problem on the Internet, you must notify a system administrator or your District Internet Coordinator. Do not demonstrate the problem to other users. Do not use another individual's account without written permission from that individual. Attempts to logon to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the Internet.

6) **Vandalism** - Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet, or other networks that are connected to any of the Internet backbones. This includes, but not limited to, the uploading or creation of computer viruses.

I understand and will abide by the above Internet Use Agreement. I further understand that any violation of the regulations above is un-ethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action.

User's Full Name: \_\_\_\_\_

User's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Parent or Guardian**

As the parent or guardian of this student, I have read the Internet Use Agreement. I understand that this access is designed for educational purposes. The Beaufort Delta Divisional Education Council has taken precautions to eliminate controversial material. However, I also recognize it is impossible for the Council to restrict access to all controversial materials and I will not hold them responsible for materials acquired on the network. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give permission to issue an account for my child.

Parent/Guardian Name (please print): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

**Homestay Parent**

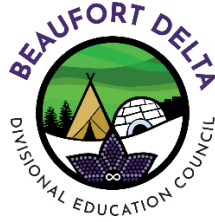
I have read the Internet Use Agreement and agree to promote this agreement with the student. I cannot be held responsible for the student use of the network. As the sponsor I do agree to instruct the student on acceptable use of the network and proper network etiquette.

Homestay Parent Name (please print): \_\_\_\_\_

Homestay Parent Signature: \_\_\_\_\_

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I, \_\_\_\_\_ acknowledge that I was given notice  
(Student Name)

by \_\_\_\_\_ that I must wear appropriate winter clothing for travel.  
(BDDEC Program Assistant or designate)

I understand that I would put my health and safety at risk by not dressing appropriately for travel. Also, some airlines in the north refuse to transport travelers who are not appropriately dressed for winter conditions.

\_\_\_\_\_  
(Student Signature)

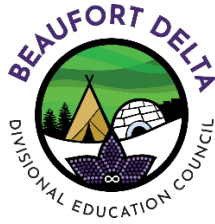
\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Witness)

\_\_\_\_\_  
(Date)

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I, \_\_\_\_\_, born \_\_\_\_\_  
(Student name)

Having reached the age of majority (19 years of age) I have a choice regarding sharing of my education reports and my homestay placement activities. **Complete either Section A or Section**

**Section A: Permission Granted**

I request and authorize the Beaufort Delta Divisional Education Council and its representatives to allow my parent(s)/legal guardian(s) access to, and delivery of, any and all educational, school and student accommodation materials, records, files, and correspondence related to my progress and conduct while attending school under the Access to High School Education Program.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Section B: Permission Denied**

I do not authorize the Beaufort Delta Divisional Education Council and its representatives to allow my parent(s)/legal guardian(s) access to, and delivery of, any and all educational, school and student accommodation materials, records, files, and correspondence related to my progress and conduct while attending school under the Access to High School Education Program.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_