



HOUSE PARENTS' GUIDE

HOME PLACEMENT PROGRAM

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Home Placement Program – House Parent Application

Full Name: _____

Spouse's Name: _____

Address: _____

Postal Code: _____

Telephone: Home _____ Cell # _____

Work _____ E-Mail _____

Spouse's Work _____

Type of Home:
Separate House _____ Duplex _____ Apartment _____ Condominium _____ # of Bedrooms _____

What pets, if any, do you keep in your home? _____

Names and ages of children living at home:

List any other adults living in your home:

Name: _____ Age: _____ Relationship: _____

Name: _____ Age: _____ Relationship: _____

List recent house-parenting experience you've provided:

Agency: _____

Age/Number of children: _____

Years of Experience: _____

List 3 names and telephone numbers of references, including the agency's contact person of previous experience:

Signature: _____

CRIMINAL RECORD CHECKS AND CHILD ABUSE REGISTRY CHECKS

The Division is committed to providing a safe learning and working environment for all students and staff. Consequently, the Division will require all employees and all people who work with students in Frontier School Division to complete a criminal record check and a child abuse registry check by the appropriate agencies. House parents are required to complete criminal record and child abuse registry checks.

All adults living within the household are required to provide a criminal record check and child abuse registry check. Applicants who have been charged or convicted of an offence under the criminal code of Canada may be disqualified depending on the nature of the charge. Applicants may be required to provide finger prints to the local police detachment to determine the nature of the charge or conviction. All applicants must have a clear child abuse registry check.

Criminal record checks and child abuse registry checks take time to process. These checks need to be done in advance before the student is placed within the home. Room and board payments will not be issued until the necessary documentation has been received and approved.

HOME VISIT and INTERVIEW

The student advisor will conduct a home visit and interview with all house parents. The student advisor will also monitor the home placement through the occasional home visit.

New house parents will be expected to participate in an interview.

Responsibilities of Home Placement House Parents

- to provide a clean, comfortable, and safe home environment for the student
 - ▶ basic home requirements to include a smoke detector, fire escape and plan, safe storage of any firearms, a securable entrance to the house and a telephone.
- to provide regular laundry service or laundry facilities
- to provide nutritional food
 - ▶ to include lunches on school days
- to provide reasonable privacy
 - ▶ to include student's own bed
- to provide adult supervision and protection
 - ▶ especially over-nite
 - ▶ to include weekends
 - ▶ to include making suitable alternate supervisory arrangements if absent
- to provide personal support, guidance, and direction
 - ▶ to show interest in student's activities
- to provide school and academic support
 - ▶ to show interest in student's school program, assist with homework, attend home/school meetings; maintain contact and establish positive communication lines with school
- to maintain contact with student's parents and co-ordinate own efforts with theirs
- to maintain contact with Frontier School Division's student advisor and co-ordinate efforts according to the division's guidelines
- to be prepared to provide board and room service and care on weekends, as well as weekdays; i.e., 7 days a week, if required.

Board and Room Rates

- Regular monthly board and room rates established by Frontier School Division are:
 - ▶ south of 53° - \$540
 - ▶ north of 53° - \$570
- Rates are set in accordance to guidelines determined by the Schools' Finance Branch.
- Board and room payments are made at the beginning of each month, payable to the house parent. In case the student quits or is withdrawn by the school before the 15th of the month, the Home Placement Program will request the reimbursement of the last two weeks of the monthly payment.

- In case the student and parent request a move to another home placement, a two-week period of notice is required, upon approval of the student advisor. If the parent moves the son or daughter without the student advisor's knowledge, and room and board has already been issued, the Home Placement Program is not responsible for paying the new house parent until the first of the next month, pending that all the required documentation has been received by the Home Placement Office in Winnipeg.
- In case the house parent requests removal of a student, a two-week period of notice is required to allow the student advisor adequate time to locate another home placement. If the houseparent requests removal of the student immediately, he/she will be required to repay the division the monthly payment, less the days the student was in the home.

Other Student Cost Considerations

- The board and room payment is intended for room, food, supervisory, laundry, and basic bathroom (e.g. soap, shampoo, toilet paper) and linen supply expenses.
- Any school-related fees, such as the student or caution fee, are the student's own responsibility.
- The receiving school's student tuition fee will be the responsibility of Frontier School Division.
- Daily school transportation is the student's own responsibility. The student will receive a monthly student bus pass from Frontier School Division if living in the city.
- Frontier School Division will provide four return trips home during the school year. Parents are reimbursed the equivalent of bus/train fare for these trips. Any additional travel home is the student's/parents' own responsibility.
- Clothing is the student's and parents' responsibility.
- Personal hygiene and toiletry items (e.g. deodorant, toothpaste, sanitary napkins) are the student's own responsibility.
- Personal spending allowance is the student's own responsibility; each student is eligible for a monthly student allowance.
- School supplies and notebooks are the student's own responsibility.
- Regular prescription, dental work, and glasses are the student's and parents' own responsibility. (Note: House parents and student advisors are expected to assist in making appointments, picking up prescriptions, arranging payment, etc.)
- Frontier School Division may cover emergency prescription and medically related costs; this requires the student advisor's recommendation and approval.

Students' Background Information

- 1. Full Name: _____

- 2. Male/Female: _____ 3. Treaty/Non-Treaty: _____
 If Treaty: (a) Treaty #: _____ (b) Band Name: _____

- (c) Sponsoring Agency: _____

- 4. S.I.N. _____ Birthdate ____/____/____ Present Age: _____

- 5. Manitoba Hosp. Number (6 and 9 digit #): _____

- 6. Father's (Guardian's) Full Name: _____

- 7. Mother's Full Name: _____

- 8. (a) Home Address: _____
 (b) Telephone Number: _____ Postal Code: _____
 (c) Home School: _____

- 9. (a) Grade: _____
 (b) Course (e.g. academic, vocational, etc.): _____

 (c) Study skills: _____

- 10. (a) Special skills and interests: _____
 (b) Inter-personal skills: _____

- 11. (a) Work Experience: _____
 (b) Career interests: _____

Students' Background Information (continued)

12. (a) School or Parents' Referrals to agencies, resources: _____

(b) Agency contact: _____

13. Health, medical, dietary concerns: _____

14. In case of emergency, contact:
Name: _____ Phone: _____
Name: _____ Phone: _____
Name and address of Family Doctor:

Students' Background Information (continued)

Additional Notes

1. Names, addresses, and phone numbers of student's friends:

2. Names, addresses, and phone numbers of student's relatives:

3. Other:

Students' Responsibilities

A. With School

- Grade 9 and 10 students must be fully timetabled. Grade 11 and 12 students need to contact their Frontier student advisor before taking a spare.
- maintain a normal workload throughout each semester
- discuss any necessary course changes with the appropriate school staff member and Frontier's student advisor
- complete the school year in the same school (school transfers are not encouraged)
- attend school regularly and be punctual for classes
- do your best in your schoolwork; this includes doing your homework from day to day, completing and handing in all your assignments, studying for your tests and exams and asking your teacher for help if you need it
- cooperate with the rules and regulations of the school; especially with regards to all lates and absences which you must report to the school
- make use of the school's resources - library, guidance centre, student services, etc.
- apply for native language credits directly to the school's counsellor

B. With The Home Placement

Cooperate with rules and regulations of the home you're placed in, especially in the following areas:

Curfew

The house parents will set a time that they expect the student to be home each night.

Guests

The house parents will set a time for having visitors and the number of visitors allowed.

Meals

Meal times will be set up.

Laundry

The house parents and student will decide if the student will be responsible for his/her own laundry or if the houseparents will do the laundry.

Cleaning Rooms

Students will be expected to keep their rooms neat and clean and to pick up after themselves within the house.

Alcohol/Drugs

Students under the age of 18 years are prohibited from consuming alcohol. The student advisor will notify parents if this happens and it could mean termination from the program. Students over the age of 18 are advised to handle alcohol in a mature manner. The use of drugs will not be tolerated. Students displaying addictive symptoms and requiring assistance, will be referred to appropriate resources for counselling and treatment. Students must remember that the main purpose of being in the Home Placement Program is to get a high school education.

Home for Weekends

Students are expected to notify house parents and/or the student advisor if they plan to go home for the weekends and when they will return.

Over-nights

To spend an over-night at a friend's or relative's place requires permission of the parents and the friends' or relatives' parents.

Telephone

Students are responsible for any long distance calls they make; they can make them "collect" or from a pay phone whenever possible.

Student Allowances

Each high school student is eligible for a monthly student allowance of \$60.00. The details regarding student allowances are given in a separate handout sent to each student at the beginning of the school term. Important to note is the relationship between school attendance and student allowance amount and payment. The allowance depends upon the student's attendance and effort in school.

Driver Education Fees

A student may sign up for the driver education course at the school; if it's offered. The student has to pay for the course fee first, keep a receipt, and after successful completion of the course, send in the receipt for reimbursement. The cost is about \$50 usually.

Student Fees

The students must pay for the student fees or caution fees themselves. This could cost \$20 to \$50 a year.

School Supplies

The students must purchase pens, pencils, scribblers, binders, etc. themselves. That's partially what the student allowance is for. The students must bring the basic supplies along for Day 1; at which time the individual teachers will inform them of any extras they need to get for their particular classes.

The students should discuss any concerns and problems regarding their home placement with the house parents and/or student advisors; changes in homes will not be made without good reason.

Procedural Guidelines for House Parents

Basic steps for house parents to take when encountering certain situations with their home placement student are outlined below. It is important to try to prevent these situations from happening in the first place. Helpful general guidelines include:

- getting to know and showing a genuine interest in each student
- knowing what each student is doing and likes to do
- knowing who your student's friends are and where they like to hang out
- establishing a trust relationship and good rapport and communication with the student
- being a good listener
- explaining and discussing your expectations and any house rules right at the start
- being clear and consistent in your instructions, consequences, and carrying them through
- being friendly, fair, and firm.

EMERGENCY SITUATIONS

General:

Above all, take charge and take the necessary steps. Be calm and use your common sense. Treat it as if it were being done for you or for one of your family members.

Accident:

Get medical attention. Call an ambulance, if required. Inform parents/legal guardians. Stay with the student until family arrives. Notify the police if necessary. Inform the school if classes will be missed. Contact your student advisor.

Illness:

Treat at home with home first. Let parents know; let school know. If things worsen take to family doctor or hospital emergency. See that prescriptions are filled and taken as prescribed. Monitor and inform.

OTHER SITUATIONS

1. Student misses meal times

- remind student when meal times are
- if student's school or recreation schedule conflicts, try to come to a mutually agreeable solution
- perhaps have student make own meal, or even miss a meal
- if problem persists, inform and request help of parents and/or student advisor.

2. Student is very messy

- remind student of your basic requirements concerning tidiness and cleanliness
- show student what to do
- perhaps make a weekly clean-up schedule and reminder for student
- be a good example
- refer to parents/student advisor.

3. Student is uncooperative

- remind student of your basic expectations
- explain the longer-term consequences and repercussions of such an attitude in a person's life
- perhaps withdraw some privileges, if no change occurs
- refer to parents/student advisor.

4. Student breaks curfew

- reminder of expectations
- discuss risks and danger of late-night activity and travel
- perhaps try grounding the student for a period of time
- refer to parents/student advisor.

5. Student skips school

- reminder of responsibilities and purpose of being in home placement
- follow up with school and homework to ensure missed assignments are caught up
- perhaps withdraw some TV or other privileges until homework is done
- refer to parent/student advisor.

6. Student wishes to transfer (move out) to another house

- remind student of procedural guideline for such action
- contact student's parents for permission or intervention
- contact student advisor for assistance.

7. Student moves out without notice

- make sure you know where student is; ask him/her to return to your place
- contact parents and student advisor immediately.

8. Student monopolizes home phone

- remind student of your expectations
- put a time limit on phone calls, especially during peak family periods
- perhaps get student to purchase own phone
- refer to parents/student advisor.

9. Student runs up phone bill

- remind student that long distance calls are student's responsibility
- show copy of long distance phone bill and determine which calls student made
- make payment arrangements with student
- perhaps allow only local calls to be made
- refer to parents/student advisor
- important to monitor calls and catch this occurrence before it gets out of hand.

10. Student is being harassed or threatened

- if serious or life-threatening, call and alert police authorities immediately; also notify parents, school, and student advisor. Don't leave student alone.
- if less serious, perhaps confront individual(s) directly and contact school and student advisor
- if it continues, contact police authorities
- keep parents and student advisor informed
- continually offer support and advice to student.

11. Student seems troubled and introspective

- try to involve student in family conversation and activities
- check with parents and school re: past history and student's deportment in school
- refer to school counsellor, if nothing changes
- keep parents and student advisor informed.

12. Student mistreats other children/people in your home

- remind student it is unacceptable to mistreat, abuse, or bully anyone anywhere
- discuss consequences of such behaviour
- check for past history
- perhaps refer to school counsellor
- keep everyone informed.

13. Student steals personal belongings

- check both sides of allegation
- remind student of consequences
- if confirmed, student has to make retribution
- refer for counselling, if it persists
- keep everyone informed.

14. Student struggles with schoolwork and homework

- offer to assist student with homework
- plan study time each evening
- check with teachers for extra help or resource
- perhaps arrange for a tutor (check with student advisor)
- refer to school counsellor
- keep parents/student advisor informed.

15. Student wishes to stay with a friend over-nite or for a weekend

- get parental permission in advance
- make sure the receiving home is aware and in agreement
- make sure you have a name, address and phone number of the new home
- keep parents/student advisor informed.

16. Student is too sick to go to school

- inform the school
- monitor the student; make doctor's appointment or get prescription filled, if required
- notify parents and student advisor if it persists beyond two days.

17. Student appears to have a problem with alcohol or drugs

- confront student
- inform parent and school
- refer to school counsellor or special counselling services, if necessary
- support and assist student in efforts to rehabilitate.

18. Student doesn't come home for night or has gone missing

- check usual or possible whereabouts quickly
- call a friend or two of student for information
- notify parents and student advisor
- if you know student is in imminent danger or harm, call police authorities immediately
- once student advisor is contacted, the division's *"Missing Student Procedures"* will be followed.

19. Student is injured or in an accident

- treat the situation as if it were your own
- call the ambulance and police, if necessary
- take student to "Emergency", if required
- notify parents and student advisor.