# PRIVATE HOME PLACEMENT PROGRAM

## HANDBOOK
## May 2012

Manitoba First Nations
Education Resource Centre Inc.

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# PURPOSE OF THE PHP HANDBOOK

The PHP program is established to provide First Nation students with educational opportunities they would not otherwise have.

The handbook is a support document to provide students, parents, house parents, schools, services organizations and First Nation communities with information on the PHP program.

It is intended to:

✓ Help the stakeholders understand their rights, roles and responsibilities associated with the PHP program.

✓ Standardize the policy and procedures for the program in the sponsoring First Nation communities and First Nation organizations through the use of consistent policy statements and procedures, roles and responsibilities of all stakeholders, forms and resources.

✓ Improve communication between all participants through an information-sharing protocol that respects the rights of all participants.

✓ Increase the financial resources for all components of the programs to ensure sustainability.

✓ Be student centered.

✓ Enhance and strengthen connections between students and parents while students are away from home by including parents as active participants.

✓ Provide awareness of health and wellness issues.

✓ Ensure students will have access to appropriate social, emotional and cultural supports.

# INTRODUCTION

In Manitoba, over 900 First Nations students must leave their communities annually to access to the grades or programs that they need to graduate with a high school diploma (AANDC, 2010-2011).

For those students, home placement options are sought in other communities with people willing to act as house parents and funding is provided through the federal PHP program accessed by individual First Nations. The Private Home Placement (PHP) programs provide financial, academic, and logistical assistance to First Nation students towards the completion of high school.

This PHP Handbook is a collaborative effort between First Nations, Aboriginal Affairs and Northern Development (AANDC), Manitoba Education (ME) and Manitoba First Nations Education Resource Centre (MFNERC) and other stakeholders.

The information contained in the handbook is intended to enhance the learning experiences and to alleviate the challenges facing students in the PHP program.

The handbook is organized into seven sections. The first section provides information on the program.

The next six sections are dedicated to students, parents, house parents, sending schools, receiving schools, and First Nations or their sponsoring agencies.

Each section will outline the rights, roles and responsibilities of the stakeholder and provides additional specific information to the target group. For example, students will receive suggestions to enhance their learning experience, parents and house parents will be informed of "best practices" to support the student, and the First Nations and/or Sponsoring Organizations will be provided with a sample policy for the PHP program to be utilized in their community or organization.

# SECTION 1: PRIVATE HOME PLACEMENT PROGRAM

The Private Home Placement program remains the main option for First Nations students in Manitoba who do not have access to a secondary education in their community; who have a secondary school which does not offer the program of study or courses they require for their field of study; and in some cases as a response to the "school of choice" legislation.

Students, their parents or in some cases the First Nation, can elect:

1.  Placement in a private home located in a town, city or other First Nation that offers the program they require; or
2.  Collective placement in a group home established for that purpose usually by the First Nation; or
3.  Collective placement at a private or public institution that provides the education program and the residential accommodations required.

The AANDC Private Home Placement Program Guidelines stipulated the following:

1.  To be eligible, students must reside with their parents or legal guardians on a reserve or on crown land.
2.  For administration purposes it is essential that education services and programs are not duplicated by providing a placement alternative for students who already have access to educational facilities, services and programs from their homes on reserves or crown land.
3.  Support will be approved where justified for placements within the Manitoba Region only.
4.  Students who wish to upgrade their courses to university entrance level usually in the sciences such as biology, chemistry, physics, must go back to school immediately after their first graduation to be eligible for assistance under the PHP Program.
5.  Students from communities which are isolated and do not have education facilities and regular school services/programs available to them thereby making daily school attendance from the parental home impossible.
6.  The program of studies (i.e. a provincially recognized complete program of studies such as vocational) or grade level required by the student is not available in the area where the student resides.
7.  The department (AANDC) recognizes that parents have the right to choose an education program provided by a private school or equivalent. Funding may be provided only in situations where no education program for the child is provided on-reserve.
8.  Where education services are normally purchased from a provincial school division, funding may be provided in support of attendance at a private school in an amount not to exceed an amount equivalent to that which would be required for the child to attend the same program in the Winnipeg School Division.
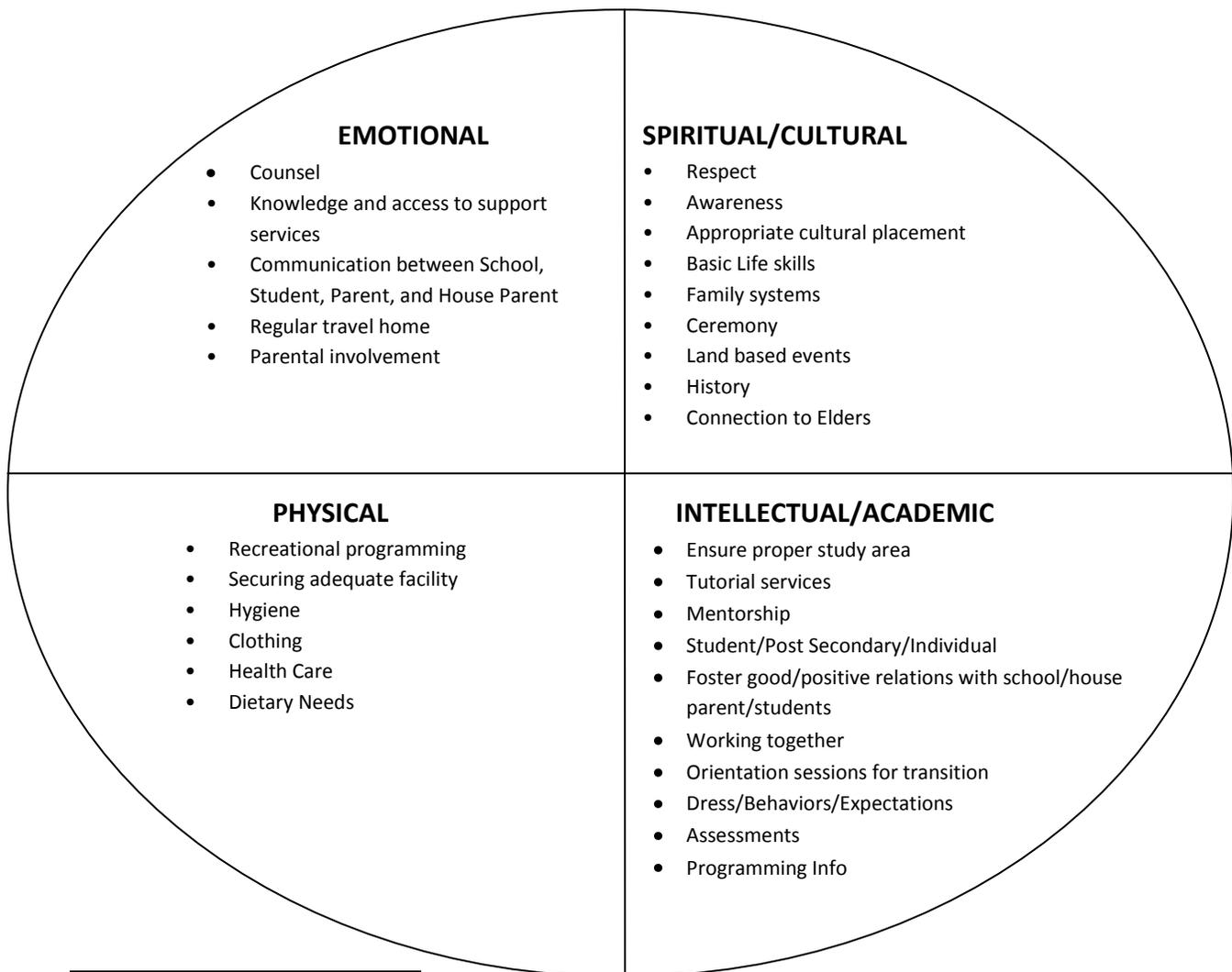
# SECTION 2:    STUDENTS

**I.      Rights**

As a student in the PHP program you have a right to a quality of education and the supports you need to enhance your learning experience and to make this time away from your family and your community as comfortable as possible.

All stakeholders including your parents, house parents, sending and receiving schools and your First Nation or Sponsoring Agency will work together to implement the "best practices" in figure 1 to support you through your high school program.

Figure 1: Best Practices[1]

**EMOTIONAL**
- Counsel
- Knowledge and access to support services
- Communication between School, Student, Parent, and House Parent
- Regular travel home
- Parental involvement

**SPIRITUAL/CULTURAL**
- Respect
- Awareness
- Appropriate cultural placement
- Basic Life skills
- Family systems
- Ceremony
- Land based events
- History
- Connection to Elders

**PHYSICAL**
- Recreational programming
- Securing adequate facility
- Hygiene
- Clothing
- Health Care
- Dietary Needs

**INTELLECTUAL/ACADEMIC**
- Ensure proper study area
- Tutorial services
- Mentorship
- Student/Post Secondary/Individual
- Foster good/positive relations with school/house parent/students
- Working together
- Orientation sessions for transition
- Dress/Behaviors/Expectations
- Assessments
- Programming Info

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[1] Education Forum, March 9, 2011

**II.      Role and Responsibilities**

In your role as a student, you have a responsibility to make good choices in school and in your personal life outside of school. Your success during the school year will depend on your attitude, effort and cooperation with other individuals.

**In School consider the following:**

**1.      Timetable:**

Grade 9 and 10 students must be fully timetabled.  Grade 11 and 12 students need to contact their school's student advisor before taking a spare.

**2.      Communication:**

Ask if you need help or aren't sure what to do.  Ask you teachers, counselors, or principals for help.  Your student advisor is ready to help you as well.  Keep in contact with your parents on a regular basis.  Speak directly to your house parent(s) if you have any questions or concerns.

**3.      School Work:**

Your education is your first priority.  Keep up in your schoolwork from day to day.  Do your best in your schoolwork and do your homework each day, finish and hand in all of your assignments on time, and prepare for your tests.  Ask for help when you need it.  Try to maintain a normal workload throughout each semester and the whole school year.  Discuss any necessary course changes with the appropriate school staff member and school's student advisor. Complete the school year and the high school program in the same school.

**4.      Attendance:**

Attend classes regularly. Unsatisfactory attendance will lead to lost credits and dismissal from our program.

**5.      School Behaviour:**

Cooperate with staff and follow school rules.  If the school has serious concerns about your behaviour or attendance, then your privilege to attend that school may be withdrawn.

6.      **School Resources:**

Use the school resources such as the library, guidance centre and student services. If you speak your language, apply for native language credits through the school's counselor.

**In the Home Placement consider the following:**

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

1. **Conduct at the Home placement:**

   Respect your house parents' rules and property. Take time to get to know your house parents and their families, and get involved in family activities. It is important for you to communicate with your house parents. Let them know if you're going to be away for supper or the weekend. Don't just leave without saying where you are going and with whom.

2. **Curfew:**

   For your safety, the house parent will set a time that they expect you to be in on weekdays and weekends. Demonstrate respect that other individuals in the home need to be up in the morning for school or work.

3. **Telephone:**

   Don't run up a long distance phone bill. You or your parents will have to pay for it. You can make "collect calls" to your parents from your home placement or from a pay phone whenever possible. Be sure to limit your time on the phone – others in the household need to use the phone too.

4. **Extra-curricular Involvement:**

   Get involved in some form of recreational activity, sports, or hobby in your spare time.

5. **Guests:**

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

6. **Meals:**

   Meal times will be set by the house parents.

7. **Laundry:**

   The house parents and you will decide if you will be responsible for your own laundry.

8. **Cleaning Rooms:**

Respect the home you are placed in and keep your room clean and pick up after yourself in the house.

9. **Alcohol/Drugs:**

Students involved in the Home Placement Program under the age of 18 years will not be allowed to consume 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 non-prescription drugs or mood enhancers will not be tolerated. Students displaying addictive symptoms and requiring assistance will be referred to appropriate resources for counseling and treatment. They must remember that the main purpose of being in the Home Placement Program is to get a high school education.

10. **Home for Weekends:**

If you are under 18, you are required to have your parents' permission to leave your home placement. Notify your house parents and/or the student advisor if you plan to go home for the weekends and let them know when you will return.

11. **Over-nights**

If you are under 18, you are required to have your parents' permission to leave your home placement. To spend an over-night at a friend's or relative's place, you require permission from your parents and your friend or relative parents.

*Discuss any concerns and problems regarding home placement with your parents, house parents and/or student advisors; changes in homes will not be made without good reason.*

### III.     ACADEMIC SUCCESS AND ENGAGEMENT IN SCHOOL

**1) Choosing a School**

**Factors to Consider:**

- Location
- Grades/program/courses offered
- Size of school (student population)
- Level of support from school staff

**High School Programs**

- Students should choose a program of studies based upon their individual abilities and skills, interests, and career goals.  Program options include:
  - Academic Diploma
  - Technology/Vocational Diploma
  - Dual Diploma
  - Advanced Placement
  - Cooperative Vocational Education Programs

**Senior High School Programs**

Every student in the Regular High School Program must take 17 compulsory Credits and 13 Optional Credits to graduate.

Students must ensure that they meet the entrance requirements of post-secondary education, training, or work situations they intend to pursue.

**b)      Choosing Courses**

Registration at high school requires a student to make decisions wisely.  Do _**not**_ make decisions that may limit your options in the future.  If in doubt, ask your guidance counselor, classroom teacher, or student advisor for advice.

- Be realistic about your course selection.  Choose courses based on your interests and previous academic achievement.
- Identify compulsory courses for your grade and choose optional courses.
- Be responsible to ensure that prerequisite requirements have been met before registering for a particular course.  (e.g. Pre –Calculus Math 20S should be taken before enrolling in Pre-Calculus 30S).
- Be guided by future plans in course selection.

**Graduation**

- The main purpose for a student being sponsored through the Home Placement Program is to get a high school diploma.
- Home Placement Student must remember that they are non-resident students attending another school division.  If the administration at the school has serious concerns regarding the student's attendance, behaviour, or effort, then the student's privilege to attend that school may be withdrawn.
- A student who quits or is withdrawn from the Home Placement Program may have to meet re-entry options depending on their sponsoring agency.

# SECTION 3:   PARENTS

**I.        Rights**

As a parent you have a right to be involved in the education of your child while he or she is attending school away from home.

You have a right to regular communication and to be involved in the decisions affecting your child's placement while in the PHP program, progress in school and his or her well being.

**II.        Roles and Responsibilities:**

In your role as parents and as the primary care-givers for the student, you have responsibility to:

- ✓ Become aware of all aspects of the PHP program so that you may make informed decisions and support your child to succeed in school.

  Information is provided in Section I on AANDC PHP guidelines or can be accessed from the First Nation or the Sponsoring Agency on the program.

- ✓ Maintain regular communication and consistent contact with your child and other stakeholders in the program will help to prevent problems that may arise to affect your child's well being as well as his or her chance of success.

- ✓ Encourage your child to make good choices in school and out of school.

- ✓ Become aware of and encourage your child to respect and follow the rules set by the house parents. Most rules are set to ensure the safety and wellbeing of your child. Support your child's house parents when they have to address your child's behavior.

- ✓ Become aware of and encourage your child to respect and follow the rules of the school and to support the school when they have to make decisions regarding your child.

- ✓ Encourage your child to take full responsibility for his or her learning and to become involved in his or her career planning. The degree to which your child understands and applies his or her learning during high school will affect his or her future success.

- ✓ Support your child though the program. You will have a better understanding of what that support involves by considering and answering the questions in Figure 2.

Figure 2: Supporting Our Child[2]

**Supporting Our Child Academically Emotionally And Physically**

| Emotionally | Academically | Physically | Spiritually |
|---|---|---|---|
| ✓ Are we aware of, and have we discussed with our child, the accessibility to counseling if needed?<br>✓ Are we informed about the emotional support and atmosphere of the private home setting?<br>✓ As parents are we clear on the processes of staff accessibility both at the school and in the PHP support workers?<br>✓ Have we, as parents, been made aware of the proper PHP information and do we have access to the necessary information?<br>✓ Do we have the necessary access to our children while they are away from the community? | ✓ Did we attend the orientation with questions that needed to be answered?<br>✓ Are we informed and clear with the knowledge of our child's educational rights?<br>✓ Are we aware of the school placement options program and locations in the urban center where our child will attend school?<br>✓ Have we made sure that we have contributed everything we can to our child's wellness i.e.) hygiene, clothing, first aid, safety plans, transportation to and from school, etc. | ✓ What does our Involvement as parents look, sound and feel like?<br>✓ Do we have knowledge of house parent expectations?<br>✓ Do we have the necessary knowledge of school expectations for our child?<br>✓ Relate to our child's health, are we as parents clear about the shared responsibility for health?<br>✓ Have we practiced adequate parental disclosures related to health issues?<br>✓ Have we been forthcoming in the information shared related to our child's inhibitors to success? | ✓ Are we informed and aware of the opportunities for cultural involvement at the school, as extra-curricular and in the Private Home setting?<br>✓ As parents are we supportive of such involvement and exposure? |

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[2] Education Forum, March 9, 2011

# SECTION 4: HOUSE PARENTS

### POTENTIAL AND CURRENT HOUSE PARENTS MUST MEET THE FOLLOWING CRITERIA

- Able to provide a clean, comfortable and safe home environment for the student seven days a week. Your home must have a smoke detector, fire escape and plan, safe storage of any firearms, a securable entrance to the house and a telephone as basic requirements to house a PHP student.

- Able to provide reasonable privacy to include a room or at minimum a bed for your student.

- The PHP program is committed to providing a safe environment for all PHP students. Consequently, all House Parents will be required to provide a criminal record check and a child abuse registry check by the appropriate agencies.

## I. Rights

As a houseparent, you can make an important contribution to the success of the student placed in your home through the PHP program. You have a right to:

- ✓ Be informed about all aspects of the PHP program.

- ✓ Be provided with information on the student who will be placed in your home.

- ✓ Receive training and/or support to provide a supportive, secure and safe environment for the student placed in your home.

- ✓ A mutually respectful relationship with the student on your home.

- ✓ Expect that the parents will maintain regular communication with their child regarding school and home placement matters and when possible attend parent-teacher interviews.

## II. Your Role and Responsibilities

As a house parent, you have elected to participate in the PHP program and as such you are agreeing to act in place of the parent to care for the student or students who will reside in your home. Your responsibilities as a house parent include the following:

- ✓ Provide a clean, comfortable and safe home environment for the student seven days a week. Your home must have a smoke detector, fire escape and plan, safe storage of any firearms, a securable entrance to the house and a telephone as basic requirements to house a PHP student.

- ✓ Provide reasonable privacy to include a room or at minimum a bed for your student.

- ✓ Provide a criminal record check and a child abuse registry check by the appropriate agencies.

- ✓ Provide adult supervision and protection and suitable alternate supervisory arrangements if absent.

- ✓ Provide nutritious meals daily including lunches on school days.

- ✓ Provide regular laundry service or laundry facilities.

- ✓ Comply with required home visits and an interview with the appropriate staff member assigned by the sponsoring agency. The initial home visit will include an interview and an assessment of the home in terms of the required basic safety requirements and the other visits will scheduled for ongoing monitoring.

- ✓ Become aware of all aspects of the PHP program so that you may make informed decisions and support your student to succeed in school. Information is provided in Section I on AANDC PHP guidelines or can be accessed from the First Nation or the Sponsoring Agency.

- ✓ Maintain regular communication and consistent contact with other stakeholders in the program will help to prevent problems that may arise to affect your student's well being as well as his or her chance of success. Especially critical is maintenance of regular contact with your student's parents in order to share information and to co-ordinate efforts.

- ✓ Provide personal support, guidance, and direction to your student. Encourage your student to make good choices in school and out of school by establishing a trust relationship, a good rapport and daily communication with the student.

- ✓ Become aware of and encourage your student to respect and follow the rules of the school and to support the school when they have to make decisions regarding your child. Show interest in your student's school program, assist with homework, attend home/school meetings; maintain contact and establish positive communication lines with school.

- ✓ Encourage your student to take full responsibility for his or her learning and to become involved in his or her career planning. The degree to which student child understands and applies his or her learning during high school will affect his or her future success.

✓ Establish and explain your house rules and consequences clearly at the beginning and be consistent, fair and firm in their application throughout the placement arrangement. The following sample rules are provided for your consideration.

| Area | Rules |
|---|---|
| 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 | The house parents will arrange for meals times to be set up. |
| Laundry | The house parents and student will decide if the student will be responsible for is/her own laundry or if the house parents 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. |
| Weekends Trips | 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" from their private home placement or from a pay phone whenever possible. |
| 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 counseling and treatment.  Students must remember that the main purpose of being in the Home Placement Program is to get a high school education. |

III.    **Rates and Guidelines in Changing Placements**

Rates are set in accordance to PHP guidelines and the First Nation or Sponsoring Organization Policy document.

a) Board and room payments are made at the beginning of each month, payable to the house parent.

b) In case the student quits or is withdrawn by the school before the 15th of the month, the PHP program will request the reimbursement of the last two weeks of the monthly payment.

c) In case the student and parent request a move to another home placement, a two-week period of notice is required, upon approved by the sponsoring agency. If a parent moves their child without prior approval and room and board has already been issued, the PHP program is not responsible for paying the new houseparent until the first of the next month and only if all required documentation has been received by the sponsoring agency.

d) In case the house parent requests removal of a student, a two-week period of notice is required to allow the sponsoring agency adequate time to locate another home placement.  If the houseparent requests removal of the student immediately, the house parent will be required to repay the monthly payment, less the days the student was in the home.

## IV.    Emergency Situations

In the event of an emergency involving your student, take charge and take the necessary steps to take care of your student.

In the event of an accident, call for immediate medical attention.  Call an ambulance, if required and inform parents or 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.

In the event of an illness, treat at home first but inform the parents and the school. If the illness worsens take your student to a family doctor or hospital emergency. Ensure any prescriptions are filled and taken as prescribed. Keep the parents and the school informed.

# SECTION 5:   SENDING SCHOOLS

## I.    Rights

As the sending school, you have the right to information regarding all components of the PHP program and what is expected of you as a sending school. You have a right to be informed on the PHP Policy and Guidelines, and you have the right to access financial and human resources to prepare students and their parents for entry into the PHP programs.

## II.    Role and Responsibilities

In your role as the sending school, you have a responsibility to prepare their PHP students and their parents with a good understanding of the transition they are about to make. Specific responsibilities include:

✓ Delivery of an orientation program for parents to inform them about the PHP program, what is involved in placing students into the system and to consult with them on the options they have concerning the PHP placement for their children.

  The orientation program should include the sponsoring agency, the school and the parents and clarify the rights, roles and responsibilities of the students, parents, house parent, sending and receiving schools. Everyone should review the PHP Handbook. If possible, schools should be invited to introduce school staff that the student will be in contact with, house parents to meet parents.

✓ Delivery of a transitioning program for students to prepare them for moving to another school and another community. The program must include an introduction to their new community and their new school and their new home placement, and a workshop to develop "street smarts" or "street proof" the students.

✓ Assessing students and preparing the information package to be shared with the receiving school, the house parents and the sponsoring agency including the Student Information Form provided as Appendix "A".

# SECTION 6: RECEIVING SCHOOLS

## I. Rights

As a receiving school, you have a right to complete and current information on each PHP student that is enrolled in your school including his or her academic, social and cultural needs. You have a right to expect that you will be provided with contact information for the home community, the sponsoring agency and the home placement of each student. This will allow you to plan the most appropriate programs for each PHP student.

## II. Role and Responsibilities

In your role as the receiving school for the PHP program student, you have a responsibility to:

✓ Review the Student Information Sheet and assist each student select courses that will deliver the most appropriate program for future goals.

✓ Provide a safe and nurturing environment which will allow each student to grow academically and socially.

✓ Plan and implement a safe transition for each PHP student entering your school by developing and implementation an orientation to introduce them to your facility including the placement of support services, introduction to support staff and other resource personnel. Maps and brochures would be helpful depending on the size of your school.

✓ Provide academic and support services to each student specifically targeted to PHP students including transition programming, tutoring and academic and personal counselling as required.

✓ Provide regular reports to parents or sponsoring agencies on each student's academic and personal progress. House parents or sponsoring agencies should be contacted immediately if the student is frequently late or absent from school as this may signal unsafe behaviour outside of the school.

✓ Plan an exit conference for each PHP student before the end of the school year so he or she will know what they are doing the following year.

✓ Provide school contact information to share with students, parents, house parents and sponsoring agencies.

# SECTION 7:    FIRST NATION/SPONSORING ORGANIZATION

## I.    Rights

As the First Nation or Sponsoring Organization, you have the right to information with respect to all components PHP program. This should include a clear understanding of the PHP program guidelines set by AANDC including eligibility requirements, rates, eligible and non-eligible expenses and any other information you need to develop and implement a PHP Program Policy. You have a right to expect adequate financial and human resources to deliver an effective PHP programs and services.

## II.    Roles and Responsibilities

As a First Nation or Sponsoring Organization your responsibilities include:

- ✓ Ensuring that the PHP program receives adequate financial and human resources to deliver an effective PHP program and services.

- ✓ Ensuring the delivery of an orientation program for parents to inform them about the PHP program, what is involved in placing students into the system and to consult with them on the options they have concerning the PHP placement for their children. You may choose to delegate this responsibility to your school or schools through your PHP policy.

    The orientation program should include the sponsoring agency, the school and the parents and clarify the rights, roles and responsibilities of the students, parents, house parent, sending and receiving schools. Everyone should review the PHP Handbook. If possible, schools should be invited to introduce school staff that the student will be in contact with, house parents to meet parents.

- ✓ Ensure the delivery of a transitioning program for students to prepare them for moving to another school and another community. The program must include an introduction to their new community and their new school and their new home placement, and a workshop to develop "street smarts" or "street proof" the students.  You may choose to delegate this to your school or schools through your PHP policy.

- ✓ Ensure the assessment of PHP students and the preparation the information package to be shared with the receiving school, the house parents and the sponsoring agency including the Student Information Form provided as Appendix "A".  You may choose to delegate this to your school or schools through your PHP policy.

✓ Participate in the development and implementation of a communication protocol between all stakeholders in the PHP program to facilitate a collaborative effort toward achieving success for each student in the PHP program.

✓ Develop and implement a PHP Policy and Procedures to be shared with all stakeholders involved in the PHP program, particularly those that are directly impacted by your policy including your school and schools receiving your students, your students and their parents and house parents, and your staff specifically responsible for supporting your students while they are in the PHP program.

**Appendix A**          **STUDENT INFORMATION FORM**

## Student's Background Information

| STUDENT'S BACKGROUND INFORMATION | | |
|---|---|---|
| Student Name: | | |
| Male__    Female __ | Treaty__    Non-Treaty __ | Treaty #: |
| Sponsoring Agency: | | |
| Contact: | Work Phone: | Cell Phone: |
| Address: | | |
| S.I.N. #: | Birthdate:     /     / | Present Age: |
| Manitoba Medical # (6 & 9 digits) | | |
| Father's (guardian's) name: | | |
| Mother's (guardian's) name: | | |
| Parent's Home Address: | | |
| Parent's Telephone #: | | |
| Student's Home School: | | |
| Address: | | |
| Grade: | Course of Study (academic, vocational, etc.): | |
| Study Skills: | | |
| Special Skills and Interests: | | |
| Inter-personal Skills: | | |
| Work Experience: | | |
| Career Interests: | | |

| School or Parent's Referral to Agencies Resources: | |
|---|---|
| Agency Contact Name: | Phone: |
| Health, Medical, Dietary Concerns: | |
| Emergency Contact Name #1: | Phone: |
| Emergency Contact Name #2: | Phone: |
| Family Doctor Name: | Phone: |
| Address: | |

**ADDITIONAL NOTES:**

| |
|---|
| Names, addresses and phone numbers of student's friends: |
| Names, addresses and phone numbers of student's relatives: |
| Other: |

**Appendix B**          **Sample PHP Policy Template**

| Introduction | The Private Home Placement Program provides financial, academic and personal assistance to eligible First Nation band members towards the completion of a high school program. |
|---|---|
| | The Private Home Placement program remains the primary option for First Nations students in Manitoba who do not have access to a secondary education in their community; who have a secondary school which does not offer the program of study or courses they require for their field of study; and in some cases as a response to the "school of choice" legislation. |

| Placement Choices | Students, their parents or in some cases the First Nation can elect: |
|---|---|
| | ▪ Placement in a private home located in a town, city or other First Nation that offers the program they require; or<br>▪ Collective placement in a group home established for that purpose usually by the First Nation; or<br>▪ Collective placement at a private or public institution that provides the education program and the residential accommodations required. |

Policy Area
Eligibility

| Guideline | Policy Statement |
|---|---|
| ▪ Student must be band members.<br>▪ Students must be under 22 years of age.<br>▪ Students must meet other eligibility requirements as stated below. | Support will be approved where justified for placements within the Manitoba Region only. |
| ▪ Students who reside with their parents or legal guardians on a reserve or on crown land. | Where education services are normally purchased from a provincial school division, funding may be provided for a student to attend a private school but in an amount not to exceed an amount equivalent to that which would be required for the child to attend the same program in the Winnipeg School Division. |
| ▪ Students who wish to upgrade their courses to university entrance level usually in the sciences such as biology, chemistry and/or physics. | Students must go back to school immediately after their first graduation to be eligible for assistance under the PHP Program. |
| ▪ Students from communities which are isolated and do not have education facilities and regular school services/programs available to them. | |
| ▪ Students who require a program of studies or grade level not available where the student resides. This would include students with Level II or III | |

| | | |
|---|---|---|
| | Special Education Needs. | |
| | ▪ Students whose parents invoke the "School of Choice" legislation. | Funding may be provided only in situations where no education program for the child is provided on-reserve. |
| | Students who meet the above criteria and are accepted by an educational institution. | |
| Application Process | ▪ For new students. | Students must fill out the application form to be considered for funding. |
| | ▪ For continuing students. | Students must fill out the intent to return form. |
| Application Deadline | April 30 | |
| Review Process | The applications will be reviewed by a Student Selection Committee set for that purpose. | Each application will be reviewed and students meeting the criterion will be considered. |
| Notification Deadline | May 30 | Students will be notified of the decision of the Student Selection Committee in writing. |
| Appeal Process | Students may appeal the decision of the Student Selection Committee. | An Appeal Committee will be struck to investigate appeals. The appeal must be in writing and presented to the Appeal Committee within one week of the decision. The Appeal Committee will hear the appeal and present their decision before June 15. The decision is final. |
| Student Rates | Tuition | |
| | Living Allowance | |
| | Eligible Costs<br>▪ room and board<br>▪ laundry services<br>▪ basic bathroom supplies<br>(soap, shampoo, toilet paper) | |
| | Non-Eligible Costs<br>▪ School fees<br>▪ Clothing<br>▪ Personal hygiene and specialty items<br>▪ Personal allowance (provided separately)<br>▪ School supplies and note book<br>▪ Prescriptions, dental work and glasses | |
| | Bus Pass | |

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|  | ▪ Students who live in the city are eligible for a monthly student bus pass |  |
|  | Seasonal Travel<br>▪ Students are eligible for __ trips home each year.<br>▪ All other trips are the responsibility of the student or parent. |  |
| Student Allowance | ▪ Each high school student is eligible for a monthly student allowance of _____. |  |
| Orientation Program | An orientation program shall be developed by the school and presented to parents by May 15 of each year. |  |
| Transition Program | A Transition Program shall be developed by the school and implemented prior to June 30. |  |
| Counselling Services | Student Counselling Services are a critical component of the PHP Program and shall be provided to students.<br><br>Counsellor-Student Ratio shall be 1:20. |  |

**Appendix C**　　　　　　**Roles and Responsibilities of Stakeholders**

In order to ensure a quality program is important that all stakeholders understand their roles and responsibilities in relation to the PHP program. The Director of Education shall develop communication procedures to ensure all stakeholders understand roles and responsibilities.

| Students |
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| <ul><li>Students must adhere to all school regulations;</li><li>Students must adhere to all private home placement/ resident  regulations as specified in the Student Handbook;</li><li>Students must adhere to all regulations as specified in the student transportation policy;</li><li>Students must maintain and acceptable academic standing;</li><li>High school students must maintain a minimum of 8 course credits per year, but should take maximum course loads;</li><li>Students must attend all scheduled classes and tutoring sessions;</li><li>Students are encouraged to utilize all academic and social support services such as Learning Assistance Programs, Tutoring, Drug and Alcohol Awareness Programs, Career Awareness, etc;</li><li>Students must provide all marks and reports upon their counsellor's request;</li><li>Students should consult their counsellor as soon as difficulties arise that may be detrimental to their academic success;</li><li>Students must inform their counsellor if they intend to withdraw from courses or terminate their studies.</li></ul> |

| Parents |
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| In your role as parents and as the primary care-givers for the student, you have responsibility to:<ul><li>Become aware of all aspects of the PHP program so that you may make informed decisions and support your child to succeed in school.</li><li>Maintain regular communication and consistent contact with your child and other stakeholders in the program will help to prevent problems that may arise to affect your child's well being as well as his or her chance of success.</li><li>Encourage your child to make good choices in school and out of school.</li><li>Become aware of and encourage your child to respect and follow the rules set by the house parents. Most rules are set to ensure the safety and wellbeing of your child. Support your child's house parents when they have to address your child's behavior.</li><li>Become aware of and encourage your child to respect and follow the rules of the school and to support the school when they have to make decisions regarding your child.</li><li>Encourage your child to take full responsibility for his or her learning and to become involved in his or her career planning. The degree to which your child understands and applies his or her learning during high school will affect his or her future success.</li><li>Support your child though the program.</li></ul> |

| House Parents |
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| As a house parent, you have elected to participate in the PHP program and as such you are agreeing to act in place of the parent to care for the student or students who will reside in your home.  Your responsibilities as a house parent include the following:<br><br>• Provide a clean, comfortable and safe home environment for the student seven days a week. Your home must have a smoke detector, fire escape and plan, safe storage of any firearms, a securable entrance to the house and a telephone as basic requirements to house a PHP student.<br><br>• Provide reasonable privacy to include a room or at minimum a bed for your student.<br><br>• Provide a criminal record check and a child abuse registry check by the appropriate agencies.<br><br>• Provide adult supervision and protection and suitable alternate supervisory arrangements if absent.<br><br>• Provide nutritious meals daily including snacks, and lunches on school days.<br><br>• Provide regular laundry service or laundry facilities.<br><br>• Comply with required home visits and an interview with the appropriate staff member assigned by the sponsoring agency. The initial home visit will include an interview and an assessment of the home in terms of the required basic safety requirements and the other visits will be scheduled for ongoing monitoring.<br><br>• Become aware of all aspects of the PHP program so that you may make informed decisions and support your student to succeed in school. Information is provided in Section I on AANDC PHP Guidelines or can be accessed from the First Nation or the Sponsoring Agency.<br><br>• Maintain regular communication and consistent contact with other stakeholders in the program will help to prevent problems that may arise to affect your student's well being as well as his or her chance of success. Especially critical is maintenance of regular contact with your student's parents in order to share information and to co-ordinate efforts.<br><br>• Provide personal support, guidance, and direction to your student. Encourage your student to make good choices in school and out of school by establishing a trust relationship, a good rapport and daily communication with the student.<br><br>• Become aware of and encourage your student to respect and follow the rules of the school and to support the school when they have to make decisions regarding your child. Show interest in your student's school program, assist with homework, attend home/school meetings; maintain contact and establish positive communication lines with school.<br><br>• Encourage your student to take full responsibility for his or her learning and to become involved in his or her career planning. The degree to which student child understands and applies his or her learning during high school will affect his or her future success. |

| Sending School |
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| In your role as the sending school, you have a responsibility to prepare their PHP students and their parents with a good understanding of the transition they are about to make. Specific responsibilities include:<br><br>• Delivery of an orientation program for parents to inform them about the PHP program, what is involved in placing students into the system and to consult with them on the options they have |

concerning the PHP placement for their children.

- Delivery of a transitioning program for students to prepare them for moving to another school and another community. The program must include an introduction to their new community and their new school and their new home placement, and a workshop to develop "street smarts" or "street proof" the students.

- Assessing students and preparing the information package to be shared with the receiving school, the house parents and the sponsoring agency including the Student Information Form provided as Appendix "A".

## Receiving School

Responsibilities include:

- Review the Student Information Sheet and assist each student select courses that will deliver the most appropriate program for future goals.

- Provide a safe and nurturing environment which will allow each student to grow academically and socially.

- Plan and implement a safe transition for each PHP student entering your school by developing and implementation an orientation to introduce them to your facility including the placement of support services, introduction to support staff and other resource personnel. Maps and brochures would be helpful depending on the size of your school.

- Provide academic and support services to each student specifically targeted to PHP students including transition programming, tutoring and academic and personal counselling as required.

- Provide regular reports to parents or sponsoring agencies on each student's academic and personal progress. House parents or sponsoring agencies should be contacted immediately if the student is frequently late or absent from school as this may signal unsafe behaviour outside of the school.

- Plan an exit conference for each PHP student before the end of the school year so he or she will know what they are doing the following year.

- Provide school contact information to share with students, parents, house parents and sponsoring agencies.

## First Nation or Sponsoring Agencies

Responsibilities include:

- Ensuring that the PHP program receives adequate financial and human resources to deliver an effective PHP program and services.

- Ensuring the delivery of an orientation program for parents to inform them about the PHP program, what is involved in placing students into the system and to consult with them on the options they have concerning the PHP placement for their children. You may choose to delegate this responsibility to your school or schools though your PHP policy.

- The orientation program should include the sponsoring agency, the school and the parents and clarify the rights, roles and responsibilities of the students, parents, house parent, sending and receiving schools. Everyone should review the PHP Handbook. If possible, schools should be

invited to introduce school staff that the student will be in contact with, house parents to meet parents.

- Ensure the delivery of a transitioning program for students to prepare them for moving to another school and another community. The program must include an introduction to their new community and their new school and their new home placement, and a workshop to develop "street smarts" or "street proof" the students.  You may choose to delegate this to your school or schools through your PHP policy.
- Ensure the assessment of PHP students and the preparation the information package to be shared with the receiving school, the house parents and the sponsoring agency including the Student Information Form provided as Appendix "A".  You may choose to delegate this to your school or schools through your PHP policy.
- Participate in the development and implementation of a communication protocol between all stakeholders in the PHP program to facilitate a collaborative effort toward achieving success for each student in the PHP program.
- Develop and implement a PHP Policy and Procedures to be shared with all stakeholders involved in the PHP program particularly those that are directly impacted by your policy including your school and schools receiving your students, your students and their parents and house parents, and your staff specifically responsible for supporting your students while they are in the PHP program.