



## Administrative Procedure 261

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# STUDENT EXCHANGES AND BILLETING

## Background

The District recognizes that cultural, reciprocal exchanges and billeting enhance and add value to educational programming by offering students additional opportunities for learning to occur through travel and hosting visiting students. This in turn supports students' growth in their physical, social, emotional and cognitive development.

Cultural, reciprocal exchanges may occur between a Langley school and another school either nationally or internationally, following approval. Travel only occurs when the receiving school is in session. Students are paired with a student from the other school and the family of each student will agree to host the student who has been paired with their child.

Billeting may occur in lieu of a hotel or other paid stay arrangement. This Procedure applies to billeting when the School District is hosting visiting students or in relation to arrangements made for travel of Langley students.

## Procedures

### 1. General

- 1.1 Student participation in an exchange or trip involving billeting is optional and will include a charge to cover the costs of transportation and hosting costs. Hosting costs are minimized because students will be billeted in families' homes. If there is an added excursion planned to a different location outside of the exchange itself, there could be additional travel and hotel expenses.
- 1.2 Travel will be arranged, as much as possible, to minimize the disruption of in-class learning and participating students and families will recognize that students are responsible for their schoolwork before, during and after the exchange dates.  

The District [Administrative Procedure 355: Student Expectations and Consequences](#), shall apply to all school organized trips and activities. The School District reserves the right to cancel or suspend travel or related activities if a student fails to comply with expected standards of conduct.
- 1.3 Transportation shall be in accordance with [Admin Procedure 562: Transportation of Students](#), and the [Field Trip Handbook](#).
- 1.4 All exchanges are to be approved by the principal of the school who shall ensure that the guidelines laid out in the Field Trip Handbook, and [Admin Procedure 260: Student Field Trips](#), are followed.

## 2. Out of Province Exchanges and Billeting

- 2.1 For travel within Canada, all field trips are to be approved by the principal of the school who will ensure that the guidelines laid out in the Field Trip Handbook are followed.
- 2.2 The leader shall:
  - 2.2.1 Ensure there are both female and male teacher supervisors on all trips.
  - 2.2.2 Ensure that students and parents are appropriately informed for specific activities and that they are aware of all expectations including knowledge of risks involved.
  - 2.2.3 Inform parents of the specific nature of the activity and its place in the school curriculum.
  - 2.2.4 Obtain signed parental consent and medical forms as per the Field Trip Handbook.
  - 2.2.5 Travel with completed student medical forms.
  - 2.2.6 Confirm that adequate medical insurance coverage is obtained for all teacher supervisors and students.
  - 2.2.7 For travel within Canada, submit appropriate field trip application to the principal for approval at least two weeks before the excursion. The timeline may be longer or shorter at the discretion of the principal.
  - 2.2.8 For International travel, including trips to the United States, obtain approval from the principal, and then the appropriate Assistant Superintendent. The principal shall send a copy of the approval forms to the Assistant Superintendent at least five (5) months prior to the commencement of the trip. Copies of related lists and consent forms need to be forwarded to the Assistant Superintendent at least eight (8) weeks prior to the start of the trip.
  - 2.2.9 Carry an active cell phone at all times during the trip.
  - 2.2.10 Ensure that for all billeting or exchanges, every adult over 18 in the host family home completes a Criminal Record Check, or equivalent of, in order to proceed as a host family.

## 3. Teacher Supervision Responsibilities

- 3.1 Supervising teachers shall follow expectations as laid out in Admin Procedure 260 – Student Field Trips, Section 7.
- 3.2 Supervising teachers will maintain contact with the principal for matters regarding student health and/or well-being while abroad.
- 3.3 Supervising teachers will maintain contact with the partner school's supervising teachers and will share all concerns and expectations regarding student care throughout both portions of the exchange (visiting and hosting).
- 3.4 Supervising teachers for the partner school will communicate the needs and expectations of our Langley students to their host families. Host families in the partner school will be informed of the District requirements for all students as outlined in the Field Trip Handbook.

- 3.5 Supervising teachers will communicate with parents and students as per the Field Trip Handbook, "How To Plan Your Field Trip."
4. Requirements of the Host Parents/Guardians and students, in host and visiting countries:
- 4.1 For all billeting or exchanges, every adult over 18 in the host family home must complete a Criminal Record Check, or equivalent of, in order to proceed as a host family.
  - 4.2 Host families are expected to ensure that students have access to safe, secure and sanitary accommodations that provide students with an appropriate degree of personal privacy.
  - 4.3 Host families intending to drive students in a privately owned or rented vehicle must satisfy the School District's (or equivalent) standards to ensure they are competent, qualified drivers with obligatory insurance coverage in place.
  - 4.4 Host families will be provided with a student profile form a minimum of five (5) weeks prior to hosting and/or travelling that will include the following information: parents' names and phone numbers, home address, home phone number, email addresses, allergies, health concerns, students' interests/hobbies, and any other information that the visiting student and/or their parent(s) feel is pertinent.
  - 4.5 Exchange teachers will ask partnered families to communicate with one another regarding needs, concerns, activities, and expectations for the partnered students.
  - 4.6 Host parents are expected to act as surrogate parents for the duration of the visiting students' time. They are able to give and deny consent for activities as they would with their own child(ren). Sleepovers at another home, however, are not permitted under any circumstances.
  - 4.7 Host parents are responsible for the welfare and well-being of visiting students at all times when they are not in school or on a day excursion with their own supervising teachers.
  - 4.8 Host families must be on time to drop off and pick up their visiting student for/from day excursions.
  - 4.9 Host families are expected to provide reasonable accommodations and meals, including breakfast, lunch, and dinner for their guest student each day unless otherwise advised in the itinerary.
  - 4.10 Host families should plan to maintain their usual schedule for the duration of the students' visit and include their guest in their normal routine. (For example: sports, extra-curricular activities, church, other family activities). Evening and/or weekend sightseeing excursions that fit within the family's budget are permitted. The host family should make sure that their guest's family is aware of and approve of any planned activities.
  - 4.11 In the event a Langley student has a shared custody living arrangement, and will be spending time in both households, a parent from both households must be involved in all aspects of the items listed above, and accommodations must be made to host the visiting student in both households. The family from the visiting school must be made aware of these arrangements ahead of time. As per 2.1.11, ensure that for all billeting or exchanges, every adult over 18 years old in both the households must complete a Criminal Record Check, or equivalent of, in order to proceed as a host family.

- 4.12 Should a conflict or concern arise that cannot be mediated between the families themselves, the host family is to contact the teacher supervisors immediately to discuss the concern.

Reference: [Administrative Procedure 260](#)  
[Administrative Procedure 355](#)  
[Administrative Procedure 562](#)  
[Field Trip Handbook](#)

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