



Program Standard Operating Policy	
TITLE	Home Boarding Policy
PROCEDURE NUMBER	
PROGRAM NAME	Education Services
DOMAIN NAME	
NEXT REVIEW DATE	07 June 2024
DATE OF APPROVAL	07 June 2021
ISSUING AUTHORITY	Tłıchǵo Community Services Agency

POLICY AND GUIDING PRINCIPLE:

Alexis Arrowmaker School in Wekweeti offers students grade JK-10 programming. Upon completion of grade 10, a student and their parents/guardians may decide to continue their grade 11 and 12 programs at a school in another Tłıchǵo community. The home boarding program is available to Wekweeti students to continue with their high school education upon completion of grade 10 in Wekweeti. Grade 11 and 12 programs are available to the Wekweeti students who have a choice of attending one of the following high schools:

- Chief Jimmy Bruneau School in Behchokǵ,
- Mezi Community School in Whati, or
- Jean Wetrade School in Gameti.

PURPOSE/RATIONALE:

The purpose of this policy is to:

- provide guidelines for selection and fiscal responsibilities;
- outline application of a home boarding program;
- identify roles and responsibilities of impacted participants in the home boarding program.



The home boarding program for Wekweeti students provides transportation costs from the outlying community, room and board, students' allowance, and other extra-curricular activities as arise (with prior approval) for the student.

DEFINITIONS:

Home boarding refers to the program that supports Wekweeti students continuing their education programs in another Tłıchǵo community for grade 11 and 12 by staying with another Tłıchǵo family.

Home boarding Coordinator refers to a TCSA staff who has these responsibilities:

- Supports parents to find placements
- Manage the administration of the program
- Main point of contact for home boarding participants.

Home boarding family means the hosting parents, and possibly other family members.

Home boarding home means the hosting location.

Home boarding student is a grade 11 or 12 student and whose parents/guardians live in Wekweeti and is eligible to receive home boarding service in order to continue with grade 11 and 12 in another Tłıchǵo community.

Parent or Guardian is the legal custodian of a home boarding student.

Grade level determination is made under the definition within the NWT JK-12 School Handbook, and refers to course completion not age.

SCOPE/APPLICABILITY:

This policy applies to:

- A student who is eligible and has been admitted into the home boarding program;
- A parent/guardian of student participating in the home boarding program;
- Home boarding coordinator and other TCSA staff who are involved with the home boarding program;
- Home boarding family.



PROCEDURE:

Eligibility and Application of the Home Boarding Program

Within Tłıchǫ Region

The home boarding program is available to current high school student who is:

- less than 21 years of age; **and**
- a **Wekweeti student** upon completion of grade 10 in Wekweeti who wishes to continue with their high school education (grade 11 and 12) at one of the schools located **within** Tłıchǫ Region:
 - Chief Jimmy Bruneau School in Behchokǫ,
 - Mezi Community School in Whati, or
 - Jean Wetrade School in Gameti.

The home boarding program **does not** apply to Whati, Gameti and Behchokǫ students as there are high schools available in their respective community.

Outside of Tłıchǫ Region

Wekweeti students who wish to continue with their high school program outside the Tłıchǫ Region (i.e. in Yellowknife or other NWT community that is not in Tłıchǫ Region) are **not eligible** for the home boarding program and are financially responsible for their own home boarding program.

The TCSA accepts no financial responsibility for transportation to or from Wekweeti to Yellowknife (or any other location), room and board, and/or other extra-curricular activities (this is largely due to the fact that when Tłıchǫ students choose to attend outside the Tłıchǫ region, the TCSA lose funding for that student).

Rates

- The home boarding daily rate is \$25/day/student. The rate is a standard rate per child and may change from time to time. The payments are issued in accordance with TCSA financial protocols but at minimum monthly.

Student specific rates

- Flight: Up to three (3) round trips from a home community to the host Tlıchǫ community per school year for the approved home boarding student via the most economical method (ex: flights, or vehicle on winter road).
- Allowance: each student in the home boarding program receives an allowance of \$100 per month when residing with the home boarding home. This allowance is recorded using an approved TCSA template (Appendix A).
- Extra-curricular or other expenses: require the approval of the Director of Education.



Roles and Responsibilities

Parent(s) /Guardian(s) of Student

By participating in a home boarding program, it requires the parent/guardian jointly agree to the following conditions:

- The agreement (Appendix B) to place a student in a home boarding home for the purpose of attending school is between parent/ guardian, student, and home boarding family;
- It is the responsibility of the parent/guardian to:
 - select a home boarding placement with family or friends of family and take full responsibility for the quality of the care provided by the home boarding family;
 - inform in writing if there are any changes in plans for student. The notification must be provided to:
 - home boarding family,
 - Home Boarding Coordinator,
 - Community Liaison & Student Transition Services of the home boarding programs for the TCSA (Education), or his / her agent.
- Notify the school and home boarding parent/guardian if student is unable to attend school;
- It is the responsibility of the parent/guardian for all parent/guardian travel costs and arrangements to attend meetings, graduations, or other trips to visit the community in which the student is placed. The TCSA is not responsible for paying for travel, accommodations, or other expenses associated with parent/guardian travel.

Exceptional circumstance – grade 12 graduation attendance

- The Director of Education **may** approve one (1) trip for the parent/guardian (up to two people) for the purpose of attending a grade 12 graduation, by the most economical method. The assessment and approval is made on case-by-case basis in exceptional circumstances. If a flight is missed, costs may be retrieved from the parent/guardian and no further flights will be approved.

Inclusions: Travel cost (i.e. cost of flight by the most economical method) within the Tłıchǵo region, and only valid during the duration of the graduation.

Exclusions: no accommodations, per diems, or other expenses may be incurred by the TCSA for the purpose of a parent/guardian attending a graduation. Flights may not be exchanged or transferred.

Student

During the time period when participating in the home boarding program a student agrees to the following conditions that may include but are not limited to:



- Respect and adhere to the house rules of the home boarding family, for example: curfews on weeknights, weekends, chores, personal hygiene, and/or study time;
- Prohibited from using drugs and alcohol;
- Attend school every day, and notify the school and home boarding parent when unable to attend due to illness or other excused absence;
- Use study time wisely. Stay after school to get extra help as needed and complete school work as assigned;
- Inform the home boarding parent(s) and the Home Boarding Coordinator, Community Liaison & Student Transition Services of the home boarding programs of any circumstances which are interfering with the performance at school.

Home Boarding Parent(s)

By participating in a home boarding program, it requires the home boarding parent(s) jointly agree to the following conditions:

- The agreement (Appendix B) to place a student in a home boarding home for the purpose of attending school is between parent/ guardian, student, and home boarding family;
- It is the responsibility of the home boarding parents to:
 - maintain a high quality of care;
 - provide a home that is accessible and has particular amenities, where the student will have a safe, secure and private bedroom and take full responsibility for the quality of the care provided to the student(s) with compensation not to exceed the \$25/day/student payment;
 - have appropriate insurance policy cover for students residing in their home;
 - ensure there is a 24 hour emergency contact number that is known to students, TCSA, student's parent(s);
 - assist and support the student's attendance at school and support the completion of homework assignments where required;
 - assist the student to access any medical, dental or other health-related services including making appointments, and if required/where necessary accompany the student to those appointments and if required advise the student parent(s) and TCSA.
- Notify the school and parent/guardian if student is unable to attend school;
- Home boarding placements follow NWT Foster Family Guide and TCSA approved placement. This includes but is not limited to providing vulnerable sector background checks.

TCSA



TCSA does not select or monitor the home boarding families, but has the role of coordinating the home boarding program, which includes but is not limited to:

- Employ a Home boarding Coordinator, Community Liaison & Student Transition Services of the home boarding program to oversee placement, support, and deliver the home boarding program;
- Make payments to home boarding families in the amount of \$25/day/student, and when approved for other costs outlined in this policy;
- Ensure background checks of the selected home boarding parents are provided to parents to aid in the decision process;
- Keep accurate records of all placements, and respond to changes in the home boarding placements as they arrive.

As per the NWT *Education Act*, when a student has reached an education level beyond that offered in the education district in which the student resides, or the educational needs of the student would be better served at another school, and with approval of the student (and the student's parents when the student is a minor), the TCSA may enter into agreements with another educational body to enable the student to attend school in an education district other than the one in which the student resides. This will be considered on a case-by-case basis and typically outside the home boarding arrangements, by the Director of Education.

On occasion, slight deviations from a strict interpretation of the scope of this policy may be required, and approved by the CEO at this time.

PERFORMANCE MEASURES:

Compliance with the home boarding program scope is regularly verified through oversight where TCSA Home Boarding Coordinator must regularly monitor the participants in the home boarding program align with the roles and responsibilities listed here within and regular audit of the student allowance management.

CROSS-REFERENCES:

N/A

ATTACHMENTS:

- A - Student allowance management – template
- B – Home boarding agreement template

REFERENCES:

GNWT *Education Act*; Section 118, 1 (e) and 2 (c)

NWT JK-12 School Handbook [NWT JK-12 School Handbook | Education, Culture and](#)




Tłıchǫ Community Services Agency
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[Employment \(gov.nt.ca\)](http://gov.nt.ca)


NWT Foster Family Guide, 2019 Edition; Foster Family Coalition of the NWT;
https://28c4218a-357e-474e-896b-28097208b953.filesusr.com/ugd/707478_59ea00956169420d8d213d253432dd5c.pdf

APPROVAL:

Reviewed and Approved By:


Chairperson June 7, 2021
(Signed, Position, and Dated)

Reviewed and Approved By:


CEO June 7, 2021
(Signed, Position, and Dated)

Appendix A

Appendix B



Appendix A

REQUISITION FOR CHEQUE

Batch No: _____

Date: _____

PO No: HOMBRD

Vendor: _____

Pay to: _____

Invoice No: **REP # 2020-2021 #1**

Invoice Date: ___/___/___

Amount: \$

Chq No: _____

Description: **Student Allowance**

Wekwèti Homeboarding Students 2020 – 2021 School Year

GL Description	Amount
9106110 / 000 / 66095	_____
_____ / _____ / _____	_____
_____ / _____ / _____	_____
_____ / _____ / _____	_____
_____ / _____ / _____	_____
_____ / _____ / _____	_____
_____ / _____ / _____	_____
_____ / _____ / _____	_____

Total _____

Prepared by: _____ Checked by: _____ Approved by: _____



Template Example – dates and names are fictional

2020-2021 School Year / Semester 2

Wednesday, February 3, 2021 Students Allowance

1. Doe, Joe \$25.00 _____
2. Doe, Susan \$25.00 _____

Wednesday, February 10, 2021 Students Allowance

3. Doe, Joe \$25.00 _____
4. Doe, Susan \$25.00 _____

Wednesday, February 17, 2021 Students Allowance

5. Doe, Joe \$25.00 _____
6. Doe, Susan \$25.00 _____

2020-2021 School Year / Semester 1

Wednesday, September 2, 2020 Students Allowance

1. Doe, Joe \$25.00 _____
2. Doe, Susan \$25.00 _____

Wednesday, September 9, 2020 Students Allowance

3. Doe, Joe \$25.00 _____
4. Doe, Susan \$25.00 _____

Wednesday, September 16, 2020 Students Allowance

5. Doe, Joe \$25.00 _____
6. Doe, Susan \$25.00 _____



Student

I, [FULL NAME] agree to the following conditions during the period of time I am a guest in the home of [NAME OF HOME BOARDING PARENTS] for the purpose of attending school:

1. I will respect and adhere to the house rules of the home boarding parent(s), for example curfews on weeknights, weekends, chores and study time;
2. I will not use any non-prescription drugs or alcohol
3. I will attend school every day unless ill;
4. I will call the school and notify my house parents, if I am unable to attend due to illness;
5. I will use my study time wisely and/or stay after school to get extra help as needed, study for the courses I am enrolled the best to my ability and to complete school work as assigned; I will inform my home boarding parent(s) and Jane Weyallon, Coordinator, Community Liaison & Student Transition Services of the home boarding programs of any circumstances which are interfering with my performance at school; and
6. I will follow the Home Boarding Policy attached to this agreement as Appendix “A” and I acknowledge my roles and responsibilities as contained in the Home Boarding Policy.

Student Signature

Date

Witness

Date



Home Boarding Parent(s)

I / We [FULL NAME OF BOTH PARENTS/GUARDIANS] of [COMMUNITY NAME], NT, agree to the following conditions in which a child is placed in a home boarding home for the purpose of attending school in [Behchokò, Gameti, or Whati]:

1. I / we are responsible for providing a home boarding placement for [NAME of CHILD] and take full responsibility for the quality of the care provided including providing a private bedroom and other amenities outlined in the policy;
2. I/we will provide a recent (within 6 months) vulnerable sector background check with the RCMP that will be provided to the TCSA before the placement is made and thereafter as requested and will notify the TCSA if any chargeable offenses occur during the placement;
3. I/we will assist the student in accessing medical, dental, and other health related services;
4. I/we understand compensation will be in the amount dictated by the TCSA Policy;
5. I/we will inform the parent(s) and the Coordinator, Community Liaison & Student Transition Services of the Home boarding Programs for the Tlicho Community Services Agency (Education), or his / her agent, as to any changes in plans for our child / student; and
6. I/we will follow the Home Boarding Policy attached to this agreement as Appendix "A" and I/wee acknowledge my/our roles and responsibilities as contained in the Home Boarding Policy.

Home Boarding Parent(s) name and address: _____

Home Boarding Parent(s) Signature Date

Witness Date





Tłı̨chǫ Community Services Agency
Do, Nàke Lani Nàts'etso – Strong Like Two People



Cc: Home boarding Parent(s)
Parent/Guardians(s)
Community School Principal
TCSA records





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Appendix “A”

Home Boarding Policy

NOTE: Policy to be added when final approved and signed copy is available