



TCSA POLICY	
TITLE	Community Led Excursions
POLICY NUMBER	21-18-V1
PROGRAM NAME	JK-Grade 12
DOMAIN NAME	Education
EFFECTIVE DATE	5-May-2024
NEXT REVIEW DATE	5-May-2027
APPROVAL DATE	5-May-2024
ISSUING AUTHORITY	Tłıchǵo Community Services Agency (TCSA)
ACCREDITATION STANDARD	N/A

POLICY AND GUIDING PRINCIPLE:

The TCSA recognizes that community-led student excursions provide students with authentic experiences that are an important component of an education program. As these events are not school-sanctioned this procedure outlines criteria for limiting risk to the agency.

PURPOSE/RATIONALE:

The purpose of this policy is to provide clear guidelines to ensure the safety of students and staff in community-led events. Safety, including adequate supervision, risk mitigation, and documentation, is paramount, but outside the TCSA's control as the community-led events are not organized by the TCSA.

DEFINITIONS:

Community-led Events are events led by a community or other government organization where TCSA students or staff may participate but are not organized or managed by the TCSA. TCSA students may attend but are not school-sanctioned. Students would be marked absent and excused. Staff asked to attend the event are volunteers. No GNWT risk management documentation is required as they are not school sponsored.

Community-led Event Volunteer (staff volunteer) - A school staff member who volunteers to attend as supervisor for a community-led event. When acting in this role, they are not acting on behalf of the TCSA.



Sporting Events - Taken from the “other leave with pay” section of the GNWT Human Resources Manual (HRM) these are listed events where staff may be eligible for pay leave to participate or coach. They are prescribed by the HRM and are not intended to include community sports teams, territorial competitions, or other student sporting events.

SCOPE/APPLICABILITY:

This policy will apply to all staff and students registered at and attending TCSA schools, including alternative programming.

PROCEDURE:

Community-Led Events

1. Community-led events are not school-sanctioned events thus staff are instructed to have limited roles in organizing and coordinating events that will not exceed:
 - a. Printing organizing agency forms for students/parents,
 - b. Sending documents home or sharing contact information for the organizer,
 - c. Gathering documents for organizer,
 - d. Where TCSA transportation is requested to arrange for a bus/driver to the pick-up location with associated risk management forms for the transportation. The approval for the TCSA to provide transportation is operationally dependent and follows the Transportation of Students policy,
 - e. Offering suggestions to participant selection (see criteria in 3),
 - f. Supporting Volunteers to complete required documentation (ex: entering leave, applying for outside activity request).
 - g. School staff will consider their role limited in community-led events and as such will not:
 - i. Take time during their regular workday to support the administration or organization of the event,
 - ii. Book travel or accommodations other than TCSA-provided transport as outlined in (d),
 - iii. Communicate with parents on behalf of the organizer,
 - iv. Approach staff to act as volunteers, or
 - v. Seek funding or collect funds to support the event.
2. TCSA staff may volunteer to attend as a supervisor. While this is encouraged to support the event, it is outside the regular duties of staff and thus may not be approved due to operational requirements. The following shall be enforced:



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- a. School staff must complete and receive approval for an outside activity request that clearly outlines how/if they will be compensated.
 - b. TCSA will not compensate the staff volunteer for their time during a community-led event.
 - c. Staff Volunteers may be paid or provided with per diems by the organizer to attend a community-led event. This arrangement must be clearly stated on the Outside Activity Request.
 - d. No more than two (2) TCSA staff shall be approved to attend as Staff Volunteers for any community-led event without approval from the Director of Education. Priority shall be given to staff whose absence will have the least operational impact. It shall not be expected that staff from each participating community are approved to volunteer.
 - e. Staff Volunteers shall be required to take annual leave, discretionary day(s), or leave without pay to participate depending on their respective collective agreement. Non-sessional days (ex: summer or March break) will be considered annual leave for this policy.
 - f. Where approved the Staff Volunteer is considered to be volunteering and thus is not eligible for duty travel rates, overtime, or lieu time from the TCSA. Staff Volunteers may receive per diems or meal allowances from the organizers, this must be outlined on the Outside Activity Request.
 - g. Except for 2(a-f): Staff Volunteers participating as a coach or participant in an eligible Sporting Event may qualify for Other Leave with Pay according to the GNWT HRM. In such cases, the procedures outlined in the HRM will be applied.
3. Student recommendations to attend a community-led event shall be based on the following criteria:
- a. Attendance - students with higher than 80% attendance,
 - b. Academic Standing - students who are passing their courses,
 - c. Impact to learning - consideration for other interruptions to learning, and the ability of the student to miss the time without impacting their graduation or course completion, and
 - d. Behaviour - Students should have a history of representing the school with a positive and respectful attitude according to the Territorial School Code of Conduct.
4. Records - The following records may be impacted by community-led events.
- a. Students will be marked absent excused for the event dates.
 - b. In order to receive course credit for a community-led event that is linked to a locally developed course (ex: Trails of Our Ancestors) the organizer must



confirm the student attended the event and if they passed or failed in the expectations outlined in the locally developed course. Without the written confirmation no credit shall be granted. A student course correction form is used to document the credits.

- c. Course credits may be applied to other established opportunities (ex: Trades Awareness Program, or SNAP). These established programs are pre-approved by the Department of Education as Locally Developed Courses or other credit courses. Written verification of course completion is required for the course correction form.
- d. The community event organizer may submit a locally developed course application to the Government of Northwest Territories - Education Culture and Employment.
- e. Where the program is not already approved as a locally developed course, or established program the organizer is responsible for submitting a curriculum/credit proposal for consideration at least one month in advance of the event to the Director of Education for approval. The plan must include course identification, an assessment plan, and an outline of learning activities.

PERFORMANCE MEASURES

N/A

CROSS-REFERENCES

21-13-V1 Chaperone Policy

21-15-V1 Transportation of Students Policy

21-16-V1 Excursion Policy

GNWT Outside Activity Request

ATTACHMENTS

N/A

REFERENCES

Territorial School Code of Conduct

GNWT Human Resource Manual



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APPROVAL

Reviewed and Approved By:

Kevin Armstrong
Chief Executive Officer
5-May-2024

Reviewed and Approved By:

Linsey Hope
Director of Education
5-May-2024