

NAICATCHEWENIN FIRST NATION
EDUCATION COMMITTEE
TERMS OF REFERENCE

Revised July 2006

**EDUCATION COMMITTEE
TERMS OF REFERENCE
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1. MANDATE

Naicatchewenin First Nation Council delegates to the Education Committee the authority to make decisions on all education issues affecting Naicatchewenin Band Members. The Education Committee has the authority to make decisions relating to a holistic education encompassing Elementary, Secondary, Post Secondary. These decisions shall be made in a fair and objective manner.

2. COMMITTEE MEMBERSHIP

The Education Committee will consist of seven members, including two exofficio members. Five regular members will be of five band members from the community. Regular members will have voting privileges. The ex-officio members will be the Education Counselor, who will provide advisory and management functions, and the Councillor with the portfolio for Education, who will serve as a liaison between the Education Committee and Chief and Council. The ex-officio members will not have any voting privileges. No member of Chief and Council other than the Councillor with the Portfolio for Education shall be on the Committee.

3. TERM

The members of the committee will continue to be mandated for an indefinite period of time.

4. APPOINTMENT OF COMMITTEE MEMBERS

In the event of a committee vacancy, the Education Counselor will notify the Chief Executive Officer. The CEO will implement a recruitment to appoint a new committee member. The Chief and Council will appoint all new members through a Band Council Resolution.

QUORUM

A quorum for the Committee of five is three voting members. A quorum must be present in order for a meeting to proceed as an official meeting and for any decisions to be finalized. When a quorum is established, a meeting may proceed at the designated time. A decision is valid if a majority of the quorum present agrees.

6. COMMITTEE STRUCTURE

The committee structure will consist of a Chairperson and Vice-Chairperson. The Committee is responsible for filling these positions from amongst its membership. The Chairperson is responsible for conduct of the meeting, seeking consensus, and formulating resolutions once an issue has been discussed. The Education Counselor will be responsible for the recording and typing of the minutes of the meeting.

7 DECISION MAKING

Only voting committee members will have a vote on resolutions before the committee. The Education Counselor is responsible for the implementation of all decisions of the committee. Once a decision is made, the Chairperson will sign any correspondence related to the decision. The majority of the membership will decide whether a vote has been passed, rejected, or tabled for more information. If a tie occurs, a special meeting will be called where all committee members must be in attendance.

If a tie continues to occur because of a vacancy in membership, the issue will be re-discussed to attempt to resolve the issue. If a tie continues to exist, the issue will be referred to the Chief and Council. The committee will be represented by the Councillor with the Portfolio for Education. The decision by Chief and Council will be final.

8. MINUTES

Minutes of the meetings will be taken at each meeting. Decisions must be recorded and verified for future reference. Decisions will record the mover, seconder, and results of the vote whether or not it was passed, rejected, or tabled for more information. The minutes will identify the date, time, place, attendance, and motion and decision. Once the minutes are approved by the committee, at the next meeting, the Chairperson will sign the minutes as accurate. Once the Chairperson has signed the minutes, a copy will be provided to the Committee members. The minutes will be stored chronologically in the office of the Education Counselor.

9. NOTICE OF MEETING

Meetings will be held on a periodic basis at intervals established by the Education Committee. The Education Committee will establish the date of the next meeting at the end of each meeting. The Education Counselor will provide a reminder of the meeting at least one day in advance of the meeting.

10. SPECIAL MEETINGS

Special meetings may be called by written request explaining the need for a meeting. The Special Meeting may be called by the Education Counselor, Councillor with the Portfolio for Education, or a quorum of committee members. Committee members will be given adequate written notice of a meeting to be held and a reminder the day before the meeting. The Education Counselor will attempt to accommodate committee members in scheduling of meetings. A minimum of three working days notice must be provided. The notice will include the date and time, location, agenda, and the request letter for the Special Meeting.

11. RESIGNATION OF COMMITTEE MEMBERS

Committee members should provide two weeks notice of their intention to resign from the committee. No Committee member is allowed to receive post secondary assistance from the Naicatchewenin First Nation while they are acting as a committee member. When a committee member applies for post secondary assistance, the committee member will be considered to have resigned. Committee members may reapply to act as a committee member once they complete their full time education and/or a vacancy is available.

The Education Counselor will provide the notice to the Chief Executive Officer who notifies the Chief and Council. The CEO will then implement a recruitment to appoint a new committee member. The Chief and Council will appoint all new members through a Band Council Resolution.

12. LEAVE OF ABSENCE OF COMMITTEE MEMBER

Committee members may request and be granted a leave of absence to attend to a long term responsibility. Each request for a leave of absence' will be considered by the Committee on a case by case basis.

If a leave of absence is approved by the committee, the Education Committee may appoint a new interim committee member. Once a written request that the leave of absence by the member is over, the Education Committee will reappoint that member within two weeks of receipt of the letter.

13. CAUSE FOR DISMISSAL

Committee members who miss three consecutive duly scheduled meetings will be dismissed. The committee member can be removed for just cause for the following:

- 1) charged with an indictable offense
- 2) the education committee receives a written complaint concerning the actions of a committee member
- 3) the education committee finds that a -member has breached the confidentiality of their duties;

When the Education Committee receives a written complaint, the Education Committee will review the complaint and meet with the band member making the allegation and any other parties verifying the complaint. No unsigned complaint letter will be addressed by the Education Committee.

In the event of allegations that a member of Naicatchewenin First Nation Education Committee has breached the confidentiality of his or her position, or is guilty of a similar serious behavior relating to his or her position, the Council or a duly appointed representative of the Council, especially the CEO, will meet with the member concerning the allegations as soon as possible to investigate the accusations, and will continue the investigation as deemed appropriate after the initial meeting with the accused member.

14. EMERGENCY DECISIONS

In case of an emergency situation when a quorum is not available, the Education Counselor will make a decision under advisement of any Committee members available, the CEO, and/or the Councillor with the Portfolio for Education, to ensure that the emergency situation is resolved as best as can be expected, under the circumstances. Every attempt shall be made to contact and utilize the Committee before any action is taken.

15. HONORARIUM

Committee members will be paid an honorarium of \$100 per meeting or special meeting. The annual expenditure for honorarium will not exceed the annual budget identified for this purpose. The CEO is responsible for approval of the budget which will include honoraria expenditure.

16. BUDGET

The CEO is responsible for the approval of the annual Education Budget.

17. CONFLICT OF INTEREST

Committee members will declare a conflict of interest when dealing with issues relating to a member of their immediate family. The immediate family is identified as the following:

- 1) son or daughter;
- 2) mother or father;
- 3) brother or sister;
- 4) and husband or wife
- 5) and self

The Committee member will leave the room to enable the other members to discuss the issue openly and honestly until a decision is reached. The declaration of a conflict of interest will be recorded in the minutes. Once a decision is reached, the Chairperson will move to the next item of business.

18. CONFIDENTIALITY

Members will use information obtained in the course of membership with all due confidentiality, and for the intended purpose only, not for his or her own interests or those of other people. Failure to do will result in dismissal of membership on a just cause basis by the committee. All committee members will be required to sign an Oath of Confidentiality on appointment.

19. REPORTING

Reporting to Chief and Council will be provided by the Councillor with the Portfolio for Education or the CEO. The Education Counselor will provide an annual report to the CEO.

20. APPROVAL OF POLICY

The Chief and Council will approve this Tereus of Reference as a part of the Naicatchewenin First Nation Education Policy.

21. AMENDMENTS

Amendments will be recommended by the Education Committee and approved by the Chief and Council.

NAICATCHEWENIN FIRST NATION
ELEMENTARY SCHOOL
EDUCATION POLICY

Revised July 2006

ELEMENTARY SCHOOL POLICY

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1. INTRODUCTION

This Elementary School Policy sets the terms and conditions of education, and regulations for all on reserve full time students sponsored by Naicatchewenin First Nation and attending elementary school. This policy covers all elementary students except where specific agreement alters the policy.

Chief and Council have the power and authority to make policy regarding any aspect of management of the First Nation. The Chief and Council will delegate to the Education Committee the power to make decisions about education programs governed by the First Nation and in accordance within approved policy set by the First Nation and Indian and Northern Affairs Canada.

The purpose of this policy is:

- 1) To provide skills to pursue higher education;
- 2) Prepare students for secondary school;
- 3) To manage the first nation elementary school budget efficiently and effectively.

ELIGIBLE STUDENTS

The students covered by this policy must normally meet all of the following conditions*:

- 1) Must be between the ages of 3-14;
- 2) Attending Head Start or JK-8;
- 3) All students must be living on reserve.

There may be exceptional circumstances where students do not meet these conditions (i.e. children under customary care)

3. ELIGIBLE EDUCATION INSTITUTIONS

Students may receive schooling from one or more of the following institutions:

- 1) Crossroads School
- 2) Sturgeon Creek

4. FINANCIAL ASSISTANCE

Students may be eligible to receive the following financial assistance programs:

1) Tuition
All elementary students are eligible to receive one paid tuition fee of \$10,331.85 per year according to the tuition agreement. The Tuition Agreement will be reviewed annually by the Education Committee. A new Tuition Agreement will be negotiated by Chief and Council based on concerns of the Education Committee.

2) Extracurricular
The maximum support for extracurricular activities is \$60 per activity. The First Nation will cover costs related to:

- Musical instruments
- Registration in school activities
- Special school related activities.

The student is responsible for any personal spending. The Committee will not make expenditures that exceed the annual budget allocation for this activity.

5. SERVICES

The Naicatchewenin First Nation has developed services which students may be eligible to receive under various conditions. Students may be eligible to receive the following services:

1) Transportation

Naicatchewenin First Nation will provide bussing to school for elementary school students. Students will be provided the service from the First Nation to the educational institution and return. The transportation of students will be subject to The Board of Education guidelines. Students may be suspended from transportation services for, but not limited, to the following:

- | | |
|-------------------------------|-------------------------------------|
| A) Fighting | E) Throwing things |
| B) Destruction of property | F) Bullying |
| C) Smoking/drinking and drugs | D) Misbehavior for rules of conduct |

The school will review all incident reports and may take disciplinary action including suspension from riding the bus. The Naicatchewenin First Nation reserves the right to enforce any rules they determine are necessary for the safe transportation of students.

Parents are solely responsible for the transportation of any student suspended from transportation and may not use any other form of Naicatchewenin transportation services.

Special needs students may be eligible to receive additional support for transportation, subject to Indian and Northern Affairs Canada policy and available finding.

Naicatchewenin First Nation may appoint bus monitors to ride on the bus. Students are expected to respect and listen to the monitors. Failure to do so may result in suspension from riding the bus.

2) Summer Employment

The Naicatchewenin First Nation will attempt to secure annual summer employment opportunities for students, but cannot guarantee employment for all students. The First Nation will attempt to make these position career related. Students must meet the following conditions:

- 1) Graduate of Grade 8
- 2) Must be the age of 15 at the time of hiring
- 3) Must have S.I.N before hiring
- 4) Subject to available funds,
- 5) No suspensions throughout the school year.

3) Tutoring

Students may be eligible to receive tutoring from a student who has previously completed the course. Students must be experiencing difficulty in the course. Tutoring may be provided by High School students requiring community service hours needed for graduation. Tutors must be approved by the Education Counselor and may be eligible to receive \$7 per hour for a maximum of two hours per subject. Tutoring must be requested by the teacher. Tutoring costs in excess of this amount is the responsibility of the parent.

Students may attend the Seven Generations Secondary School for tutoring services that takes place once a week within the community and is available to all elementary students.

4) Head Start

Parents may apply to the Education Committee to enroll in the United Native Friendship Centre's Head Start Program and is subject to available seating. Eligible students include all children aged 3-5 years. A priority will be given to children attending school in the fall for the first time. Transportation will be provided by the Naicatchewenin First Nation.

5) Field Trips

Naicatchewenin First Nation may provide educational school trips during the summer months and March Break. Students must meet the following conditions:

- a) JK-8
- b) Between the ages 3-14
- c) Enrolled in one of the eligible institutions
- d) Non band members funded through the nominal roll

These trips are subject to the availability of funds. Any students suspended from school prior to the field trips will not be able to participate.

6) Summer School

Students requiring extra instruction may be eligible to attend summer school. Parents applying for summer school enrolment for their children must have the support of the teacher. The student must meet the following:

- a) 60% or less in grades
- b) Must be enrolled in grade 7 or 8 the previous school year.

Naicatchewenin will provide transportation for students attending summer school.

7) Story Time

All pre-school children are eligible to take part in story time which is provided by Seven Generations Native School Retention Program. Parents can apply for their children to enroll in the program that takes place within the community. Children will receive a certificate for participating in the program during the recognition ceremonies.

8) Special Needs

Special Needs are those students who are having difficulty in school and have been assessed by the Special Education Coordinator through the Individual Placement Review Committee and subject to the availability of funds. Students identified as Special Needs will receive educational support from the Special Education Assistant provided to the schools from the Naicatchewenin First Nation. If a parent wants a second psychological assessment, the parent(s) will be financially responsible for the completion of the second assessment.

6. RECOGNITION PROGRAMS

Naicatchewemn First Nation provides awards to students for significant academic achievements. A gift, plaque, and certificate will be awarded to students achieving the following honors that are given annually:

- 1) Best attendance
- 2) Highest marks
- 3) Most improved
- 4) Male and Female Athletic Achievement
- 5) Citizenship
- 6) Best Behavior on the bus
- 7) Graduates from Grade 8
- 8) Ojibway Language

These awards will be announced and given at the community recognition ceremony.

Upon graduation from Grade 8, each student will be given \$75.00 as a recognition of achievement.

7 SUSPENSION

Students may be suspended from elementary school for behavior that breaks school policy. Parents are responsible for monitoring their children and all school work while children are under suspension and for ensuring the student doesn't fall behind in class subjects. If a school requires a psychological assessment, the parent(s) will be financially responsible for the completion of the assessment.

WORKSHOPS

The Education Counselor will attempt to develop workshops which may be relevant to the successful completion of student's academic program. The workshops may include but not limited to:

- Parent and student responsibilities
- Career workshops
- Secondary education and life
- Social problems and how they affect school
- Study habits
- Culture and language

9. COURSE SELECTION - GRADE EIGHT

The Education Counselor will attend the Grade 8 course selection for attendance at Fort Frances High School. The Education Counselor will provide course selection advice to students based on career objectives. The Education Counselor and parents may arrange a mutually convenient conference to discuss the student's high school course selection. The Education Counselor will remind parents of course selection and provide transportation where necessary.

10. TRUANCY

Students are considered truant when they are not authorized to be away from regular scheduled classes. The Education Counselor will meet with the student and parent(s) and develop an education plan and agreement. If problems persist, the Education Counselor will meet with attendance counselor and may meet with parents and student to further discuss the resolution of problems. It is the school's responsibility to implement its truancy policy.

NAICATCHEWENIN FIRST NATION
SECONDARY SCHOOL
EDUCATION POLICY

Revised July 2006

SECONDARY SCHOOL POLICY

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1. INTRODUCTION

This Secondary School Policy sets the terms and conditions of education, and regulations for all on reserve, full time students sponsored by Naicatchewenin First Nation and attending secondary education of a continuing nature. This policy covers full time students except where specific agreement alters the policy.

- Chief and Council have the power and authority to make policy regarding any aspect of management of Naicatchewenin First Nation. The Chief and Council will delegate to the Education Committee the power to make decisions regarding education programs governed by Naicatchewenin First Nation and in accordance within approved policy.

The purpose of this policy is:

- a) To provide secondary school students with academic skills to pursue higher education.
- b) Prepare secondary school students for the workforce.
- c) To manage Naicatchewenin's Secondary School Budget efficiently and effectively.

2. ELIGIBLE STUDENTS

The students covered by this policy must meet a minimum of one the following conditions:

- a) Must be at least 13 years of age.
- b) Attending from Grade 9 to Grade 12.
- c) Mature students taking high school level courses.

All students must be living on reserve.

3. ELIGIBLE EDUCATION INSTITUTIONS

Students may receive high school level course credits from one or more of the following institutions:

- a) Fort Frances High School
- b) Seven Generations High School
- c) Alternative Education
- d) Ministry of Education's Correspondence Courses.
- e) UNFC's Alternative Education Program

4. FINANCIAL ASSISTANCE

Students may be eligible to receive financial assistance for the following:

1) Tuition

All elementary students are eligible to receive one paid tuition fee of \$11,861.25 per year according to the tuition agreement. The Tuition Agreement will be reviewed annually by the Education Committee. A new Tuition Agreement will be negotiated by Chief and Council based on concerns of the Education Committee.

2) Extracurricular

Students may be eligible to receive extracurricular travel costs for school related field trips. The maximum is twice per year, to a maximum of \$150 per activity. The following areas may be covered:

- a)
- b) Travel
- c) Accommodations
- d) Meals
- e) Rentals
- f) Admissions

Equipment

Any personal spending or cost in excess of per year maximums is the responsibility of the student. The Committee will not make expenditures that exceed the annual budget allocation for this activity.

3) Books and Supplies

Only students attending FFHS or Alternative Education are eligible to receive \$40 per semester to cover book and supplies. All costs exceeding this amount are the responsibility of the student.

4) Allowances

Students eligible to receive a student allowance must be attending full time studies at the Fort Frances High School. The monthly allowances will be paid based on the following:

- a) Grade 9-10 \$30
- b) Grade 11-12 \$40

No student allowance will be paid to any student that is suspended.

Students attending Seven Generations Secondary School/Alternative Education may be eligible to receive an allowance. Seven Generations/Alternative Education /UNFC Alternative Education students will receive an allowance equivalent to their grade level for every 5 lessons that are satisfactorily completed during the month. In any month, where 5 lessons are not complete, no allowance will be provided. The lesson must be submitted by the 30th of each month.

Student allowances are subject to the availability of funds.

No student allowance will be paid to any student who has ten or more unexcused absences during the semester. If a student has between 5 and 9 unexcused absences, they will receive only $\frac{1}{2}$ of the student allowance they are eligible to receive.

4) Special Supplies and Equipment

Students may be eligible to receive \$100 per academic year to assist with special equipment which must be class related. Any cost in excess of this amount is the responsibility of the student. All purchases will be by Purchase Order except with reason and submission of purchase, rental, or lease receipt. The student is eligible for a one time expenditure in any one -course.

5) Tutoring

Students may be eligible to receive tutoring from a student who has previously successfully completed the course. Students must be experiencing difficulty in the course. Tutors must be approved by the teacher and Education Counselor and may be eligible to receive \$7 per hour for a maximum of 10 hours per course.

Tutoring cost in excess of this is the responsibility of the student. Students will not be eligible for this expenditure if they are repeating a previously funded course.

5. SERVICES

The Naicatchewenin First Nation has developed services which students may be eligible to receive under various conditions. Students may be eligible to receive the following services:

1) Transportation

Naicatchewenin will provide bussing services during the academic school year. Students will be provided the service from Naicatchewenin to the educational institution and return. The transportation of students will be subject to following of rules of conduct on the bus. Students may be suspended from transportation services for, but not limited to, the following:

- | | |
|-------------------------------|-------------------------------------|
| A) Fighting | D) Throwing things |
| B) Destruction of property | E) Bullying |
| C) Smoking/drinking and drugs | F) Misbehavior for rules of conduct |

The school will review all incident reports and may take disciplinary action including suspension from riding the bus. The Naicatchewenin First Nation reserves the right to enforce any rules they determine are necessary for the safe transportation of students. Parents are solely responsible for the transportation of any student suspended from transportation and may not use any other form of Naicatchewenin transportation services.

2) Summer Employment

The Education Committee will attempt to make these positions career related. The Education Committee will prioritize and make a recommendation to the CEO which students should fill available summer student employment opportunities. The CEO will notify all students about the status of their application. Students must meet the following conditions:

- a) Between the ages of 15-21
- b) Must reside within the Naicatchewenin First Nation within the school year
- c) Must have a valid S. I. N. before applying for employment

- d) Finish the school year and returning the upcoming school year
- e) Graduated (or graduating) Grade 8

Priority will be given to those students who:

- a) Are attending Fort Frances High School
- b) Achieved five or more credits during the academic year
- c) Have regular school attendance during the academic year
- d) Have previous student employment history, with Naicatchewenin First Nation

Students attending other academic institutions other than Fort Frances High School are subject to the availability of employment opportunities.

3) School Trips

The Naicatchewenin First Nation may provide educational school trips during the summer months and March Break. These trips are subject to the availability of funds. Students must meet the following conditions:

- a) Finish school year and returning to school
- b) Between the ages of 13-21
- c) Currently attending Fort Frances High School or Alternative Education
- d) Only those residing within the First Nation will be allowed to attend school trips.

Students having disciplinary action taken against them 30 school days prior to any school trip or the end of any school term will not be allowed to participate.

4) Co-op Education

Students pursuing Co-op Education must be attending Fort Frances High School or Seven Generations Secondary School.

6. RECOGNITION PROGRAMS

Naicatchewenin ' provides awards for students with significant academic achievements. Annual awards are given out for the following:

- 1) Best Attendance, A gift, plaque and certificate will be awarded to the student with the best attendance.

- 2) Highest Marks. A gift, plaque and certificate will be awarded to the student with the highest marks.
- 3) Most Improved. A gift, plaque and certificate will be awarded to the student who is the most improved academically.
- 4) Honor roll. Students will receive \$50 per honor roll achievement.
- 5) Allan Snowball \$200 bursary for graduating Naicatchewenin Fort Frances High School student with highest marks. The bursary will be awarded at the Fort Frances High School graduation ceremony.
- 6) Sportsmanship award to female and male athletes determined by the school. A gift, plaque and certificate will be awarded to these students.

These awards will be announced and given, with the exception of the bursary, at the community recognition ceremony.

Each graduate of Grade 12 will also receive \$150.00 as recognition of achievement.

7. SEVEN GENERATIONS

Students attending Seven Generations School must:

- 1) be out of the Fort Frances High School system.
- 2) complete a minimum of 3 credits in a year
- 3) must carry a minimum of 6 credits in a year.

8. SUSPENSION

Students may be suspended from Fort Frances High School level courses for the following:

- 1) Missing 18 days or more per year
- 2) Failing Courses
- 3) Misbehavior

Suspended student must complete a minimum of 2 credits at an alternative education institution before being readmitted to Fort Frances High School. The Education Counselor and the student will develop an education plan which will be agreed by both parties upon re-entry into Fort Frances High School. Students under suspension will not be allowed to participate in any Naicatchewenin sponsored activities. Students with failing grades may be referred to an alternative education program.

9. EXPLUSION

Students may be expelled from a secondary institution for the following:

- a) Drugs
- b) Bullying
- c) Fighting
- d) Threats
- e) Alcohol
- f) Weapons
- g)

Students being expelled from an eligible educational institution must wait until the next available school year prior to re-admittance. The Education Counselor and the student will develop an educational plan which will be agreed by both parties.

10. WITHDRAWLS

In order to withdraw from full time attendance at the Fort Frances High School, the student must:

- 1) Be 16 years of age or older
- 2) Wait for the next available semester before attending the same or any other educational institution.

Except in the following:

- 1) Racism where all attempts at resolution with the Education Institution have failed
- 2) Incarcerated students may be allowed to take correspondence or independent study
- 3) Pregnant students be allowed to take correspondence or independent study.

In these cases, these students may continue at the next available semester.

11. WORKSHOPS

The Education Counselor will attempt to develop workshops which may be relevant to the successful completion of student's academic programs. These workshops may include but not limited to:

- 1) Parent and Student responsibilities

- 2) Career Workshops
- 3) Post Secondary Education and Life
- 4) Social Problems as they affect school
- 5) Youth Council
- 6) Goal setting workshops
- 7) Study habits
- 8) Cultural Workshops

12. ROOM AND BOARD

The Naicatchewenin First Nation does not provide assistance to cover Room and Board costs of any student.

13. TRUANCY

Students are considered truant when they are not authorized to be away from regular scheduled classes. The Education Counselor will meet with the student and parent(s) and develop an education plan and agreement. If problems persist, the Education Counselor will meet with principal, parent(s), attendance counselor, and the student to further discuss the resolution of problems.

14. REPORTS

All students must sign a waiver to release attendance and report cards to the Education Counselor. The Education Counselor may meet with all the students and parents to discuss the reports and develop plans for future success or remedial action.

NAICATCHEWENIN FIRST NATION
POST SECONDARY SCHOOL
EDUCATION POLICY

Revised July 2006

POST SECONDARY EDUCATION POLICY

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1. INTRODUCTION

This post secondary school policy sets the terms and conditions of education, and regulations for all Full time students sponsored by Naicatchewenin First Nation and attending post secondary education of a continuing nature. This policy covers full time students except where specific agreement alters the policy.

Chief and Council have the power and authority to make policy regarding any aspect of management of the First Nation. The Chief and Council will delegate to the Education Committee the power to make decision about education programs governed by the First Nation and in accordance within approved policy.

The purpose of this policy is:

- 1) to enable Naicatchewenin First Nation members to gain access to Post Secondary Education;
- 2) to enable Naicatchewenin First Nation members to receive the skills and qualifications for the career of their choice;
- 3) to provide financial aid to Naicatchewenin First Nation band members for Post Secondary Education;
- 4) and to promote careers that will assist Naicatchewenin First Nation with its growth.

2. ELIGIBILITY

Approved applicants must be members of the Naicatchewenin First Nation and meet the entrance requirements of the Post Secondary Education.

3. TERM OF ASSISTANCE

Students are eligible to receive financial assistance for a maximum of 48 months. A student may exceed the maximum number of months: The Education Counselor will review the file for attendance, grades, career objectives, school history, budget availability, and any additional information the education committee may require. The Education Committee may approve exceeding this maximum term of assistance.

4. ELIGIBLE PROGRAMS

Assistance is provided to students enrolled in programs with the following accredited Post Secondary institutions:

- 1) College
- 2) University
- 3) Vocational Institutions

5. PRIORITY FOR ASSISTANCE

Students will be funded for courses of study in the following priority:

- 1) Continuing students currently receiving Post Secondary Assistance from the Naicatchewenin First Nation, providing he/she meets the GPA.
- 2) Grade 12 Graduates who have graduated within the year and normally reside in the community.
- 3) Grade 12 Graduates who have graduated more than one year ago and normally reside in the community.
- 4) Grade 12 Graduates who have graduated within the year and have resided in the community in the past.
- 5) Grade 12 Graduates who have graduated more than one year ago and have resided in the community in the past.
- 6) Mature students with the Grade 12 equivalency meeting Post Secondary entrance requirements and normally reside in the community.
- 7) Grade 12 Graduates who have graduated within the year and never resided in the community.
- 8) Grade 12 Graduates who have graduated more than one year ago and never resided in the community.
- 9) Second degree or diploma students and normally reside in the community.
- 10) Mature students with the Grade 12 equivalency meeting Post Secondary entrance requirements and have resided in the community in the past.
- 11) Second degree or diploma students and have resided in the community in the past.
- 12) Mature students with the Grade 12 equivalency meeting Post Secondary entrance requirements and never resided in the community.
- 13) Second degree or diploma students and never resided in the community.

6. WAITING LIST

A waiting list will be developed when applications exceed budget availability. Students not approved for funding will be placed on a prioritized waiting list. If an approved student is unable to attend an approved program, the next student on a prioritized waiting list is approved.

If the budget is exceeded by an approval, the Education Counselor will request an increase in the budget.

If the budget increase is not approved, the next student who's financial needs fit within the budget will be approved.

Students put on the waiting list will be subject to the same priority the following year unless their priority status changes. Any waiting list applicant must reapply for Post Secondary Educational Assistance again in the next school year.

7 FINANCIAL ASSISTANCE

Only full time students are eligible for financial assistance unless specified otherwise. Full-time students are those attending programs which meet the following;

- 1) at a recognized post secondary institution or committee approved vocational institution;
- 2) which operated for consecutive weeks for a minimum of 15 weeks including school breaks;
- 3) operates for 20 hours per week.

Cheques will be issued only at designated times. The designated times are the 1st and 15th of each month. If the 1st or 15th falls on a Saturday then the cheque will be released on the Friday before the designated date. If the 1st or 15th falls on a Sunday then the cheque will be released on the Monday after the designated date.

ELIGIBLE EXPENDITURES

The Education Committee may authorize the expenditure of funds for the following purposes:

- | | |
|-----------------------|---------------|
| 1) Tuition | 4) Tutorinn |
| 2) Books and Supplies | 5) Graduation |
| 3) Seasonal Travel | 6) Allowance |

1) TUITION

Students are eligible to receive a maximum amount to cover tuition fees for post secondary education. The fees will be paid directly to the institution at the maximum amount or the price of tuition, whichever is less. The maximum amount a student can receive is \$2,800 for college or \$5,000 for university tuition. Students will be responsible for tuition which exceeds the maximum. Tuition for US colleges and universities will be paid in equivalent Canadian funds.

2) BOOKS AND SUPPLIES

Students are eligible to receive assistance for books and supplies. All students are allowed a maximum of \$800 per semester to cover books and supplies for the current school year. Supplies may include uniforms for placements and may be subject to available funds. The current school year is 2 quarters for University, 2 semesters for College.

The Education Counselor will authorize setting up a book store account. The education institution's book store will maintain a charge account for each student up to \$800 per semester. Those who go over their budgets will have to pay for their own supplies from their own monies and may be reimbursed on expenditures which exceed the maximum from a reserve fund.

3) SEASONAL TRAVEL

Students are eligible to receive a maximum amount of \$800 per school year to assist with travel costs. Students must be moving to the location of the post secondary institution, the relocation must be in excess of 300 kilometers from normal residence. The funds will be disbursed in the following manner:

- 1) Travel to school at the beginning of the school year \$200
- 2) Travel at Christmas \$400
- 3) Travel to home at the end of the school year \$200

Students traveling in excess of 500 kilometers may receive the cost of air transportation. Students must get a quote for air travel two months in advance. Students may be given the equivalent to air travel based on a quote two months in advance.

Students are not eligible to receive daily travel. The costs for daily travel is included as part of the education allowance.

4) TUTORING

Students experiencing difficulties in courses may be eligible to receive up to \$100 per month for tutoring. Tutoring funds may be accessed with a supporting request from the professor or instructor of the education institution.

5) GRADUATION CEREMONIES Students are eligible to

receive the following upon graduation:

- 1) Student may be eligible to receive assistance to cover costs associated with graduation. Students may receive \$300 to cover the cost of gown and graduation pictures.
- 2) The Jackie Nelson Bursary of \$200 awarded by the committee to a deserving student and given at the education recognition ceremonies.

All graduating university and college students are eligible. Part-time programs are not eligible.

Upon graduation from a post-secondary institution, all full-time students will receive \$300.00 to recognize the achievement.

6) ALLOWANCES

Students employed full-time are not eligible for Post Secondary Allowances. A full time employed student is considered to work more than 20 hours in a week at minimum wage.

Maximum monthly allowance

Single student living with parents	\$675
Single student	\$1,000
Married/Common Law student with employed spouse	\$675
With 1 dependent	\$875
With 2 dependents	\$1,030
With 3 dependent	\$1,205

Add \$50 per month for each additional dependent thereafter.

Married/Common Law student with dependent spouse	\$1,000
With 1 dependent	\$1,095
With 2 dependents	\$1,355
With 3 dependent	\$1,555

Add \$50 per month for each additional dependent thereafter.

Single parent with 1 dependent	\$1,095
With 2 dependents	\$1,355
With 3 dependent	\$1,555

Add \$50 per month for each additional dependent thereafter.

Common-law is defined as living together for at least one year. In order to be eligible for dependent funding, dependents must be the natural born or adopted children of the student. Dependent is considered a person residing with the student without any means of income, who is 18 years of age or younger, and who is attending elementary or secondary school. Dependents must be identified at the time of application and cannot be changed in the school year except to decrease the number of dependents. Pregnant students expecting to deliver during the school year will provide expected date of delivery and will have their allowance increased during the month of expected delivery.

Monthly allowances includes child care, rent, food, utilities, local travel, and any other living expenses.

If a student experiences financial management problems, the Education Counselor may develop a financial management plan with the student.

9. POST SECONDARY INSTITUTION PROCESSING FEES

Students will be reimbursed for application fees to post secondary programs in which they are accepted and which they will be attending. Application fees will be reimbursed to a maximum of \$75.00. The student is required to provide a receipt prior to reimbursement.

10. PART TIME STUDENTS

Part time students will only have their expenses covered for tuition, books and supplies, and testing. These students will not be entitled to monthly living allowance.

11. LONG TERM HOUSING COMMITMENTS

Students may be housed in a student residence which requires an annual payment to cover the student's housing requirements. The monthly allowance will be adjusted to recover the expenditure over the school year. Any outstanding balances on housing, whether due to quitting a program or overexpenditure by the student, will be recovered by the band if the student should become employed by the band at any future time.

12. STUDENT FINANCIAL MANAGEMENT PLAN

Students experiencing financial management difficulties may request that the Education Counselor assist them with budgeting and financial advice.

13. RENT

Any student with rent obligations to the First Nation will have these payments automatically deducted from their education allowance.

14. LEAVE FROM PROGRAM

Students may leave their program without being suspended from future funding for the following purposes:

- | | |
|------------------------|---------------------------------------|
| 1) Maternity/Paternity | 3) Bereavement |
| 2) Medical | 4) Employment which is career related |

Students leaving for one of these purposes may be approved for funding in the next school year and continue where they left off providing the budget permits and their funding priority. After the next school year, a student on leave who does not attend at that time will have to reapply and be subject to the priority for assistance. All requests for leave of absence must be approved by the Education Committee or they are to be considered to have quit the program.

15. FAILURE OF A SUBJECT

If a student fails a subject and there is a legitimate reason, the Education Committee may consider covering the costs to redo the subject once. If the failure results from poor attendance, it is the responsibility of the student to pay for the course cost.

16. QUIT PROGRAM

A student may quit a program at the end or in mid semester. If the student quits, the following will apply:

- 1) If a student quits a program at the end of a semester, they are eligible to be considered for a program change and reapply for a new program.
- 2) If a student quits a program in mid semester, they are eligible to be considered for a program change provided that they have repaid any prorated assistance of any monies received after withdrawal or last attendance date.

Anyone not repaying financial assistance for which they were not eligible to receive may be suspended from future assistance for a period of not less than two years and not more than three years beginning at the end of the school term. The education committee shall determine the length of the suspension from post secondary assistance. The recovery of outstanding previous financial assistance not repaid will be recovered from future student allowance.

17. SUSPENSION OF FUNDING

Students may have their funds suspended for the following purposes:

- 1) Poor attendance;
- 2) Insufficient course load;
- 3) Suspended or expelled from college or university;
- 4) Misrepresentation of information on student application;
- 5) Receiving income support from sources other than those identified in the application, with the exception of part time employment;
- 6) Not meeting the terms and conditions of the signed waiver form.

The Education Counselor may suspend funding for these purposes and will result in the student being ineligible for post secondary assistance for a minimum of two years and a maximum of three years. Upon discovery of a reason for suspension, the Education Counselor may withhold any financial assistance scheduled to be paid until a meeting with the Education Committee is convened to discuss the suspension.

18. APPLICATION PROCESS

The following process will be used to ensure a consistent approval process.

- 1) Deadline for Fall Semester is a date designated by the Education Counselor in June.
- 2) Students are required to complete and sign an Application for Student Assistance for the coming school year.
- 3) All students must provide the following:
 - a) Letter of acceptance for new students
 - b) Transcripts for continuing students
 - c) Verification of dependents such as a birth certificate, status card, or similar identification
- 4) All students must sign a waiver form prior to application being reviewed.
- 5) The Education Counselor will review the applications and provide a summary and priority according to the policy.
- 6) The Education Counselor will establish a committee meeting for the purpose of reviewing and approving students for the coming school year.

Late applications will not be considered until all applications received within the deadline date have been considered. Late applications may be approved or put on a waiting list depending on availability of funds.

19. PRIOR AGREEMENT

All post secondary students will be bound by this policy.

20. APPEALS

In the event that an applicant who is a band member does not agree with a decision made by the committee, a written appeal must be submitted to the Education Committee within 30 days of the decision. The Education Committee will request supporting documentation from the Education Counselor relating to the decision.

If the band member does not agree with the decision in the appeal, a written appeal to Chief and Council must be done within 15 days of the decision on the appeal to the Education Committee. The Education Counselor will provide a memorandum explaining how the policy was applied in the decision, along with any correspondence and documentation to the CEO. The Education Committee will be represented by the Councillor with the Portfolio for Education. The Chief and Council's decision will be final.

Expenses relating to any and all appeals are the sole responsibility of the applicant.

21. ADULT EDUCATION .

From time to time adult members of the community may require or desire to enhance their education level and attend a short-term course (one week or less). The Education Counsellor may approve expenditures for these types of course if less than \$1000.00 is being spent, and there are funds available within the allocated education budget.

More than \$1000.00 must be approved by the Education Committee.

If the community member fails to complete the course, all money must be paid back within 30 days.

22. WAIVER FORM

I _____ being a student at _____, have read the Naicatchewenin First Nation Education Post Secondary Policy and agree to the terms and conditions of sponsorship. I have considered this as a consent form for the Education Counselor of Naicatchewenin First Nation to receive my grades and time table for Semester 1 and 2. My responsibility for sponsorship is to ensure that:

- 1) I will take my studies seriously and attend classes on a regular basis.
- 2) I will maintain a "C" average or better.
- 3) I will inform the Education Counselor when I withdraw from any course/program.
- 4) I understand I need to attend classes on a regular basis in order to receive a monthly student allowance or I will not be eligible for student allowance.
- 5) If I receive funding that I am not entitled to receive, I will pay that amount back to the Education Department before I can receive any more funding.
- 6) I agree that the Education Counselor can access my student records in the performance on his or her duties.
- 7) All students' records accessed by the Education Counselor on behalf of the education committee, CEO, and Chief and Council and will remain in the strictest confidence from all others.

SIGNED AND WITNESSED ON THIS DATE:

STUDENT SIGNATURE

EDUCATION COUNSELOR

EDUCATION **POLICY APPROVAL**

This policy shall be reviewed annually and will be subject to change when and if necessary.

Naicatchewenin First Nation will be bound by this policy and failure to abide by this policy can be grounds for appeal in a court of law.

This Education Policy was approved by Chief and Council of Naicatchewenin First Nation at a meeting held on October 12, 2006.

Councillor Orville Smith