

INTRODUCTION

The ʔakisq̓nuk First Nation Education Department Policies and Procedures Manual is a tool to assist the Education Manager to:

- Make fair and equitable decisions
- Review the Education Department's progress
- Make recommendations for change and understand how those recommendations can be addressed and modified.

MANDATE

The Education Department is bound to the ʔakisq̓nuk First Nation Membership and Community to deliver services and programs that will contribute to quality educational experiences for its people.

AMENDMENT CLAUSE

The Education Policies and Procedures Manual shall be adopted by Chief and Council.

These policies and procedures will be reviewed on an annual basis, by the Education Manager. Any changes will be recommended to Chief and Council.

PRE-SCHOOL / ELEMENTARY / SECONDARY

Responsibilities

Parents

- Communicate with the Education Manager to ensure child is included on Nominal Roll.
- To ensure their child's regular attendance at school
- To ensure their child's regular nutritional needs are tended to
- To be aware of school policies, programs, rules and routines
- To share concerns openly and immediately with the appropriate person
- To respond to notes, memos and requests
- To tell their child's teacher when things are going well, and, when they are not, to describe concerns clearly.
- To be reasonably patient and respectful with the people responsible for education their child
- Take an active role in their child's education by participating in field trips and other school activities

Students

- Attend school everyday
- Complete assignments
- Follow rules and regulations
- Inform Parent, Education Department, or Aboriginal Education Support Workers of any difficulties you are having, or assistance you feel you need.

Aboriginal Education Support Workers

- Positive role model for all students
- Liaison between students, schools, parents, bands, and school boards
- Providing tutoring and classroom support as needed
- Communicating progress to parents on a regular basis
- Encouraging parents and students to participate fully as members of the school community

Education Department

- Ensure all eligible students are included on the Bands Nominal Roll
- Support the student
- Support the parent

- Work with the Aboriginal Education Support Workers on assisting the students' success
- Ensure all parties adhere to the Local Education Agreement (LEA) and the Enhancement Agreement.

Pre-School

Parents / Guardian may choose to enroll their child into a preschool program to prepare their child for Kindergarten. The ʔakisq̓nuk First Nation Education Department shall pay registration fees for preschool students who are eligible to be included on the Nominal Roll for that year.

Should a parent decide to register their child, and the child is not eligible to be included on the Bands Nominal Roll, the responsibility of any costs incurred shall be that of the parent.

Extra costs

Any extra costs, i.e. School Pictures, etc. is the responsibility of the Parent / Guardian.

Elementary

Parents / Guardians are responsible to ensure their child is registered in a recognized Education Program by September 30th.

Parents should contact the Education Manager to ensure their child is eligible to be included on the Bands Nominal Roll and receive funding for their educational needs.

Access to Information Form

Parents are required to sign and submit a Access to Student Information form to the Education Manager. This allows the Education Manager to have access to records from the school to review accomplishments and achievements throughout the year. This also assists in providing additional services to the student if needed.

School Supplies

All required school supplies are purchased by the Education Department and distributed to the students accordingly.

Transportation

Regular transportation shall be provided through the School District. Students are able to ride the school bus based on the regularly scheduled route.

All students are required to adhere to the rules and regulations set out by the School District. The Education Department will not provide special transportation.

Field Trips

The Education Department will cover the mandatory costs for students to participate in field trips. Meals and extra costs will remain responsibility of the parent / guardian.

Musical Instruments

A one-time allowance per student will be provided to go toward the purchase and /or rental of a musical instrument.

Tutoring

Tutoring and Homework Sessions take place on a regular basis in the school. Students and their Parents are encouraged to discuss any academic difficulties with the school in order to receive these services.

If there is further support needed, the parent is to submit a written request to the Education Manager for consideration. Approval of such requests is dependent on available funds.

Extra Costs

Any extra costs, i.e. School pictures, etc., is the responsibility of the parent / guardian.

Secondary

Parents / Guardians are responsible to ensure their child is registered in a recognized Education Program by September 30th.

Parents should contact the Education Manager to ensure their child is eligible to be included on the Bands Nominal Roll and receive funding for their educational needs.

Access to Information Form

Parents are required to sign and submit a Access to Student Information form to the Education Manager. This allows the Education Manager to gain access to records from the school to review accomplishments and achievements throughout the year. This also assists in providing additional services to the student if needed.

School Supplies

All students on the Band's Nominal Roll will receive a school supply allowance to be issued twice annually, at the end of August and the end of January.

This Allowance is intended to purchase supplies required for the student.

- Students in Grade 8 and 9 will receive \$40.00 payable to parent / guardian.
- Students in Grade 10 to 12 will receive \$40.00 payable directly to the student.

In some classes, the student will require special supplies. (i.e. Sewing, woodwork, metal work, etc). Special supplies will be covered on a reimbursement basis upon submission of receipts, unless prior arrangements have been made with the Education Manager.

Transportation

Regular transportation shall be provided through the School District. Students are able to ride the school bus based on the regularly scheduled route.

All students are required to adhere to the rules and regulations set out by the School District. The Education Department will not provide special transportation.

Field Trips

The Education Department will cover the mandatory costs for students to participate in field trips. Meals will remain responsibility of the parent / guardian.

Musical Instruments

Rental fees for musical instruments will be paid by the ʔakisq̓nuk First Nation Education Department for one musical instrument per year, for students enrolled in a music program as part of their school program.

It is the responsibility of the student to maintain the instrument and return it to the school at the school year end.

In the event that it is required to purchase a musical instrument, that musical instrument will remain property of the ʔakisq̓nuk First Nation Education Department unless other arrangements have been made.

Tutoring

Tutoring and Homework Sessions take place on a regular basis in the school. Parents are encouraged to discuss any academic difficulties with the school in order to receive these services.

If there is further support needed, the parent is to submit a written request to the Education Manager for consideration. Approval of such requests is dependent on available funds.

Extra Costs

Any extra costs, i.e. School pictures, etc., shall be the responsibility of the parent / guardian.

Secondary Graduation Allowance

A graduation allowance will be provided to students graduating from High School and on the Band's Nominal Roll. This allowance is intended to offset the costs of the Graduation activity costs.

The rate will be determined annually by the Education Department.

Home Schooling

Parents may choose to teach their child at home for various reasons. The ʔakisq̓nuk First Nation Education Department is not responsible for any costs incurred through Home schooling. It is the responsibility of the parent / guardian to correspond directly with the Ministry of Education. The Education Department may provide services to assist in this process.

Adult Education

Eligible Adult students are those who:

- Are registered in the Indian Registry System (IRS) and living on reserve
- Have not graduated from High School and are not in receipt of a BC Dogwood Certificate
- Are enrolled in an approved adult program which meets the curriculum standards and funding requirements of the Ministry of Education

These students are to be included on the Band's Nominal Roll, and provided the same services as Secondary students, as outlined in this policy.

POST SECONDARY

Post Secondary Student Support Program (PSSSP) & University College Entrance Preparation (UCEP)

Full time

A full time student is enrolled in a Post Secondary Institution in a full time course load, as defined by the institution.

It is the responsibility of the student to ensure and provide proof to the Education Manager that their courses for each semester meet the requirements to maintain Full-time status.

Failure to do so may result in disruption in their Education Funding.

Eligibility

In order to be eligible for Band Sponsorship from ʔakisq̓nuk First Nation Education Department, one must:

- Be a registered member of ʔakisq̓nuk First Nation
- Be resident of Canada for 12 consecutive months prior to application
- Meet the university or college entrance requirements
- Be enrolled or accepted into a eligible program of studies according to the criteria outlined in the National Program Guidelines.

Application Process

Each new student requesting Band Sponsorship will be required to complete a ʔakisq̓nuk First Nation Education Assistance application form.

Proof of Acceptance

Students requesting Band Sponsorship are required to submit a “letter of acceptance” from the College / University they are enrolled in. Funding approval is dependent on availability of funds.

Release of Information Form

A student requesting Band Sponsorship is required to sign a “Access to Student Records” form and submit at the time of requesting sponsorship.

Application Deadline

Applications are to be received no later than:

- June 30th to be considered for Band Sponsorship for September

- November 15th to be considered for Band Sponsorship for January
- April 15th to be considered for Band Sponsorship for Summer Sessions.

Application for Continuing Students

Students who are continuing their studies in the following year, but in the same program, will be required to submit written notice to the Education Department of their academic plans for the year, by June 30th.

The student will also be required to submit their transcripts from the previous term / year, and proof of continued acceptance from the Institute attending, to the ?akisq̓nuk Education Manager.

If the student is unable to provide these, they must contact the Education Manager to make alternate arrangements.

Failure to do so will indicate that Band Sponsorship is no longer required and the student's funding will cease.

Selection Procedure

The Education Manager will accept all applications and ensure the student has completed all necessary information.

After the Deadline, all applications will be reviewed and decided on, based on Priority for funding, as well as available funds for the year.

Priority for Funding

Priority will be given to applicants who are:

- Continuing students who have attended the previous year without interruption;
- Students who are on previous year's waitlist
- New applications

Waitlist

Any students who are eligible for Band Sponsorship, but there are no available funds for the year, will be placed on the waitlist.

This list shall be updated annually. The Education Manager shall confirm with the applicants on the waitlist from the previous year if they are still requiring Band Sponsorship as per their Application.

Reporting

Each student will be responsible to submit monthly reports on their progress, attendance, and any course changes to the Education Manager. Reports are to

be submitted by the 20th of each month. Students are required to submit mid-term reports from the College / University and year end transcripts to the Education Manager.

A student's Living Allowance will not be issued until their monthly report is received.

Conditions for Termination of Funding

If a student fails to comply with the ?akisq̄nuk First Nation Education Policies and Procedures, funding may be terminated.

Reasons for termination of funding may include:

- Poor class attendance
- Failure to meet the minimum grade expectations required by the Post Secondary Institute
- Failure to maintain Full time status
- Use of Education funding for non-educational purposes

Educational Upgrading

The Education Department has the authority to recommend students for educational upgrading and contact the appropriate resources for educational career counselling if required prior to College / University entrance.

Grievances and Appeals

It is the policy of the ?akisq̄nuk First Nation Education Department that all students receive fair and equitable treatment. However, should any student be concerned that the preceding policies and procedures have not been fairly applied to his / her situation, the student may make appeal in the following manner:

1. Meet with the Education Manager within 10 business days and state the grievance. The Education Manager will be obligated to discuss the student's problem and try to resolve it.
2. If the student is still not satisfied with the decision, then a grievance must be submitted in writing to the Chief and Council within 3 business days. The Chief and Council will review all related information of the grievance, both from the student, and the Education Department, and provide a decision. This decision will be final.

Terms of Level and Limits of Assistance

Support will be provided for three levels of Post Secondary Education:

Level I - Community College and CEGEP diploma or certificate program.

Level II - Undergraduate Degree Program

Level III - Advanced or Professional Degree Programs

Financial assistance for Tuition, fees, books and supplies may be provided to students enrolled in all three levels without limits.

Assistance for Travel and Living expenses may be provided to students to complete one program at each level.

Level II may include assistance for an additional degree program at the bachelor level which has as a prerequisite an undergraduate degree.

Tuition

Any Tuition costs that a student is funded for will be paid by the Education Department directly to the Institute in which the student is enrolled.

Books and Supplies

Funding for Books and Supplies are for those **required** for the student's program. The Education Department will reimburse the student for these costs upon submission of receipts to the Education Manager.

Non-Completion of Program

In the event that a student withdraws from a program without notification to the Education Manager, any funding will be suspended immediately. The student will be required to refund the total cost of Tuition, Books and Supplies to the Education Department. The student may be refused Band sponsorship until reimbursement is made in full.

Upon reinstatement following any period of suspension, a student will be placed on academic probation for at least the first semester.

Living Allowance

Living Allowances are expected to cover normal daily living expenditures such as food, lodging, and local travel. Students who have dependents are expected to cover childcare costs. The following are a schedule of monthly living allowance rates set out by the ʔakisq̓nuk First Nation Education Department:

Single Student living with Employed parent	\$ 330.60
Single Student	\$ 900.60
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Married Student with Employed Spouse	\$ 769.50

With 1 Dependent	\$ 969.00
With 2 Dependents	\$1174.20
With 3 Dependents	\$1373.70
\$57.00 per month for each additional dependent	

Married Student with dependent spouse	\$1020.30
With 1 Dependent	\$1191.30
With 2 Dependents	\$1373.70
With 3 Dependents	\$1544.70
\$57.00 per month for each additional dependent	

Single Parent	
With 1 Dependent	\$1191.30
With 2 Dependents	\$1373.70
With 3 Dependents	\$1544.70
\$57.00 per month for each additional dependent	

High Rent

Married students with a dependent spouse and 2 or more dependents, as well as single parents with 2 or more dependents are qualified for this subsidy if their place of study is located in one of the following high rental areas: *Vancouver, Victoria, Calgary, Yellowknife, Thunder Bay, Toronto, Ottawa, Barrie, Windsor, Oshawa, Peterborough and Halifax.*

The student is expected to supply a rent receipt from their Landlord to received the additional rent allowance.

Cheque Issue

Cheques will be issued on the 20th of each month and will be mailed unless previous arrangements have been made with the Education Manager.

Travel Subsidy

Full time students are eligible for a travel subsidy where they must change his / her place of residence to attend the Post Secondary Institute.

This subsidy will equal two return trips at the rate most appropriate for travel. Travel subsidy schedule will be as follows:

- To the Post Secondary Institute at the beginning of the academic year
- Return trip during the Christmas Holidays
- Home at the completion of the school year

The student shall speak with the Education Manager to ensure they are eligible for this subsidy, and to confirm the schedule for payment.

Contingency Funding

In the event of a death or major illness in the immediate family (father, mother, brother, sister), full time students and dependents are eligible to receive one trip at the rate most appropriate for travel.

Scholarships

Students may apply to the Education Department to access any incentives that may be available for completion of their program.

Part time

A part time student is enrolled in a Post Secondary Institution in less than a full time course load, as defined by the institution.

Funding for Part time students is in accordance with these policies and procedures, however, it is limited to only include:

- Tuition and Fees
- Books and Supplies

Eligibility

In order to be eligible for Band Sponsorship from ʔakisq̓nuk First Nation Education Department, one must:

- Be a registered member of ʔakisq̓nuk First Nation
- Be resident of Canada for 12 consecutive months prior to application
- Meet the university or college entrance requirements
- Be enrolled or accepted into a eligible program of studies according to the criteria outlined in the National Program Guidelines.

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Students who are continuing their studies in the following year, but in the same program, will be required to submit proof, from the Institute, of their continued acceptance.

The student will also be required to submit their transcripts from the previous term / year to the ?akisqnuq Education Manager.

If the student is unable to provide these, they must contact the Education Manager to make alternate arrangements.

Failure to do so will indicate that Band Sponsorship is no longer required and the student’s funding will cease.

Selection Procedure

The Education Manager will accept all applications and ensure the student has completed all necessary information.

After the Deadline, all applications will be reviewed and decided on, based on Priority for funding, as well as available funds for the year.

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Priority will be given to applicants who are:

- Continuing students who have attended the previous year without interruption;
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- New applications

Waitlist

Any students who are eligible for Band Sponsorship, but there are no available funds for the year, will be placed on the waitlist.

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Each student will be responsible to submit monthly reports on their progress, attendance, and any course changes to the Education Manager. Reports are to be submitted by the 20th of each month. Students are required to submit mid-term reports from the College / University and year end transcripts to the Education Manager.

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Reasons for termination of funding may include:

- Poor class attendance
- Failure to meet the minimum grade expectations required by the Post Secondary Institute
- Use of Education funding for non-educational purposes

Educational Upgrading

The Education Department has the authority to recommend students for educational upgrading and contact the appropriate resources for educational career counselling if required prior to College / University entrance.

Grievances and Appeals

It is the policy of the ᖃakisᖅnuk First Nation Education Department that all students receive fair and equitable treatment. However, should any student be concerned that the preceding policies and procedures have not been fairly

applied to his / her situation, the student may make appeal in the following manner:

3. Meet with the Education Manager within 10 business days and state the grievance. The Education Manager will be obligated to discuss the student's problem and try to resolve it.
4. If the student is still not satisfied with the decision, then a grievance must be submitted in writing to the Chief and Council. The Chief and Council will review all related information of the grievance, both from the student, and the Education Department, and provide a decision. This decision will be final.

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Support will be provided for three levels of Post Secondary Education:

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Level III - Advanced or Professional Degree Programs

Financial assistance for Tuition, fees, books and supplies may be provided to students enrolled in all three levels without limits.

Level II may include assistance for an additional degree program at the bachelor level which has as a prerequisite an undergraduate degree.

Tuition

Any Tuition costs that a student is funded for will be paid by the Education Department directly to the Institute in which the student is enrolled.

Books and Supplies

Funding for Books and Supplies are for those **required** for the student's program. The Education Department will reimburse the student for these costs upon submission of receipts to the Education Manager.

Non-Completion of Program

In the event that a student withdraws from a program without notification to the Education Manager, any funding will be suspended immediately. The student will be required to refund the total cost of Tuition, Books and Supplies to the Education Department. The student may be refused Band sponsorship until reimbursement is made in full.

Upon reinstatement following any period of suspension, a student will be placed on academic probation for at least the first semester.

UCEP (University College Entrance Preparation)

UCEP students shall be funded in the same way as regular post secondary students, except:

- Students may be funded for a UCEP program up to a **maximum** of one (1) academic year (as defined by the institution).

Eligible UCEP Programs:

- Provide the prerequisites and / or supporting courses for students to attain the academic level required ofr entrance into a college or university program
- May include Adult Basic Education (ABE) courses (not Ministry of Education K – 12 courses)
- Must be offered in a Canadian post-secondary institution

UCEP Requirements:

- A statement from the post- secondary institute offering the program which attests that:
 - The UCEP program will provide the student with the necessary courses to attain the academic level for college or university entrance, and
 - The student will be eligible to be accepted into a regular college or university credit program upon successful completion of the UCEP courses.
- Financial support for the second term UCEP will be subject to receipt of a statement from the institution confirming the successful completion of the first term.