



# Williams Lake

FIRST NATION

## U41 Elementary & Secondary Policy and Procedures Manual

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## PURPOSE

The WLFN Elementary and Secondary Policies and Procedures Manual has been developed to provide registered WLFN members and ISC Nominal Roll students' parents/caregivers and students with a comprehensive and detailed, yet understandable guide on the WLFN Education Department. In the WLFN Policy and Procedures Manual, you will understand the responsibilities of the parents/caregivers, program eligibility and the student's responsibility. It is essential for all parents/caregivers to fully understand their rights and responsibilities and through this open administration we are able to ensure that all students are treated in a fair and consistent manner.

The WLFN Elementary and Secondary Policies and Procedures Manual is a guide to assist staff to administer the program and provide administrative and financial support to the WLFN registered member and ISC Nominal Roll students' parents/caregivers for the students who are participants in the WLFN Elementary and Secondary Policies and Procedures Program. This policy is subject to amendment from time to time based on changes to the WLFN Elementary and Secondary Policies and Procedures Manual and requirements of the parents/caregivers and students.

Note: decisions made regarding the financial support of registered Band members and ISC Nominal Roll students who wish to be considered students under the provisions of this policy will be made in the best interest of all students and are contingent upon the Band's ability to fund education programs. Parents/Caregivers should be aware the financial support provided under this policy is provided to cover most of the costs associated with pursuing an elementary/secondary education, in no way is the financial support intended to be a replacement for a wage, salary, or other types of support payments.

## RESPONSIBILITIES

### Parent/Caregiver Roles:

Parents and Caregivers play a key role in their children's education. Reflecting that importance, the *BC School Act* states that **parents and caregivers are entitled to:**

- Be informed of their children's attendance, behavior, and progress in school;
- Receive annual reports respecting the general effectiveness of educational programs in the public and private schools within the Cariboo Chilcotin of School District No. 27;
- Examine all records kept by the public and private School Boards pertaining to their child;
- Be consulted regarding the placement of a child with special needs;
- Be involved in the planning, development and implementation of their child's education program;
- Belong to a parents' advisory council;

In addition to those rights – **parents and caregivers are justified in expecting the following:**

- Parents and Caregivers should be informed and involved in education decisions that affect their children, including changes in the courses they are taking.
- Parents and Caregivers should be consulted about the type and nature of assessments for their child. Parents and Caregivers should be asked to give their consent before formal assessment takes place. Parents and Caregivers should also be informed of the results.
- Parents and Caregivers should have their concerns listened and responded to promptly and respectfully.
- Parents and Caregivers should have access to personnel, such as teachers, teaching assistance, principals, and School Board members for information and help.
- Parents and Caregivers should have their concerns treated with confidentiality.
- Parents and Caregivers should receive understandable progress reports.
- Parents and Caregivers should be involved in the planning process and review of their child's Individual Education Plans (IEP's), including signing the IEP agreement.

**Parent/Caregiver Responsibilities:**

- To ensure their child's regular attendance at school;
- 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 children's teachers when things are going well, and when they are not;
- To describe concerns clearly; and
- To be reasonably patient and respectful with the people responsible for educating their child.
- Contact and update the WLFN Education department if there are any contact information changes or changing of schools.
- Sign the WLFN F197 Waiver form.

**Teachers Responsibilities:**

Classroom teachers are responsible for the progress of individual children. The teacher's duties include the following:

- Planning instruction for the class and for individual students.
- Evaluating and reporting on each child's progress.
- Communicating with parents regarding their child's education.
- Supervising and coordinating the work of teaching assistants.
- Modifying and adapting their teaching style and activities to help each student achieve success.
- Implementing the goals and objectives of Individual Education Plans (IEP's).
- Coordinating and managing information from other support personnel, such as counselors, speech therapists, social workers, etc.

### **Eligibility Requirement:**

Must be a Registered Member of WLFN and/or qualifies on the ISC Nominal Roll of the WLFN including students of parents in a Post-secondary institute. Student enrolled and attending a Public, Private, Independent or Band School.

Students qualifying for nominal roll must be living on reserve or students of parents attending a post-secondary institute. In the event that there are students living 50/50 on and off reserve the WLFN Education department requires written documentation of the 50/50 agreement from Parent/Caregivers. Parents/Caregivers will be required to register the on reserve address with the school.

Students In Care whom ordinarily live on reserve.

### **Eligible Schools:**

- a) School District #27; Independent School – *Secondary*
  - Lake City Secondary – Columneetza Campus - Grades 7 to 9
  - Lake City Secondary – Williams Lake Secondary Campus – Grades 10 to 12
  - Skyline Offsite Alternate School – Grade 8 to 12
  - Maranatha Christian School – Grade 7 to 12
  - Cariboo Adventist Academy – Grade K4 to Grade 12
  - Graduating Roots Other Ways (GROW) Grade 8 to 12
  - Transitions, SD#27 Grades 8 to 12
  
- b) School District #27; Independent; Band School – *Elementary*
  - 150 Mile Elementary School – Grades K to 6
  - Maranatha Christian School - Grades K to 6
  - Sacred Heart Catholic School – Grades K to 7
  - Choices Elementary – Transitions Program Grades Primary Grades
  - Little Chiefs Primary School – Grades K4 to grade 4 (Band Operated School)
  
- c) WLFN Post-Secondary students' children attending K-12 in the location of University.

### **Public School Bus Transportation:**

All students that ride the school bus **MUST** be pre-registered for the School District #27 school bus each school year. Bus routes and times for the school year will be determined based on information provided. SD #27 school bus registration forms are available for signature at the WLFN Education department.

### **Indigenous Service Canada (ISC), formerly known as Department of Indian Affairs (DIA) Funding Guideline:**

- a) Funding is based on the number of registered WLFN students that qualified on the ISC Nominal Roll (ISC student count form) as of September 30<sup>th</sup> of each year and attending a Public or Independent or Band Operated Schools.

**b) Nominal Roll:**

- Definition: a census of Registered WLFN students who live on reserve or students of parents attending University, students whom attend elementary or secondary school, and whose education is being funded by the Federal Government.
- The nominal roll is a crucial element of the funding process used by INAC.
- The nominal roll data form must be compiled, completed and signed by the WLFN Chief Administrative Officer and WLFN Education Senior Manager to be remitted to the ISC office by September 30<sup>th</sup> of each year.

**Funding Provided:**

**Direct Deposit:** Parent/Caregiver to ensure Bank Information criteria is completed and the Bank Information is provided to the WLFN Education department for both student and parent/caregiver. Banking Information required: Bank Name; Bank Account Number; Bank Transit Number. Funding will not be issued without direct deposit information.

Parents will be eligible to receive by direct deposit the School Supplies cheque.

Students will be eligible to receive by direct deposit for Grade Incentive and High School Student Allowance Incentive Program.

Cheque requisition will be provided to extracurricular businesses, tutoring or reimbursable to parent/caregiver.

**Fees covered/mandatory school fees:**

High School Fees – Will be paid by the Williams Lake First Nation. i.e.: Textbook, Student Activity, Locker Rental, and Grad Fees - pending funding availability and amount may change without notice.

- School Supplies
  - An amount will be determined prior to September of each year pending funding availability. Mandatory to complete F197 Student Waiver Form, U46 Extracurricular Form and SD #27 bus form to receive School Supplies funding.
- Grad fees invoiced from the school – Students responsibility to send a letter of completion signed from the school to the WLFN Education department.

**Extracurricular Activities Funding**

On/Off Registered WLFN Students enrolled in either Grade Kindergarten through 12 may access Extracurricular Activities Funding per school year; April to March in the amount of \$350.00 pending funding availability and amount may change without notice.

It is the responsibility of the Parent/Caregiver to ensure the Sport/Education/Training Facility fax or email the Invoice to the WLFN Education department. The required information to be stated on Invoice is: Student's Name; Name of Program; and Maximum invoice of \$350.00 per year – (April to March).

**Fees also covered pending funding availability:**

- Summer school or tutoring from June to September (requires teacher/school written recommendation and parent/student commitment to fully attend program).
- Class supplies – sewing, art, metal & wood work
- Student Travel, maybe requested from School District
- Music Lessons
- Fieldtrips Trips (waterslides, camping & skiing)

**Additional Student Support Criteria:**

- Tutor Funding Criteria
  - Be registered and attending local, public, independent or band school
  - Apply to local tutor only
  - Be assessed and recommended by the school district, private, independent or band school
  - Attend the WLFN after school tutor program if available

Financial Criteria for funding private education tutor is that all parents must:

- Exhaust all other funding possibilities
- Written confirmation from Teacher that student requires a tutor

**Education Grade Incentive Program**

The Education Grade Incentive applies to on/off reserve WLFN Registered members and ISC nominal roll students. These funds are subject to annual availability. Incentives maybe provided to prior report cards up to one year. The *Education Grade Incentive* cheque will be made payable to the student whom is in attendance at Schools identified in Section: Eligible Schools.

**Elementary Grades Incentives for Grades Kindergarten to Six**

A's = \$10.00 each                      B's = \$5.00 each

**Middle School Grades Incentives for Grades Seven to Nine**

A's = \$20.00 each                      B's = \$10.00 each

**High School Grades Incentives for Grades Ten to Twelve**

A's = \$20.00 each                      B's = \$10.00 each

All Recognition Incentives will be provided in a monetary value of \$20.00 each indicating on enrolled Student's Report Card the following:

- Honorary

- Work Ethic
- Most Improved
- Outstanding Recognition
- Principal List
- Letter of recognition provided by the School

### **High School Student Monthly Allowance Incentive Program**

High School Student Monthly Allowance Criteria, pending funding availability

- To provide monthly incentive allowances for Students attending Secondary School in Grades 7 to 12 from September to June.
- Students must be registered and attending school.

Eligible High School Students Allowance<sup>1</sup> are paid Monthly (September to June) as follows:

- Grade 7 \$10.00
- Grade 8 \$11.00
- Grade 9 \$11.00
- Grade 10 \$11.00
- Grade 11 \$20.00
- Grade 12 \$33.00

### **High School Graduation – One Time Incentive Criteria**

- Prior to release of the High School Graduation One-time Incentive of \$250.00, the WLFN is to be in receipt of a letter from the School verifying student's Certificate of Graduation (Dogwood Diploma) or Adult Dogwood Diploma, or School Completion Certificate Program (SCCP), Evergreen Certificate; or General Educational Development (GED) Certificate.
- The Parent/Caregiver and Student to complete the U45 WLFN High School Graduation Incentive Application and U55 WLFN Education High School – Post-Secondary Graduation Incentive Policy, prior to student receiving the incentive.

### **School District Relations:**

- a) First Nations Education Council (FNEC) School District #27
  - FNEC is comprised of Political Leaders, Education Authorities, Principals, School Counselors, Support Workers representatives that represent all First Nation students of aboriginal ancestry. The education Council is committed to ensuring adequate education services and oversees targeted funds for all First Nation students.
  
- b) Enhancement Agreement (EA) with School District #27
  - The LEA is intended to improve the educational performance of all aboriginal learners within the School District #27 jurisdiction. The Band, School District

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<sup>1</sup> Allowance amounts may change without notice and pending funding availability.

and Ministry signed an agreement to identify the need for ongoing relationship building and communication.

- The purpose of the Enhancement Agreement are as follows:
  - (a) To commit to create a climate that is culturally sensitive, welcoming and supportive of First Nations at all School District worksites.
  - (b) To ensure First Nations students achieve academic and social success.
  - (c) To honor and actively support the revitalization of the histories, cultures, governance and languages of the First Nations.

#### **Local Education Agreements (LEA):**

Local Education Agreements (LEA) with School District #27 and Private schools

- An LEA is intended to provide funding to First Nations for the purchase of education services for Kindergarten to Grade 12 students. Therefore, the WLFN has an LEA agreement with School Districts #27 and private schools that outlines the accountability and responsibility shared to ensure appropriate education services for all First Nations' students are met.