



Sagamok Anishnawbek Secondary Student Support Policy Handbook



October 5, 2011

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"To accomplish great things, we must not only act, but also dream; not only plan, but also believe." - Anatole France

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PURPOSE OF HANDBOOK

- Quality Education
- Quality Results
- Student Success
- Provide access & opportunities in Education

The Sagamok Anishnawbek Education Unit has developed these operating guidelines in accordance with the funding agreement with Indian and Northern Affairs Canada (INAC). The creation of this booklet is to provide the community with written policies and procedures followed by the Sagamok Anishnawbek Education Unit.

VISION

Empowering Sagamok Anishnawbek to be academically successful and culturally enriched.

VALUES

Fairness: Everyone has an equal opportunity to Education

Quality: We strive to provide the best education for our learners

Accountability & Commitment:

We are accountable to our community and stakeholders and commit to offer access and quality education to our learners

Equality: Equality in Education services for every member of our community

Empathy: We will be empathetic to the needs of all children thereby strengthening their well-being and ensuring success

MISSION STATEMENT

The Sagamok Anishnawbek Education Committee is an Anishnawbe, Community-Controlled and a Community-Based Educational Network. We shall provide a holistic educational process towards the well-being of the individual learner of the Sagamok Anishnawbek Nation.

We are committed to ...

- the integrity of each learner
- that each learner strives to the best of his/her abilities
- the preservation of our culture and Anishnawbe Language

- the promotion of our Anishnawbe values and beliefs through our educational environment
- the respect of one's self, others, and society as a whole
- providing the best resources for our learners
- accessing and providing alternative mechanisms for the best interest of our learners
- fostering a sense of unity, pride, and self-worth in the ownership of our community
- nurturing the learners' physical, social, emotional and spiritual well-being.

ANISHNAWBE CODE OF CONDUCT

The Code of Conduct is based on the Seven Grandfather Teachings. The Teachings provide the framework for creating and sustaining a safe environment that is conducive to success with living and learning. To use respect, truth, honesty, bravery, humility, wisdom and love demonstrates taking responsibility for who we are as Anishnawbe people.

Mnaadendiwin/Respect: to honour and appreciate. The student appreciates and honours self, others, the animal world and the environment.

Debwewin/Truth: to be real and genuine. The student is unique and follows his or her own path. The student is developing his/her own strengths.

Gwekwaadziwin/Honesty: to know, say, and do the right thing, even when it is difficult. The student is sincere and reliable and behaves well in the school and in the community. The student is truthful and does not lie about others.

Aakdewin/Bravery: to have courage and is willing to take risks. The student does what is right even if it is not popular with others. The student is willing to take risks by sharing creative ideas with others.

Dbadendiziwin/Humility: to be modest. The student allows others to share their skills. The student does not put self before others and does not bully or tease others. The student is happy when others are successful.

Nbwaakaawin/Wisdom: to value learning and knowledge. The student enjoys learning and uses knowledge to live a good life and to help others.

Zaagidwin/Love: to love self, others and the animal world, and the environment. The student shares with others and is always

willing to help. The student gets along with other people.
The student cares about all living things.

RESPONSIBILITIES OF PARTIES:

Student	Parent/Guardian
<p>Attendance</p> <ul style="list-style-type: none"> To make every effort to attend and be on time for all classes To adhere to the Rainbow District School Board Attendance Policy and Student Handbook 	<p>Attendance</p> <ul style="list-style-type: none"> To make every effort to have the student prepared to attend and be on time for all classes on a daily basis Support 100% attendance, promptly report to the school your students absence or late arrival To follow the Rainbow District School Board Attendance Policy and any other reporting requirements
<p>Preparation for Class/Course Work</p> <ul style="list-style-type: none"> Be well rested and nourished to optimize learning for the day Be prepared and bring all required materials to class Accept responsibility for completing assignments and homework in a timely manner Maintain open communication with teaching staff and Sagamok Anishnawbek Secondary Student Support Worker Inform Sagamok Anishnawbek Secondary Student Support Worker of additional school related activities that may require additional financial assistance in a timely manner 	<p>Preparation for Class/Course Work</p> <ul style="list-style-type: none"> To ensure the student has adequate rest and nourishment To ensure the student is prepared with the materials required for all classes To ensure the student has completed all assignments and homework in a timely manner To foster positive open communication with teaching staff and Sagamok Anishnawbek Secondary Student Support Worker
<p>Academic Expectations</p> <ul style="list-style-type: none"> Students are expected to complete 4 credits per semester Students are required to write all exams Students are to ensure that course selections meet post-secondary program requirements and/or career goals 	<p>Academic Expectations</p> <ul style="list-style-type: none"> Actively participate and support the student's academic expectations To register your student using the Sagamok Educational Assistance package on or before August 15th of each year with the Sagamok Education Unit Communicate regularly with the school i.e. Principal, Sagamok Anishnawbek Secondary Student Support Worker, Parent/Teacher conferences
<p>Safe Schools</p> <ul style="list-style-type: none"> To follow the Safe Schools Policy of the Rainbow District School Board To demonstrate respect for self, staff, and others To refer to the Seven Grandfather Teachings as a guide for a good life 	<p>Safe Schools</p> <ul style="list-style-type: none"> To review the Safe Schools Policy of the Rainbow District School Board with your student To refer to the Seven Grandfather Teachings as a guide for a good life
<p>Student Citizenship</p> <ul style="list-style-type: none"> To represent Sagamok Anishnawbek in a positive and respectful manner To be courteous and considerate To use appropriate language To resolve issues and/or problems in a reasonable manner To be respectful of cultural diversity 	<p>Student Citizenship</p> <ul style="list-style-type: none"> To promote and support positive student citizenship To use appropriate language To work collaboratively with the school to resolve issues and/or problems in a reasonable manner To be respectful of cultural diversity
<p>School Spirit</p> <ul style="list-style-type: none"> To make every effort to participate in school activities, clubs and/or extra- curricular activities To share student success stories utilizing school and 	<p>School Spirit</p> <ul style="list-style-type: none"> To actively participate in School activities that require parental involvement To encourage and support your student to actively

community multi-media networks	participate in school activities, clubs and/or extra-curricular activities
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RESPONSIBILITIES OF PARTIES:

Education Personnel	Education Committee
<p>Attendance</p> <ul style="list-style-type: none"> To monitor and report student attendance concerns on a monthly basis To work in collaboration with the RDSB Attendance Counselor and the Secondary School Administration Staff 	<p>Attendance</p> <ul style="list-style-type: none"> To review the RDSB Attendance Policy on an annual basis To support the Sagamok Anishnawbek Secondary Student Support Policy Handbook
<p>Preparation for Class/Course Work</p> <ul style="list-style-type: none"> To obtain student timetables each semester To work collaboratively with students, parents and staff to support the student class/course work To provide administrative support for additional student class/course related expenses i.e. Fashions To recommend resource support to students 	<p>Preparation for Class/Course Work</p> <ul style="list-style-type: none"> To support the student responsibilities as defined in policy i.e. student success To support the Education Personnel in their role and responsibilities for students
<p>Academic Expectations</p> <ul style="list-style-type: none"> To monitor and evaluate student academic progress throughout the academic year To establish and maintain contact with parents and students To work collaboratively with the student, parents and School Personnel on student academic expectations To provide and facilitate career planning and goal setting with students To attend and participate in Student Success Meetings To attend and participate in Special Education Processes To attend and participate in Promotion Meetings Establish and increase student performance indicators and standards for success 	<p>Academic Expectations</p> <ul style="list-style-type: none"> To review and make recommendations on written grievances that are submitted from the Sagamok Education Unit To develop, review and implement policy regarding academic expectations To support the student learners and staff
<p>Safe Schools</p> <ul style="list-style-type: none"> To support the Rainbow District School Board Safe Schools Policy To promote and support a learning environment that is respectful and secure for all students To demonstrate respect for students, parent, staff, guests and all other school affiliates To promote and reinforce the Seven Grandfather Teachings within the school environment 	<p>Safe Schools</p> <ul style="list-style-type: none"> To be knowledgeable and supportive of the Rainbow District School Board Safe Schools Policy To promote and reinforce the Seven Grandfather Teachings To ensure Policies are relevant and updated on an annual basis
<p>Student Citizenship</p> <ul style="list-style-type: none"> To represent Sagamok Anishnawbek in a positive and respectful manner To support and encourage positive relations within the school environment To assist students with conflict resolution strategies To coordinate linkages between home and school To make external/internal referrals on behalf of students To partner and network with other programs and services that enhance student citizenship and success 	<p>Student Citizenship</p> <ul style="list-style-type: none"> To advocate and promote the Rainbow District School Board Policies and the Sagamok Anishnawbek Secondary Student Support Policy Handbook To promote and support positive student citizenship
<p>School Spirit</p> <ul style="list-style-type: none"> To encourage students to make every effort to participate in school activities, clubs and/or extra-curricular activities To promote student success stories utilizing school and community multi-media networks 	<p>School Spirit</p> <ul style="list-style-type: none"> To inform, support and advocate student and parental participation in academic and extracurricular school activities To be proactive and participate in school and community activities that support student holistic

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| • To promote and engage parental involvement within the school and/or community | development |
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Sagamok Anishnawbek Secondary Student Support Worker (SSSW)

The Sagamok Secondary Student Support Worker will provide support and referral services for all students in the secondary school sector, especially those students attending Espanola High School. The SSSW is located at the Espanola High School (library location) four days per week (Monday, Tuesday, Wednesday and Friday) and one day at the Sagamok Administration office (Thursday). A detailed job description of the SSSW is found in Appendix A.

Nominal Roll Student

The nominal roll system is an information database for regions, districts and schools to undertake census of eligible students **living on reserve**.

All students residing on reserve or on Crown land, in receipt of any educational assistance from the Federal Government and who meet all of the following requirements are to be reported on the nominal roll:

- Must be a status registered Indian
- Must be entitled to be registered
- Must be ordinarily resident on reserve or on Crown land
- Must be at least four (4) years of age by December 31st of current year and not more than twenty – one (21) years.
- Must be attending a recognized secondary school on September 30th of the current year.

Ineligible students are:

- Non – Indian students – in this instance arrangement for tuition payments for attendance at provincial schools off reserve are to be negotiated between the parents and Provincial Board of Education. Transportation of non – Indian students is to be negotiated between the parents and First Nation before July 31st of current year
- Parental choice students – in this instance arrangement for tuition payments for attendance at provincial schools other than Espanola High School are to be negotiated between the parents and Provincial Board of Education. Transportation is the sole responsibility of the parents.

Secondary School Application Process

All students on the nominal roll and/or attending Espanola High School (EHS) must complete the Sagamok Anishnawbek Application for Secondary Educational Assistance. All students will be reviewed with the Espanola High School Principal on or before August 30th to determine eligibility for enrollment at EHS.

- Complete the **Sagamok Anishnawbek Application for Secondary Educational Assistance** form on or before **August 15th** of each school year in order to be considered for the school allowance; Appendix B
- Applications must be fully completed and signed and shall include: **1) Responsibilities of Student Contract and 2) Authorization of Release. Late submissions will incur a deduction on student allowance;** Appendix C and D
- Be aware that **acceptance does not extend to the entirety of your secondary school education**. You must **submit a new application each school year on August 15th for each year of study;**
- Must identify any special needs/learning requirements, i.e. transportation, tutor escort, assistive devices, etc...;
- Secondary Application Reviews for nominal roll purposes will be conducted by the Director of Education, Secondary Student Support Worker, EHS Principal and/or Vice Principal;
- Secondary Student Reviews are held in October and March of each academic year based on student performance to determine continuance or discontinuance of funding based on academic progress, attendance, behaviour and/or semester grades.

Authorization of Release

The authorization of release form is to be completed by a parent/guardian of a student who is under the age of 18 years. Any student over the age of 18 years is considered an adult and must sign own form/forms.

Access to the Ontario Student Record (OSR)

- Every student has the right to have access to his or her OSR.
- The Parents of a student have the right to have access to the student's OSR until the student becomes an adult (age eighteen). Under both the Children's Law Reform Act and the Divorce Act, 1985, the legal right of a non-custodial parent to have access to the child includes the right to make inquiries and to be given information concerning the child's health, education, and welfare.

"Education is not preparation for life; education is life itself." - John Dewey

Ministry Diploma Requirements

Diploma Requirements	Total Required	Earned This Report	Earned to Date
Compulsory Credits	18		
English (1 credit per grade)	4		
French as a second language	1		
Mathematics {1 credit in Grade 11 or t2)	3		
Science	2		
Canadian History	1		
Canadian Geography	1		
The Arts	1		
Health and Physical Education	1		
Civics	0.5		
Career studies	0.5		
<i>Group 1</i>			
English	1		
French as a second language			
Classical or international language			
Guidance and career education			
Canadian and world studies			
Native language			
Social sciences and humanities			
Cooperative education			
<i>Group2</i>			
Health and physical education	1		
The Arts			
French as a second language			
Business studies			
Cooperative education			
<i>Group3</i>			
Science {Grade 11 or 12)	1		
Technological education			
education French as a second language			
Computer studies			
Cooperative			
Optional Credits	12		
Total Credits Required for Graduation	30		
Community Involvement	40 hours		
Specialist High Skills Major			
Ontario Secondary School Literacy Graduation Requirement	Completed <input type="checkbox"/>		
For School Use			

Community Involvement Diploma Requirement:

In an effort to assist students in their community service experience, it is a graduation requirement for students to complete **40 hours** of community involvement.

Procedures for the Student:

- Students may complete the 40 hours of community involvement activities any time during their secondary school program.
- Each student must complete and submit a “**Notification of Planned Community Involvement Activities**” form. The student will select an activity from the Board’s list of approved activities. A student under the age of 18 must complete the form in consultation with his or her parents and must have one parent sign the form. The student will sign the form and submit it to the school contact as designated by the Principal. More than one form may be submitted when additional activities are planned that were not included on a previously submitted form.
- Upon completion of the activity, the student must fill out the “**Completion of Community Involvement Activities**” form. The sponsor of the activity will complete the appropriate sections of the form to verify that the activity has been signed by one of the student’s parents if the student is under the age of 18. The student must submit the form to the Principal or designate.

Ineligible Activities:

An ineligible activity is an activity that:

- Is a requirement of a class or course in which the student is enrolled;
- Takes place in a logging or mining environment, if the student is under 16 years of age;
- Takes place in a factory, if the student is under 15 years of age;
- Takes place in a workplace other than a factory if the student is under 14 years of age and is not accompanied by an adult;
- Would normally be performed for wages by a person in the workplace;
- Involves the operation of a vehicle, power tools, or scaffolding;
- Involves administration of any form of medications or medical procedures to other persons;
- Involves handling of substances classed as “designated substances” under the Occupational Health and Safety Act;
- Requires the knowledge of a trades person whose trade is regulated by the provincial government;

- Involves banking or the handling of securities, or the handling of works of art, antiques or other valuables;
- Consists of duties normally performed in the student's home (i.e. daily chores or personal recreational activities);
- Involves activities for a court-ordered program.

Eligible Activities:

An eligible activity is an activity that:

- Works in a religious center (i.e. church, synagogue, a place of worship);
- Helps with food drives – any aspect of the collection, organizing or delivery to the food bank;
- Coaches, assisting or organizing others in a sport or leisure activity in or out of school;
- Assists, organizes or oversees activities for elementary schools;
- Provides company, help or recreation for the elderly or sick;
- Performs clean-up activities to any not-for-profit institution, educational or otherwise;
- Canvases for registered charities;
- Manages or helps with Scouting and Guiding activities;
- Assists an adult in a not-for-profit, acceptable work place in an remunerated capacity;
- Tutors/peer helping;
- Provides assistance to any volunteer group, which has helping others as its mandate.

Note: For further information and or clarification please refer to the Community Involvement Diploma Requirement Policy at <http://www.rainbowschools.ca/students/support/StudentVolunteerPolicy.pdf>

*As stated in the Ministry Diploma Requirements a student may complete the 40 community hours at **any time** during their Secondary School Program; however the Sagamok Anishnawbek Education Unit and Committee recommends students to complete hours prior to the **beginning** of their final semester of their graduating year.*

Daily Transportation

It is the policy of the Sagamok Education Unit to provide transportation for students, recognizing that school bus safety is of primary importance. Safety can only be ensured through responsible conduct and cooperation between the Sagamok Anishnawbek Education Unit, Bus Contractors and students.

"The future belongs to those who believe in the beauty of their dreams." -
Eleanor Roosevelt

Student Bus Conduct Rules

Riding a school bus is a privilege and not a right! Any contravention of the following rules may result in loss of riding privileges!

- **Only Sagamok sponsored approved students will be permitted to ride the school bus. Any one riding the school bus without the expressed permission of the bus contractor and Sagamok Education Unit will be reported to the Anishnawbek Police Service.**
- **Transportation is provided from home and/or residence to school and return only.**
- Bullying or any other aggressive behaviour/acts will not be tolerated on the bus.
- Will not bring any dangerous or annoying objects (i.e. weapons, explosives, laser lights, etc.) on the bus
- Punctuality is important, be at the designated bus stop on time.
- Enter or leave the bus in single file, no shoving or crowding.
- Bus will load from the rear to the front or to assigned seats.
- Remain seated when the bus is in motion.
- Keep hands, head, and arms inside the bus and do not throw anything inside or outside of the bus.
- Horseplay and obscene language are forbidden.
- Eating is not permitted on the bus.
- Talking in normal tones is permitted; but shouting or excessive noise will not be tolerated.
- Smoking is not permitted on the bus.
- Aisles must be kept clear of books, lunch pails or other articles.
- Damage to the bus, other than regular usage, will be paid by the rider.
- The bus driver is in complete charge while operating the school bus and may assign certain duties to the school bus monitor.
- Co-operate with the bus monitor at all times.
- Riders must follow the recommended procedure when crossing the roadway.
- Inform the bus driver, when possible, if a student will be absent.
- The bus driver is to report any misconduct in the prescribed way to the Education Office.
- Fighting on the bus will be cause for immediate suspension of bus privileges.
- Large sporting equipment (i.e. hockey bag) is not permitted on the bus due to space.
- If there is any suspicion of drugs or alcohol, Anishnawbek Police Service will be contacted immediately!

In the event of inclement weather listen to the radio for cancellation of busses or visit www.businfo.ca

Student Medical Appointments

- It is the responsibility of the parent(s)/guardian(s) to attend medical and/or emergency appointments with their student. This is not the responsibility of the Secondary Student Support Worker.
- Parents/guardians are responsible to contact the Sagamok Community Wellness Centre at (705) 865-2171 to schedule Medical Transportation services as needed.

Cultural Enrichment

All students are encouraged to participate in cultural events within the school and community; however an excused absence to attend cultural events shall only be permitted under the following conditions:

- To attend activities held outside of the Espanola High School, students must have written consent from their parents/guardians. A consent form is provided (Appendix E) and should be completed by the student's parents/guardian and returned to the principal.
- parental and Principal approval to attend the cultural event shall be pending upon the students' performance/behaviour
- The student must be in good academic standing and must have completed all assignments prior to participating in the cultural event
- The students attendance records shall be reviewed prior to granting approval to attend the cultural event
- Students are limited to a maximum of four (4) days per school year for attending cultural events
- After participating in the cultural event, the student may be requested to conduct a classroom presentation and/or complete a related assignment.

Extra-Curricular Activities

Extracurricular activities are activities performed by [students](#) that fall outside the realm of the normal [curriculum](#) of school.

Students are encouraged to show “**School Spirit**” by participating in extra-curricular activities that are offered at EHS. Upon request, the Sagamok Education Unit may assist in payment of user fees, trips, tournament fees, etc...

Some extra-curricular programs offered at EHS: *Basketball, Volleyball, Hockey, Soccer, Track and Field, Baseball, Badminton, and Rugby.*

There are also clubs and student administration programs, such as: *Student's Council, Prefects, Yearbook Club, Drama Club, Tech Club, EHS Band, Chess Club, Spartan Youth Radio, Students for Change, and Environment Club, etc...*

In order for the Sagamok Anishnawbek Education Unit to cover any extra- curricular activity expenses, the activity **must be school organized and sanctioned.**

Eligibility - **All sponsorship approvals will be based on the availability of funds**

- This is a **ONE TIME** funding opportunity for the academic year for Sagamok sponsored students
- ***Student academic progress and attendance will be used to determine eligibility for sponsorship***
- Maximum allowable is \$300.00
- Any fees beyond the maximum allowable (\$300.00) will be the sole responsibility of the parents / guardians
- A written request for sponsorship must be submitted 30 days before event – include a letter from the instructor / teacher, description of event, total cost, itinerary and transportation
- Upon approval of sponsorship an agreement form (Appendix F) must be signed between the student, parent and Education Personnel.

NOTE: Repayment of the approved funding amount must be returned to the Sagamok Anishnawbek Education Unit if the sponsored student does not participate in the event and or activity.

Curriculum Based Activities

Eligibility

- Students must be currently enrolled in a related course credit
- Students must submit a letter of request with supporting documentation to the Sagamok Anishnawbek Secondary Student Support Worker **3 weeks** prior to activity for financial review and/or processing.
- Sagamok Education Unit will cover participant fees up to a maximum of \$300.00
- Student academic progress and attendance will be used to determine eligibility for sponsorship

NOTE: All sponsorship approvals will be based on the availability of funds.

Field Trips

- Students must submit a letter of request with supporting documentation to Secondary Student Support Worker **3 weeks prior to trip** for processing.
- Students will receive a meal allowance of \$10.00 per meal/\$30.00 for day trips.

Homework Club

Homework clubs are offered twice per week where Espanola High School teaching staff is available for tutoring:

- Every Wednesday at Espanola High School from 3:00 to 4:45 p.m. in the school library location. A late bus is provided by Jones's Bus Lines.
- Every Thursday at Waawaasnoode Learning Centre (beginning October 1st to January 31st and March 1st to June 15th) from 4:30 to 6:30 p.m. – supper provided.

In both instances, students must sign up with the Sagamok Secondary Student Support Worker for transportation and meal purposes.

Student Supplies

Sagamok Anishnawbek Education Unit provides:

- Grade 9 students with school supplies upon the first day of school and will be issued a school allowance of \$50.00 for school supplies for second semester
- Students in grades 10, 11, and 12 will be issued a school allowance as follows:
 - \$50.00 – second Monday of first semester
 - \$50.00 – second Monday of second semester
- An activity fee is paid on behalf of all nominal roll students to Espanola High School. The activity fee covers the cost for a lock and assigned locker, year book, athletic fee, student card and gift.

Student Tuition

- All tuition fees are paid directly to the Rainbow District School Board for Sagamok Anishnawbek nominal roll approved students.

Returning Graduates

By November 15th of each year returning graduates are required to submit a career/education plan, to the Sagamok Anishnawbek Education Unit office, that contains the following:

- Letter of Intent to include timeframe and course selection
- Official transcripts
- Career Choice

- Course credits to meet career choice
- Must maintain full time status
- Must write all exams
- Maintain contact with the Sagamok Anishnawbek Secondary Student Support Worker
- If the student doesn't complete all course credits and or requirements s/he may jeopardize future financial sponsorship i.e. Post-Secondary
- Returning graduates do not qualify for Graduation Awards
- Extracurricular activities sponsorship will be based on career choice/plan
- Repeat courses at 70% average.

NOTE: Students with identified exceptionalities are the exception to the rule.

Waawaasnoode Adult Learning Centre *(Secondary School Protocol)*

Transition from Espanola High school to Waawaasnoode

There are two times in a school year that students may be transferred to Waawaasnoode. The Nominal Roll review process usually takes place at the end of October and March.

Policy: To support the student in their pathways to achieving their credit requirements for graduation.

Procedure: In order to ease the transition of the students to Waawaasnoode the following will be implemented to prepare for student arrival:

1. Director of Education's approval to transition student/s to Waawaasnoode.
2. The Secondary Student Support Worker will notify the student and parents of withdrawal from Espanola High School and transfer to Waawaasnoode.
3. The Secondary Student Support Worker will provide an official notice via letter to the student and parents identifying the rationale used to transfer the student; list what the student's options are, and the requirements for attending Waawaasnoode.
4. The Student Support Worker will provide Waawaasnoode with an original Official Ontario Student Transcript of marks and a Letter of Leaving.
5. Waawaasnoode will prepare a registration package for students being transferred.
6. Parent will accompany student to registration orientation in order to meet Waawaasnoode staff, to become familiar with student responsibilities and expectations (Appendix G), as well as the Learning Plan.

7. Monthly meetings will be held with student, parent, Secondary Student Support Worker and Waawaasnoode Principal/ Coordinator to discuss student progress and attendance.
8. Return to Espanola High School is dependent upon the successful completion of **two** credit courses.
9. If however, it is determined that a Student Contract or Agreement is necessary, then a follow up meeting with the student, parents, Student Support Worker will be held to ensure all parties are in understanding of the student's expectations and responsibilities.

Transfer from Waawaasnoode to Espanola High School

Upon the successful completion of **two** credit courses a Waawaasnoode Adult Learning Centre, a student is eligible to transfer back to Espanola High School.

A student identified as being in transition has **one semester** to complete the two credit requirement before seeking readmission to Espanola High School. If however, there are extenuating circumstances the timeframe for credit achievement will be two semesters.

Policy: To support the continued success of the student to graduate with their cohort group.

Procedure: In order to ensure successful transfer back to Espanola High School the following will serve to guide the process:

1. Waawaasnoode will notify the Secondary Student Support Worker of a potential student transfer; based on students successful completion of two credits.
2. Secondary Student Support Worker will meet with the student to review their return to Espanola High School and determine their education plan.
3. Secondary Student Support Worker will notify the following people regarding the pending re-admittance to Espanola High School: Director of Education; EHS Principal, parents.
4. With the approval of the Director of Education, the Secondary Student Support Worker will meet with the student to complete EHS registration forms;
5. Waawaasnoode will provide a copy of the Credit Certificates to the Secondary Student Support Worker and the office of Espanola High School.
6. Secondary Student Support Worker will notify Jones Bus Lines to secure a seat and inform student of approximate pick up time.
7. However, if the Director of Education denies the recommendation for the student to return to Espanola High School, the Secondary Student Support Worker will review the possible options with the student to complete the

graduation requirements for the completion of the Ontario Secondary School Diploma.

Extra Credit Registration

There may be occasions when a student may have to pick up an extra credit in order to meet the entrance requirements for college or university, or to graduate with cohort group.

Policy: To support the student in their pathways to achieving credit requirements for graduation and to graduate with their cohorts.

Procedures: For students requiring an extra course credit for graduation, this will serve to guide the process:

1. The student makes a request in writing identifying the purpose of their request.
2. The Sagamok Anishnawbek Secondary Student Support Worker will make an inquiry of the High School Principal regarding student's academic ability to complete the added course independently; Information is documented and used as the basis to support the recommendation for an additional course.
3. The Sagamok Anishnawbek Secondary Student Support Worker notifies the Director of Education that a student is seeking permission to carry an extra course which will include the cost of the course tuition. Approval for the extra course must be provided in writing to Waawaasnoode.
4. The Sagamok Anishnawbek Secondary Student Support Worker contacts Waawaasnoode and inquires about the availability of the course and requests a registration package.
5. The Sagamok Anishnawbek Secondary Student Support Worker, Waawaasnoode Principal and student meet in order to outline the timeframe for completion within 12 weeks.
6. Waawaasnoode monitors the expected dates of completion and notifies the Secondary Student Support Worker of progress.
7. Upon completion of course work, final exam is written and filed at Waawaasnoode.
8. Waawaasnoode to forward Credit Certificate to Espanola High School and the Secondary Student Support Worker.

Note: Two Approvals are necessary for an extra course to be taken:

- Approval from the High School Principal - the student has the capacity to carry a full course load plus the extra course; current grades and attendance indicative of positive determination;
- Approval from the Sagamok Anishnawbek Director of Education for funding purposes and nominal roll.

Grievance Process

The following grievance procedure has been developed to ensure that all students have access and a right to an established appeal process. The Sagamok Anishnawbek Secondary Student Support Worker will provide the necessary support to students as they prepare their individual case for review. Students must be aware that there is no grievance against refusal of assistance due to the lack of funds within the Secondary Student Support Program.

To file a grievance, the following procedures shall apply:

- File a written grievance with Sagamok Anishnawbek Secondary Student Support Worker within 15 days;
- Grievance must be post marked with date and/or hand delivered to the Sagamok Anishnawbek Education Unit;
- Grievance will outline details specifically related to the decisions/issues made with reference to the Sagamok Anishnawbek Secondary Student Support Policy Handbook section(s);
- The Sagamok Anishnawbek Secondary Support Worker will gather relevant information pertaining to the matter at hand, from individual student file. This may include transcripts, progress reports, funding used or funding available etc.;
- Student may submit character support letters from teachers, doctors, and/or professional resources;
- Complete package will be forwarded to the Director of Education and/or Alternate;
- Director of Education and/or Alternate will review all pertinent documentation and render a decision;
- Student will receive a written decision within 10 working days;
- If student is not satisfied with the decision than student may request a hearing with the Sagamok Anishnawbek Education Committee within 10 working days;
- If decision is upheld at this level, student can exercise the right to appeal to Sagamok Anishnawbek Chief & Council where the same terms apply as listed in the Grievance Procedure;
- Same information will be presented to the Standing Committee of Council. Previous decisions made by the Director of Education and/or Alternate and Sagamok Anishnawbek Education Committee will also be submitted;

- **Sagamok Anishnawbek Chief & Council decision is final.**

APPENDICES

Appendix A

Sagamok Anishnawbek Secondary Student Support Worker Job Description

The Secondary Schools Student Support Worker will provide support to students in the secondary school sector. Work is performed independently, under the general direction of the Espanola High School Principals and the Sagamok Director of Education.

Duties and Responsibilities

- Must act in accordance with established policies and procedures intended for personnel and students. Provide recommendations as necessary.
- Provide support and guidance to assist students in remaining in school
- Encouraging student independence and the development of a positive self-image. Assisting students in problem solving techniques to achieve their educational goals and aspirations.
- Provide liaison services for students, their parents and / or guardians and school personnel.
- Attend case consultations/conferences as required to monitor student progress and success.
- Encouraging and promoting student participation in regular and extra-curricular school activities.
- Establishing resources and career planning activities for all students.
- Assisting students in planning activities to develop awareness and pride in their language and culture.
- Develop and plan orientations for students entering the secondary and post-secondary schools sector.
- To ensure that all student information is documented and that student records/files are kept confidential and current each year.
- Establish a working rapport with the children and youth services workers of the Health & Social Services Unit. (Community Wellness Unit)
- Provide information, presentations and / or reports as required to Director of Education, Education Committee, and/or Chief and Council, i.e. work plans, quarterly reports, student attendance records, student progress reports, statistics, annual report, nominal roll, etc.
- Participate as a team member of the Education Unit.
- Participate and assist in the integration of planned cultural and social development activities in the community that will enhance and promote academic success.
- Perform other related duties as requested.



Sagamok

Form Title: Secondary School Application for Educational Assistance
Form #: ED14
Date Approve: 04/01/05
Written by: Jennifer Owl
Review by: Anna Marie Abitong

Appendix B

Sagamok Anishnawbek

P.O. Box 610
Massey, Ontario, Canada
P0P-1P0
Telephone (705) - 865-2421
Facsimile (705)-865-3307
Toll Free (800)-567-2896

**SECONDARY SCHOOLS
APPLICATION FOR EDUCATIONAL ASSISTANCE**



Part 1 – Application & Personal Record of Student (Enter name as indicated on Band Membership List)

I _____, age _____, Band Name _____

Band No. _____ hereby make application to attend school at _____

To enroll in Grade _____, from _____ 20 _____ to _____ 20 _____

This is: _____ Full Time _____ Part Time

D.O.B.: _____

Name of Schools previously attended: Location/No. of Years/Highest grade completed

1. _____

2. _____

3. _____

I hereby certify that the above information is correct, and has been put forward to the best of my knowledge.

Date: _____ Signature of student: _____

PLEASE FILL OUT BOTH SIDES.

DEADLINE FOR APPLICATION FOR EDUCATIONAL ASSISTANCE IS AUGUST 15TH OF EACH YEAR.

Part 2 – Authorization of Parent or Guardian (If Student is under 18 years of age)

Parent/Guardian Name: _____

Mailing Address: _____ Phone No.: _____

Place of Residence: _____ On Reserve _____ Off Reserve

This authorization to remain in effect from _____ 20____ to _____ 20____
Or until cancelled by written notice by either party.

Signature of Parent Relationship to Student Date



Part 3 – Does the student require bus transportation for the school year? _____ YES _____ NO
If YES, please indicate the address

Street Name House #



Part 4 – Completed by Education Personnel:

Comments of Secondary Student Support Worker – indicate your recommendation of application and if a previous application has been made on behalf of this student, state particulars.

Signature of Student Support Worker: _____ Date: _____

Part 5 – Responsibility Centre Authorization

Sponsoring Agency – Sagamok Anishnawbek Full Time _____ Part Time _____

_____ Application for Educational Assistance is approved and certify that funds are available.

_____ Application is refused for the following reasons:

Signature of Authorizing Officer Date



Sagamok

Form Title: Secondary School Contract

Form #: ED16

Written by: Jennifer Owl

Date Approve: 04/01/05

Review by: Anna Marie Abitong

Appendix C

Sagamok Anishnawbek

P.O. Box 610

Massey, Ontario, Canada

P0P-1P0

Telephone (705) - 865-2421

Facsimile (705)-865-3307

Toll Free (800)-567-2896

RESPONSIBILITIES OF STUDENT CONTRACT

This is to confirm that I accept funding for Educational Assistance under the following conditions and that I am prepared to:

- Make every effort to attend and be on time for all classes
- Adhere to the Rainbow District School Board Attendance Policy and Student Handbook
- Be well rested and nourished to optimize learning for the day
- Be prepared and bring all required materials to class
- Accept responsibility for completing assignments and homework in a timely manner
- Maintain open communication with teaching staff and Sagamok Anishnawbek Secondary Student Support Worker
- Inform Sagamok Anishnawbek Secondary Student Support Worker of additional school related activities that may require additional financial assistance in a timely manner
- Complete 4 credits per semester
- Write all exams
- Ensure that course selections meet post-secondary program requirements and/or career goals
- Follow the Safe Schools Policy of the Rainbow District School Board
- Demonstrate respect for self, staff, and others
- Refer to the Seven Grandfather Teachings as a guide for a good life
- Represent Sagamok Anishnawbek in a positive and respectful manner
- Be courteous and considerate
- Use appropriate language
- Resolve issues and/or problems in a reasonable manner
- Be respectful of cultural diversity
- Make every effort to participate in school activities, clubs and/or extra- curricular activities
- Share student success stories utilizing school and community multi-media networks.

I understand that the Sagamok Anishnawbek Education unit will continue to sponsor my education as long as I am progressing to the satisfaction of the school and Education Unit. And that if one or more of the above conditions are not met, financial assistance will cease.

I have read the above conditions and understand them.

Signature of Student

Date

Signature of Parent

Date



Sagamok

Form Title: Secondary School Authorization of Release

Form #: ED15

Written by: Jennifer Owl

Date Approve: 04/01/05

Review by: Anna Marie Abitong

Appendix D

Sagamok Anishnawbek

P.O. Box 610

Massey, Ontario, Canada

P0P-1P0

Telephone (705) - 865-2421

Facsimile (705)-865-3307

Toll Free (800)-567-2896

AUTHORIZATION OF RELEASE

To Whom It May Concern:

As a student sponsored by the Sagamok Anishnawbek Education Unit:

I, _____ (name of Student),

hereby authorize _____ (name of school),

to release to Sagamok Anishnawbek Education Unit, at their request, final grades,

attendance and any or all reports relevant to my academic standing indicative of my

progress during the period of _____ (list date),

to _____ (list date), for which I am being

sponsored.

Signature of Parent

Date

Signature of Student

Date



Sagamok

Form Title: Cultural Enrichment Consent Form

Form #: 20

Date Approved: 08/17/11

Written by: Anna Marie Abitong

Review by: Anna Marie Abitong

Appendix E

Cultural Enrichment Consent Form

I, _____ give my son/daughter, _____
permission to participate in the _____, being held at
_____ on _____.

I understand that it is the responsibility of my son/daughter to request and complete all missed homework and assignments in all their courses.

I also have read the **Anishnawbe Code of Conduct** found within the Sagamok Anishnawbek Secondary Student Support Policy Handbook and agree to abide by the guidelines that have been put into place to ensure participation and conduct.

Parent/Guardian Signature



Date

Student Signature

Date

Principals Signature

Date

	Sagamok	Form Title: Cultural Enrichment Consent Form Form #: 20 Date Approved: 08/17/11	Written by: Anna Marie Abitong Review by: Anna Marie Abitong
	Sagamok	Form Title: Extra-Curricular Activities Agreement Form Form #: 21 Date Approved: 08/17/11	Written by: Anna Marie Abitong Review by: Anna Marie Abitong

Appendix F

Extra-Curricular Activities Agreement Form

This agreement sets forth the terms and conditions under which the Sagamok Anishnawbek Education Unit will financially assist a student in **school organized and sanctioned activities** at Espanola High School.

Terms and Conditions:

1. Approval is based on the availability of funds for activity.
2. This is a **one-time** funding opportunity for the academic year for the Sagamok sponsored student.
3. **Student academic progress and attendance will be used to determine eligibility for sponsorship.**
4. A written request for sponsorship must be submitted **30 days prior** to the start of the activity and is to include the following documentation:
 - Support letter from instructor/teacher
 - Description of activity
 - Total cost of activity
 - Itinerary
 - Transportation arrangements
5. **Maximum allowable is \$300.00.**
6. Any fees beyond the maximum allowable (\$300.00) will be the **sole responsibility** of the parents/guardians. Proof of payment for fees beyond \$300.00 must be submitted to the Sagamok Education Unit prior to release of **approved** sponsorship funding.
7. The parents/guardians are responsible for the repayment of all fees to the Sagamok Anishnawbek Education Unit in the event that the sponsored student does not participate and/or complete the activity to which this agreement is made.

The parties hereto agree that the terms and conditions contained in this agreement shall bind and ensure to benefit the parties undersigned.

Student Signature

Date

Parent/Guardian Signature

Date

Appendix G

WAAWAASNOODE OVERVIEW OF STUDENT RESPONSIBILITIES - 18 AND UNDER

1. To attend school from 9am to 3 pm every day unless otherwise posted (includes 1 hr. lunch and two 15 minute breaks).
2. To notify the Waawaasnoode office when ill, sick, and going to appointments, etc. If the student is unable to use the telephone, then the parent/guardian should contact the office (865-1475).
3. To sign in each day and maintain daily record of work completed. Attendance is maintained on a daily basis and provided to parents.
4. To type/keyboard all lessons, except for mathematics which must be completed in pencil.
5. To respect the area designated for smoking privileges.
6. To respect library when completing research assignments via the internet.
7. To respect the Computer/internet use policy for Waawaasnoode and/or the Library.
8. To actively work to complete the support question and the key questions for three lessons over the course of one week.
9. To be prepared to complete daily assignments by having the necessary materials with them; be well rested and alert; be prepared to work in a constructive manner, be courteous.

10. To be responsible for own behavior and actions.
Choose to do the right thing in all situations.
11. To be prepared to pay for lost or damaged course
books provided and signed for.
12. Be mindful of their goal: Attain two credits and
return to Espanola High School.