

Garden River First Nation

EDUCATION UNIT

ELEMENTARY EDUCATION

**OPERATING
GUIDELINES**



Approved by Chief and Council December 2nd, 2008

**THESE GUIDELINES
WILL BE STRICTLY
ADHERED TO BY THE
EDUCATION UNIT.**

**PLEASE TAKE THE TIME
TO READ THROUGH AND
FAMILIARIZE YOURSELF
WITH THE
ELEMENTARY
EDUCATION OPERATING
GUIDELINES.**

NOTE

**“EDUCATION is a RIGHT” yet
“TRANSPORTATION is a PRIVILEGE
and NOT a RIGHT.”**

MINISTRY OF EDUCATION

The Garden River First Nation Elementary Education Operating Guidelines will not supersede the Indian and Northern Affairs Education Program Guidelines. From time to time guideline revisions are necessary. When this happens, notice will be posted online at the www.gardenriver.ca website and in the Garden River community newsletter.

**The Garden River First Nation Education Unit set up their own operating guidelines to expand on the Department's guidelines and to provide our membership with written procedures and policies followed by the Education Unit.

GARDEN RIVER FIRST NATION EDUCATION UNIT

ELEMENTARY EDUCATION

If you have any questions or concerns, please feel free to contact the Elementary Student Liaison Worker at the GRFN Education Centre:

48 Syrette Lake Road
GARDEN RIVER, ON
P6A 5K9

Phone: (705) 946-3933
Fax: (705) 946-0413
Toll-Free: 1-866-518-7806
www.gardenriver.ca

There are many computers available with internet access, word processing programs as well as colour printers for all students to use in the Resource Centre.

Education Staff:

Education Manager
Post-Secondary Counselor
Secondary Student Liaison Worker
Elementary Student Liaison Worker
Finance Clerk
Administration Support Worker
Resource Centre
Computer Technician
Teacher/Co-ordinator: Adults-In-Motion
Co-op Teacher: Adults-In-Motion
Administrative Assistant: Adults-In-Motion

TABLE OF CONTENTS

BACKGROUND	3
DEFINITIONS	3
I. ELEMENTARY.....	3
II. SECONDARY.....	3
III. ORDINARILY RESIDENT ON RESERVE.....	3
IV. HOME SCHOOLS.....	3
V. ELIGIBILITY.....	4
VI. STATUS.....	4
VII. NON-STATUS.....	4
VIII. FIRST NATION STUDENTS.....	5
FUNDING	5
1.1 NOMINAL ROLE.....	5
1.2 INELIGIBLE RECIPIENTS.....	6
1.3 RELEASE OF INFORMATION.....	6
1.4 STUDENT SUPPORT SERVICES.....	7
1.5 STUDENT TUITION.....	7
1.6 EMERGENCIES.....	7
ELEMENTARY EDUCATION	8
2.1 STUDENT ACCIDENT INSURANCE.....	8
2.2 DAILY TRANSPORTATION.....	8
2.3 EXTRA CURRICULAR TRANSPORTATION.....	8
2.4 SPECIAL TRANSPORTATION.....	9
2.5 EMERGENCY TRANSPORTATION.....	9
2.6 SCHOOL ORGANIZED & SCHOOL ACTIVITY EXPENSE.....	10
2.7 GRADUATION.....	10
2.8 CULTURAL ENRICHMENT.....	11
2.9 SCHOOL SUPPLIES AND LUNCHES.....	11

TRANSPORTATION 12

3.1 PARENT/GUARDIAN INSTRUCTIONS..... 12

3.2 STUDENT INSTRUCTIONS. 14

3.3 PRINCIPAL INSTRUCTIONS. 15

3.4 SCHOOL BUS DISCIPLINARY POLICY..... 15

3.5 BEHAVIOUR GUIDELINES AND CONSEQUENCES..... 16

3.6 FOR YOUR INFORMATION. 17

BACKGROUND

According to the Indian and Northern Affairs Canada Elementary/Secondary Education National Program Guidelines, Garden River First Nation receives funding to provide students living on-reserve.

The Garden River First Nation Education Unit, in accordance with Indian and Northern Affairs Canada (INAC), has developed these operating guidelines. The creation of this booklet is to provide the community with written procedures and policies followed by the Education Unit.

These G.R.F.N. Elementary Operating Guidelines will be in effect as of September 23rd, 2008. (Motion # 74)

DEFINITIONS

- (I) **Elementary:** refers to all grades from Junior Kindergarten to Grade 8
- (II) **Secondary:** refers to all grades at the high school level from grade 9 to 12
- (III) **Ordinarily Resident On Reserve:** means that the student lives at a civic address on reserve, is a child in joint custody who lives on reserve most of the time, or is staying on reserve and has no usual home elsewhere. Students continue to be considered ordinarily resident on reserve if they return to live on reserve with their parents, guardians, or maintainers during the year, even if the student lives elsewhere.
- (IV) **“Home Schools”:** as per the local school zones defined by the Huron Superior Catholic District School Board and the Algoma District School Board, Garden River First Nation’s (G.R.F.N.) school age children must attend one of our home schools in order to receive daily transportation. They are:
 - St. Hubert Separate School
 - East View Public School
 - St. Mary’s French Immersion
 - F.H. Clergue Public School

(V) **Eligibility:** is determined from a number of factors outlined in different authorities. The main criteria relates to age, attendance, program and services, residency and status.

(VI) **Status** is defined by INAC as:

(5.1) Registered Indians:

Indian children living on a reserve or Crown land.

Indian children not yet registered on the band membership list but whose parents are registered.

Reinstated children living on reserve or Crown land.

(VII) **Non Status** is defined by INAC as:

7.1 Non-Registered:

Other non-Indian (children of employees of other departments, both federal and provincial or of private agencies).

A-F Category:

- a) Women of former Indian status who return to reserve due to death or desertion of husband, or for other good reason.
- b) Non-Indian children of the above, either living with their mother or in care of friends or relatives, and living on reserve.
- c) Non-Indian children of Indian mothers, either living with their mothers or in the care of friends or relatives, and living on a reserve.
- d) Non-Indian children whose mothers became Indian by marriage and living on a reserve.
- e) Non-Indian children legally adopted by Indian families and living on reserve or in Indian communities.
- f) Other non-Indians living on reserve or in Indian communities for whom assistance (in the opinion of the Minister of Indian Affairs and Northern Development is justified)

(VIII)First Nation Students

Registered with the Garden River Education Unit and are Status Registered Indians of Garden River or another First Nation. Proof and verification of Inuit membership will be recognized as a First Nation Student for services and sponsorship.

FUNDING

INAC provides funding for educational support and services for students at both the elementary level and the secondary level.

1.1 Nominal Roll

The Nominal Roll is a computerized information system which provides the mechanism for INAC to undertake an annual census of Indian students living on reserve and attending school, whose education is being funded by the Federal Government. Information provided on the Nominal Roll shall be supported by student records maintained by the school.

Under the INAC Elementary/Secondary Education Program National Guidelines, Garden River First Nation must demonstrate the eligibility of a student to be included on the Nominal Roll before being eligible for funding. To be eligible for the Nominal Roll, a student must be:

- a. Enrolled in and attending a federal, a provincial, a band-operated or a private/independent school recognized by the province in which the school is located as an elementary/secondary institution; and,
- b. Aged 4 to 21 years (or the age range eligible for elementary and secondary education support in the province of residence) on December 31 of the school year in which funding support is required, or a student outside of this age range who is currently funding by INAC for elementary and secondary education; and,
- c. Ordinarily resident on reserve.
- d. Status Registered Indian
- e. Non-Registered
- f. Inuit students on reserve or crown land.

1.2 Ineligible Recipients

- a. A student who is ordinarily resident on reserve lands that are commercially leased is not eligible for funding unless the student is a Status Registered Indian.

Students who should not be placed on the Nominal Roll include non-native students who are resident on reserve but who are not eligible under Categories A-F. An example of such a situation would be children of non-Indians renting or leasing property on-reserve. These children are not eligible for inclusion on the Nominal Roll. Arrangements for tuition payments for attendance at provincial schools off reserve should be negotiated between the parents and the Board of Education or the parents and the First Nation.

- b. Students who are enrolled in adult upgrading or non-accredited secondary level courses.

1.3 Authorization for Release of Information

It is **mandatory** that parents and/or guardians sign the G.R.F.N. ***Authorization for Release of Information*** Form in order to access educational services and/or financial support from Garden River First Nation. The signed release form will be in effect from the date of signature until the duration of the students Elementary and Secondary Education. It is necessary to provide the G.R.F.N. Liaison Workers with permission to visit, provide academic counseling, liaise or advocate for any student, consult with school personnel, access to student files which includes their Ontario Student Records, attendance records, progress reports etc... This ensures that funding will be provided to G.R.F.N. students to be enrolled at the Academic Institution within the operating guidelines.

The Elementary Liaison Worker will verify residency with the schools in order to receive sponsorship funding provided by INAC.

1.4 Student Support Services

All Status Registered Indians of Garden River First Nation and other First Nations are eligible for the following student support services:

- a. Daily Transportation (Privilege);
- b. Extra-Curricular Transportation (Pending Available Funding);
- c. Guidance, academic counseling, referrals and school liaison services;
- d. Special Transportation
- e. Emergency Transportation
- f. School Organized & School Activity Expenses
- g. Graduation
- h. Cultural Enrichment
- i. School Supplies
- j. Student Accident Insurance (Garden River Only)

Note: Details provided in the Elementary Education Section

1.5 Student Tuition

All tuition fees are paid directly to the Boards of Education for G.R.F.N. Nominal Roll approved students.

Garden River First Nation has two tuition agreements that were signed with:

- i) The former Sault Ste. Marie Roman Catholic Separate School Board (now known as the Huron-Superior Catholic District School Board) on October 3rd, 1979, and
- ii) The former Sault Ste. Marie Board of Education (now known as the Algoma District Board of Education) in 1981.

1.6 Emergencies

Contrary to INAC's Elementary/Secondary Education Program National Guidelines, Garden River First Nation recognizes that emergency situations may arise that would require temporary off reserve residency.

Therefore, upon a written/verbal request and consultation with an assisting

Social Services agency, the residency of a student ***can be off reserve for one of the following reasons:***

- a. Protective services and
- b. Temporary Foster Care

During this time, consultation between the Social Service Agency and the Liaison Worker will determine eligibility for limited student support services. Dependent upon the permanency of these alternative living arrangements and duration, the student(s) may remain on the GRFN Student List for a maximum of 60 school days. Students must remain registered at the G.R.F.N. home school. Please note that daily, extra-curricular , and/or special transportation will not be financially covered during this time.

ELEMENTARY EDUCATION

2.1 Student Accident Insurance

GRFN will purchase the “Super Plan Plus” student accident insurance package for all eligible GRFN status students registered on or before September 30th of each school year. Schools distribute the Student Accident Insurance Policy brochure at the beginning of a school year. Please read the policy brochure carefully for the detailed explanation of coverages, conditions, limitations and exclusions.

To File a Claim: Parent(s)/guardian(s) are responsible to file a claim. Garden River is not responsible for filing claims. Please contact the insurance company directly at 1-800-463-KIDS.

2.2 Daily Transportation

Students on the nominal role will be eligible for daily transportation to and from the G.R.F.N. Home Schools. See Transportation Section for details outlining bussing procedures, rules of conduct, etc....

2.3 Extra-Curricular Transportation

If a student is involved in a school-sponsored event and is approved by the G.R.F.N. Education Unit transportation will be provided from the event to

their home visa versa and/or designated drop-off.

It is the responsibility of the school and/or the parent(s)/guardian(s) to inform the G.R.F.N Education Unit of pick-up and drop-off times and dates. The G.R.F.N. Education Unit will then inform Boissoneau Bus Lines Inc. of the details. Cancellations must be called in, as soon as possible, to either the Elementary Liaison Worker or Boissoneau Bus Lines, directly. Extra-Curricular pick-up times are no earlier than 4:45pm.

Extra-Curricular Transportation may cease during the school year pending available funding.

2.4 Special Transportation

Students who require Special Education Programs through the Identification Placement and Review Committee process are eligible for Special Transportation. Students registered in French Immersion Schools are considered Special Transportation.

2.5 Emergency Transportation

Emergency transportation will be provided upon written submission by your physician. The verification must indicate how long the transportation will be required. An example would be a broken ankle.

2.6 School Organized & School Activity Expenses

In order for Garden River First Nation to cover any educational activity expenses, the activity must be school-organized and sanctioned and approved by the Garden River Education Unit. The student/teacher/principal must submit a letter to the G.R.F.N. Education Unit one week in advance with all the details of the educational activity. Funding provided as follows:

- a. First Nation Students in Grade 8 are eligible up to a maximum of \$ 400.00 for the school year. This includes their one time graduation trip, regular field trips, and graduation fees.

If fundraising has been attempted and the student has not participated, the student can be denied funding and participation from this event. This will be a teacher/principal/G.R.F.N. decision.

All other expenses will be the responsibility of the parent(s), guardian(s), the student(s) or the school.

- b. First Nation Students in grades 5 to 7 will be eligible up to a maximum of \$ 175.00 for the school year.

All other expenses will be the responsibility of the parent(s), guardian(s), the student(s) or the school.

- c. First Nation Students in Junior Kindergarten to grade 4 will be eligible for sponsorship of their educational activities throughout the school year.
- d. Special Awarded Field Trips will be funded for only one First Nation student chosen by the school to attend the following:
 - 1. Ontario Bus Patrollers Trip
 - 2. Ontario Education Leadership Camp

Funding is not provided for Parents/Guardians to travel to educational activities with their child.

No reimbursements will be issued for unused sponsorship funding for the school year.

2.7 Graduation

Two graduation meal tickets will be funded for First Nation Students graduating from Grade 8. This includes the graduating student plus one

ticket for the parent and/or guardian of the student.

Any costs thereafter, will be the sole responsibility of the student (i.e. graduation pictures, etc.) and no reimbursement will be issued.

Garden River Cultural Award

The “Native Cultural Award” is presented to one (1) Graduating Garden River First Nation status student sponsored by the Garden River Elementary Program . The student should be a role model of the Seven Grandfather Teachings and enrolled in the Ojibway Language Class. The school selects the recipient.

2.8 Cultural Enrichment

To enrich the student’s regular school program, a one-time sum of \$35/school year is issued at the beginning of the school year.

2.9 School Supplies

Issued at the beginning of school year for the school year according to the following:

J.K. - Gr. 6	\$15.00
Grade 7 & 8	\$40.00 (includes supplies & shop)

There is no funding for school uniforms at this time.

Note: GRFN will not cover pizza days, hot lunches, sub days, etc...

**Let us teach our children together,
for the better of our community as a whole...**

TRANSPORTATION

3.1 PARENT/GUARDIAN INSTRUCTIONS

Parents/guardians can help in our effort to maintain high student standards of safety and acceptable behaviour for students while traveling on school buses.

Parents/Guardians:

- (a) **must realize that school bus transportation is a PRIVILEGE. Bus riding privileges may be suspended for any misconduct by students.**
- (b) Only students registered with the Garden River Elementary Program are permitted to ride the bus.
- (c) must make requests for transportation to or from a caregiver within the school zone and who is the designed pickup/drop off point on an everyday basis. Children should be registered at the school which serves the caregivers address.
- (b) shall remind their children, on an ongoing basis, of the rules and regulations to be observed when riding the school bus.
- (c) have their children at their designated bus stop five minutes prior to the arrival of the bus. Children must use their own bus route and bus stop designated. Different pick ups or drop offs on different days or special occasions will not be made, i.e. friend's birthday party, projects, joint custody situations. Exceptions are granted to students who request to change their drop off or pick up point if it is 20 school days (one month) or more; or family medical emergencies notifying the Liaison Worker two days in advance, i.e. grandmother's surgery in London.
- (d) are responsible for their children's safety and conduct prior to boarding and after disembarking at the designated stop.
- (d) must realize that it is not the School Board's or Bus Contractor's or

Garden River Education Unit's responsibility to ensure someone is home to receive those students who are transported. The only exception will be in the case of children with developmental or physical disabilities; or on a day when the drop-off time is significantly varied due to inclement weather; or the student is in J.K. and S.K.

- (e) are expected to co-operate with the principal and bus driver.
- (f) should identify, to the Liaison Worker who notifies the Bus Contractor, any child with a medical condition that may require epi-pen to be administered by the bus driver.
- (g) must realize that the **bus driver is not authorized to change bus stops or routes**. All changes must be authorized through the Garden River Education Unit.
- (h) must notify the school office and the Elementary Liaison Worker of any changes of address.
- (i) are not permitted to ride the school bus without permission from the Garden River Education Unit who notifies the Bus Contractor.
- (j) must realize that, to ensure safe transportation, objects that may hinder the safe operation of the vehicle or the safety of the students will not be permitted on the school bus, i.e. skateboards, skis and poles, snowboards, animals or pets, toboggans, G.T. sleds.
- (k) should remove all long drawstrings and toggles from outer clothing to prevent these from being caught in handrails and doors.
- (l) should make their children visible through the use of retro-reflective tape on clothing and light coloured clothing.
- (m) should report and problems about:
 - i) late bus arrivals and/or departures to the Garden River Education Unit who notifies the Bus Contractor.
 - ii) other concerns to the principal of the board

Please note: procedures for transportation of junior and senior kindergarten students will be distributed to parents annually.

3.2 STUDENT INSTRUCTIONS

Students must observe the following rules so Garden River First Nation can provide the safest possible transportation in an efficient, economical and safe manner:

RULES FOR RIDING THE BUS SAFELY

Student(s):

- (a) may be transported from a designated stop to and from school only.
- (b) must realize that the bus driver and/or bus aid is in complete charge of the bus.
- (c) will be denied the **PRIVILEGE** of riding the bus for not observing regulations and instructions.
- (d) are prohibited from smoking or using non-prescription drugs or alcohol on all school buses at any time.
- (e) shall not fight or use obscene language or gestures on the bus.
- (f) will be held responsible for any willful damage to the bus.
- (g) will not bring annoying, dangerous or disturbing objects on the bus. This includes, but is not limited to, fire crackers, toy weapons, weapons, explosives, ammunition, birds, animals, etc.
- (h) will behave in an orderly fashion while on the bus.
- (i) will inform the bus driver if anyone is known to be absent.
- (j) will remain seated and facing forward at all times, and will not distract the driver and/or other students.
- (k) will keep the aisle clear of feet, bags and pack sacks to avoid tripping others.
- (l) may open window only with the drivers permission, and will keep head, hands and arms inside the bus.
- (m) must not tamper with emergency door, windows or equipment.
- (n) must not throw anything inside, out of, or at the bus at any time.
- (o) will maintain a clean bus by using the provided containers on the bus or keep items in your bag.
- (p) must realize that objects which may hinder the safe operation of the vehicle or the safety of the students, may be refused on the bus.
- (q) will talk quietly while on the bus. The driver must concentrate to drive safely. Watch the bus driver. When the bus driver knows it is safe, he or she will signal you to cross, but watch for traffic yourself. **Walk**, don't run!

- (r) must not eat or drink on the bus. Snacks may spill, you may choke if the bus goes over a bump, or other students may have allergies.
- (s) must be familiar with rules for emergencies.
- (t) must not fight, shout or play in **OR** around the bus.
- (u) must leave from front to back if everyone is getting off the bus at the same time. Do not push.
- (v) must use the bus stop designated by the Garden River Education Unit. For example, requests to ride to friend's houses cannot be accommodated.

3.3 PRINCIPAL INSTRUCTIONS

Every pupil is responsible to the principal of the school that he/she attends for his/her conduct on the school premises or while traveling on a school bus.

THE PRINCIPAL:

- (a) is responsible for supervision of all school bus loading at the school.
- (b) notifies Liaison Worker of any problems with bus routes: arrivals, departures, driver performance, discipline, etc.
- (c) investigates and resolves, in conjunction with the Liaison Worker, all reported problems on the bus. May assign seats if necessary.
- (d) informs parents/guardians of the problem and the disciplinary action that has been taken.
- (e) will inform parents/guardians and students of any rules and regulations established to ensure safety on the buses.

3.4 SCHOOL BUS DISCIPLINE POLICY

Students who have the opportunity to ride school buses may do so as long as they display behaviour that is reasonable and safe. Choosing to follow unacceptable behaviour can result in loss of bus service. The bus driver is responsible for the safety and discipline of students on the bus. The school principal is available to give assistance to the driver and will determine consequences of misbehaviour and the reinstatement of bus service for the offending students. Should a suspension become necessary, it applies to all buses unless otherwise designated by school officials and the Garden River Education Unit. The responsibility for student supervision by the

School Board begins when the student boards the bus in the morning and is retained until the child leaves the bus at the end of the day.

PLEASE NOTE:

Any inappropriate behaviour, depending on circumstances and severity, could result in immediate suspension from the school bus. When the principal receives a **Student Behaviour Report** he/she will then notify both the student and parents/guardians. When a suspension is in order he/she will notify the student, parents/guardians, Liaison Worker and Bus Contractor.

3.5 BEHAVIOUR GUIDELINES AND CONSEQUENCES

OFFENCES

An offence is constituted by a written **Garden River Transportation Student Behaviour Report** submitted by a bus driver or bus aid to the appropriate school Principal. All Bus Contractor vehicles are equipped with Student Behaviour Report forms.

CONSEQUENCES

In case of misbehaviour, the bus driver or bus aid shall report such misbehaviour to the principal using the Student Behaviour Reports.

- i) With the first occurrence, the bus driver or bus aid will report the incident to the principal of the school. The Principal shall provide a copy of the report to the parent and Garden River Education Unit.
- ii) With the second occurrence, the bus driver or bus aid will report the incident to the principal of the school. The Principal shall provide a copy of the report to the parent and the Garden River Education Unit. Depending on the severity the Liaison Worker may visit the students home to address the misbehaviour with the parents.
- iii) With the third occurrence, the bus driver or bus aid will report the incident to the principal of the school. The Principal will suspend the student from bus riding privileges for **THREE (3) SCHOOL DAYS**.

The parents and Garden River Education Unit will receive copies of the suspension. A suspension report will be submitted by the Principal to the Education Unit. The Education Unit may provide follow-up with home visits to address the misbehaviour.

AFTER THE STUDENT'S BUS RIDING PRIVILEGES HAVE BEEN RESTORED AND THE STUDENT CONTINUES TO MISBEHAVE THE ABOVE PROCEDURES WILL BE REPEATED IN SEQUENCE. HOWEVER, THE BUS RIDING SUSPENSION WILL BE **FIVE (5) SCHOOL DAYS**. SHOULD A THIRD BUS RIDING SUSPENSION BE NECESSARY, AFTER THE PROCEDURES HAVE BEEN REPEATED IN SEQUENCE, THEN THE SUSPENSION WILL BE FOR **TWENTY (20) DAYS**. FURTHER REPORTS MAY RESULT IN LOSS OF BUS PRIVILEGES FOR THE REMAINDER OF THE SCHOOL YEAR.

If a student is Suspended from Bus Privileges, it will be the Parents responsibility to transport the student to school at the cost of the Parent .

FOR YOUR INFORMATION

Inclement Weather

The local radio stations will be used to convey any information concerning school and transportation situations during periods of inclement weather. Parents and students are encouraged to listen to the local radio stations for any of the above information.

Zones

Transportation will only be provided within a student's designated school zone (home school). Any parents who want their children to

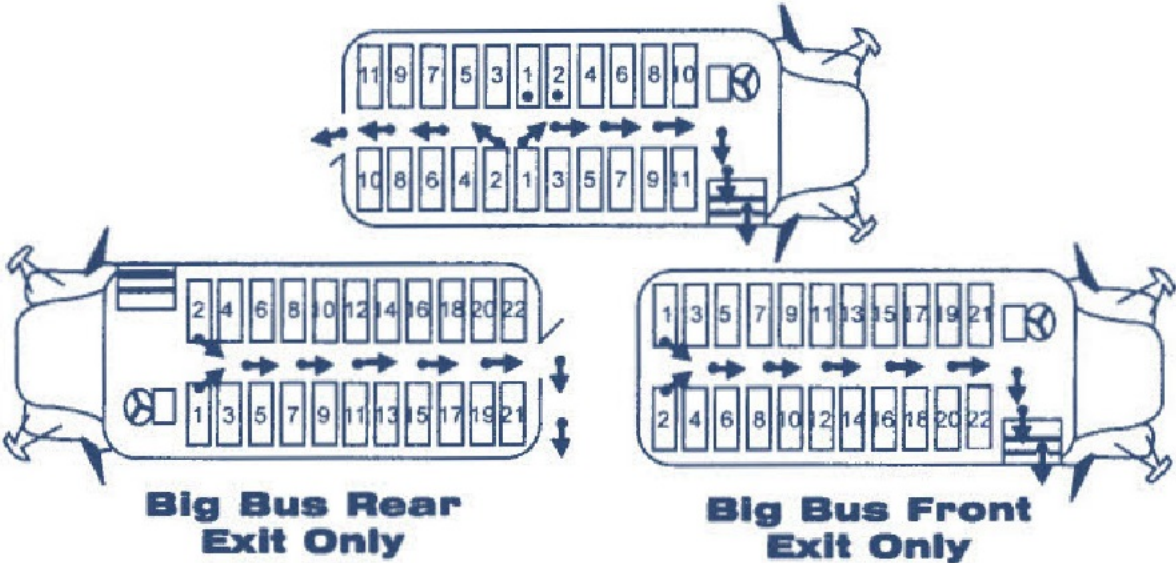
attend schools outside their school area must assume the responsibility of transportation. (Students maybe exempt from Zones due to individual educational placement by the school board therefore transportation maybe provided.)

Teamwork -

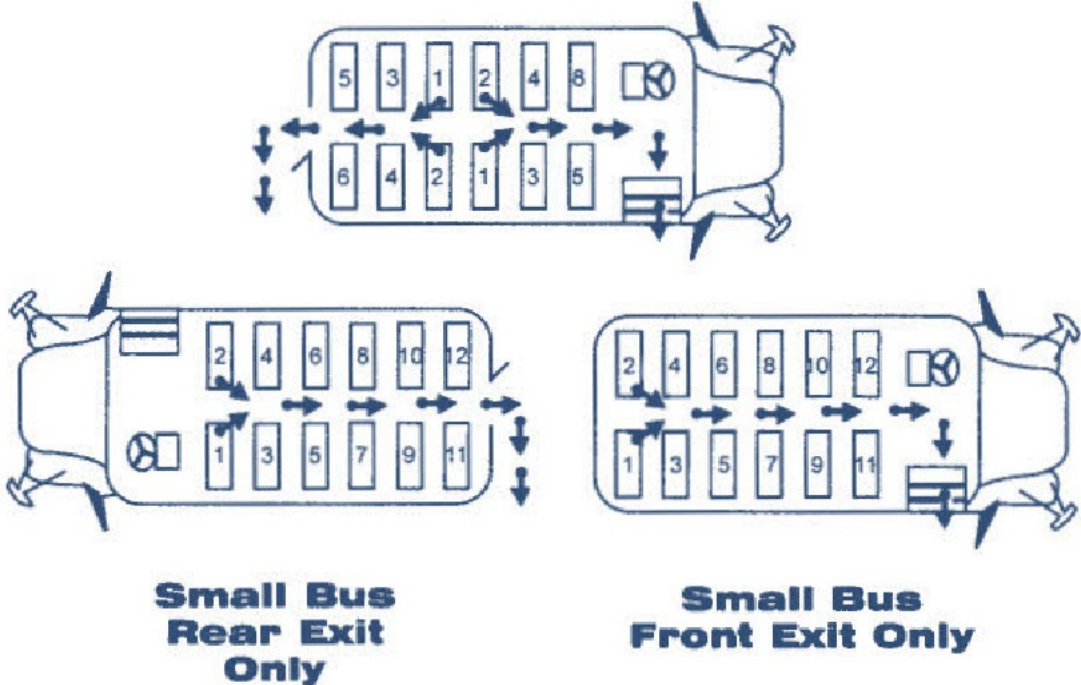
**"Coming together is a beginning...
Keeping together is progress...
Working together is a success."**

EDUCATION...A vital key to success.

Evacuate the Safe Way Using Available Exits on a Big Bus



Using Available Exits on a Small Bus



GREEN EDUCATION UNIT

The Education Unit strives to work for their students and community as a whole to fulfill their educational goals...please feel free to contact any one of our staff members for questions or concerns at any time.

-Education Unit