

**TEMAGAMI FIRST NATION  
BEAR ISLAND EDUCATION  
AUTHORITY**

**SECONDARY SCHOOL PROGRAM  
POLICIES AND PROCEDURES**

**January 2017**

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# 1.0 INTRODUCTION

The Bear Island Education Authority Secondary Program strives to provide culturally appropriate, well-rounded, educational programs for all students and encourage them to become lifelong learners who attain academic excellence and life balance.

The Temagami First Nation Chief and Council and the Bear Island Education Authority have adopted this policy to better clarify available programs and simplify decision-making, regarding questions of program eligibility and expenditures.

## 1.1 THE BEAR ISLAND EDUCATION AUTHORITY (BIEA)

1. The Bear Island Education Authority is mandated by Chief and Council to manage and deliver the BIEASP to all eligible secondary students in a fair, reasonable and responsible manner.
2. The Bear Island Education Authority may not intentionally render decisions under this policy that would result in a budget category going into deficit.

## 1.2 INTENT

The objective of the BIEA Secondary Program is to facilitate attaining a quality Secondary School education, through the providing of assistance towards tuition costs and other expenses for all eligible students, and, to offer help, encouragement and provide incentives, available to all secondary students from the First Nation Community, to optimize the likelihood of academic success and a positive Secondary school experience.

## 1.3 POLICY STATEMENT

The Bear Island Education Authority Secondary Policy (BIEASP) provides the administration with a method of operation based on Secondary Education National Program Guidelines and relevant policy set and interpreted by the program sponsor, Indigenous and Northern Affairs Canada (INAC).

More information on the Secondary Education Program can be found at <https://www.aadnc-aandc.gc.ca/eng/1450118354288/1450118380646#chp5>

# 2.0 ELIGIBILITY CRITERIA FOR SECONDARY PROGRAM

To be eligible for this program, the Applicant/Student must:

## **1. Be on or eligible to be on the TFN Nominal Roll.**

Eligibility for Nominal Role:

The recipient 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:

1. enrolled in and attending a band-operated, federal, provincial, or a private/independent school (including E-learning institutions and Alternative/Outreach schools) recognized by the province in which the school is located as an elementary/secondary institution;
2. aged 13 to 21 years (or the age range eligible for secondary education support in the province of residence) on December 31 of the school year in which funding support is required; and
3. ordinarily resident on reserve, with the primary residence of the family and a civic address on reserve lands.

Note on “Ordinarily”: A student who is ordinarily resident on reserve lands that are leased is not eligible for funding unless that student is a registered Indian. Ordinarily resident on reserve means that the student usually 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 students live elsewhere while attending school or working at a summer job.

**2. Not have their secondary education deemed to be a Provincial responsibility due to the student (or a parent(s) or legal guardian) owning, or having rented, a residence or property off reserve (where applicable Provincial land taxes are being paid), that would enable the student to be eligible to attend a Provincial school with tuition costs covered.**

## 3.0 SPONSORSHIP COMPONENTS

### 3.1 FUNDING LEVELS

Funding levels and availability of sponsorship components may vary depending on financial projections and considerations.

### 3.2 TUITION

Tuition fees will be paid in full for all eligible sponsored students who attend secondary school full-time. Tuition levels will be based upon provincial public secondary tuition levels.

The BIEA administration will forward a letter of sponsorship to the secondary school. The student/applicant will be required to authorize Temagami First Nation to obtain all relevant information including attendance records and report cards.

The BIEA will fund tuition agreements signed with provincially or federally recognized schools.

### 3.3 BOARDING PROGRAM

1. The Boarding Program provides eligible students (who reside on reserve, and are not eligible to have the Province cover their tuition costs) with some alternatives regarding which secondary institution they may choose to attend. This is realized by funding the tuition costs of such students (at a level equivalent to Provincial boards) and providing them with funding to assist with the costs of boarding away from home. The support provided for boarding is 600/month.

2. The Boarding program applies to boarding situations only and will not cover circumstances where a student is renting, or owns a residence. Students/applicants are responsible for ensuring that appropriate accommodations are secured.

3. The BIEA administration will assist students in obtaining satisfactory living arrangements; however, it is the student's responsibility (if 18 or over) or, the responsibility of the parents to make such arrangements.

Note: see Section 3.4.1 for Special Short-term Boarding Allowance circumstances.

### 3.4 TRANSPORTATION ALLOWANCES

1. For those students who remain at home on reserve (Bear Island) while attending the local secondary institution (Temiskaming District Secondary School), the students will access the TFN transportation program to cross the lake. For those families living out of the "loop" that use their own transportation vehicles will require appropriate insurance to

transport students. BIEA will provide a subsidy to cover the costs of the commute across the lake.

Further, for those students not residing on the mainland, during lake freeze up and break up, when travel on the lake is compromised, the student may move to the mainland. A subsidy equivalent to that of the boarding program, \$600/month, would be paid on behalf of the student, rather than the commuting subsidy for the period. Such short-term accommodation arrangements are not subject to restrictions outlined above that would apply to students boarding out full-time to attend other secondary institutions.

2. For students who choose to reside off-reserve to attend secondary school in the city of North Bay, the BIEA may supply return transportation from time to time so that they may return home. Students will be notified of these scheduled trips at the beginning of the school year.

3. Students will receive a one-way travel subsidy at the beginning of the year, as well as at the end of the school year. If a student plans to return home for Christmas break, they will receive a return subsidy for their travel.

### 3.5 BACK TO SCHOOL ASSISTANCE

An additional subsidy will be issued on August 15<sup>th</sup> to assist with back to school expenses such as school supplies, clothing and personal items. Program subsidy levels will be dependent on funding availability and budget considerations.

### 3.6 SPECIAL ASSISTANCE

Parents may make a request for a special allowance to cover additional expenses such as travel for extracurricular activities or participation in school functions.

A letter should be submitted to the Education Manager outlining the type of expense, amount and specifics regarding the proposed activity.

The special allowance is limited to \$100/semester and is dependent on funding availability, budget considerations and level of previous special assistance support.

### 3.7 MONTHLY ALLOWANCE AND INCENTIVES

#### Monthly Incentive

Each month a student's attendance will be assessed by the BIEA to determine the allowance level.

90% attendance rate	\$60
80% attendance rate	\$50
Basic allowance	\$25

If a student is not attending school regularly, a school visit will be conducted by the Education Manager and the student to develop a Student Success Plan (see appendix 3)

### 3.8 ADULT SECONDARY STUDENTS EDUCATION

1. Adults 18 to 21, attempting to complete their secondary school education, can apply to the BIEA and/or the TFN for financial assistance. The availability and level of assistance accessible will be dependent upon yearly budget considerations.
2. Adult students must complete the attendance contract (see appendix 2) before receiving allowances.
3. Students who do not complete their term and have received a living allowance will be placed into accounts receivable.
4. Adult students will be required to sign legal contracts that specify that subsidies must be repaid in the event that the student drops out, has a poor attendance record and/or has failed a semester. An adult student who is in arrears for such violations may not be eligible for any BIEA or TFN education program until their account has been repaid.

## 4.0 PROGRAM ADMINISTRATION

### 4.1 REGISTRATION PROCESS

All students must provide the BIEA administration with a "Requirement to Graduate" from the high school attending.

All students, new or continuing are required to register each year. A registration form will be sent to the student from the BIEA by June 1<sup>st</sup>. Students are required to complete this form and return it to the BIEA by June 15<sup>th</sup>.

### 4.2 DISBURSMENT OF FUNDS

Electronic transfers are generated for monthly transactions.

Funds will be dispersed directly to the boarding home.

It is the responsibility of the student, if 18 or over, or the Parent/Guardian to inform the BIEA administration of any changes in living arrangements, prior to the change occurring, to avoid any double monthly payments.

### 4.3 STUDENT ACADEMIC DISHONESTY AND DISREGARD OF RESPONSIBILITIES

A student is considered academically dishonest when any of the following are deemed to have occurred:

1. A student intentionally reports **any** misinformation to the BIEA to obtain or maintain sponsorship or other program components.
2. A student continues to collect any financial support from BIEA/TFN for education purposes and has not reported that they have either a) withdrawn from that program or b) are deemed to have quit school.
3. A student continues to collect full-time support from BIEA/TFN and the student has become a part-time student and fails to report the change to the Education Manager.

### 4.4 CONSEQUENCES

If a student is found to be dishonest or neglectful of their responsibilities in any of the above circumstances, the following may occur if appropriate amends are not, or cannot be made.

1. Funding will be discontinued immediately and the student will be notified directly by the Education Manager.

2. The student will not be eligible to re-register prior to meeting with the Education Manager and establishing a Student Success Plan (appendix 3).
3. Academic probation and development of a Student Success Plan (see appendix 3)

## 5.0 STUDENT TRANSFERS/WITHDRAWALS

Students may wish to transfer to another school at the end of term. If permitted by the school, the Parents/Guardians/Student must notify the Manager of Education or Educational Assistant as soon as possible.

If a Student withdraws from school, the Parents/Guardians/Student must notify the Manager of Education or Educational Assistant as soon as possible.

### 5.0.1 Consequences of Withdrawals

If the withdrawal is deemed for medical or compassionate reasons, the Education Authority will allow the student to re-apply. If the Student withdraws when there is no medical or compassionate reason, the student must wait until the following semester to re-apply for sponsorship from the BIEA/TFN. Students withdrawing will lose their room and board, allowances, and all funding.

## 6.0 COMPLETING A SECONDARY PROGRAM/UPGRADING

6.1 In the event that a student requires an additional semester to obtain a required credit or two to graduate, the student will be required to take a full course load for that semester to qualify for funding through this program.

6.2 Students who require upgrading after completion of Secondary School and upon the recommendation of their school counsellor or principal will be granted one semester to upgrade in the courses required.

## 7.0 EVALUATIVE CRITERIA

When conditions are such that judgments must be made by the BIEA regarding student/applicant issues within this program, the following criteria, in no order of importance, will be used to help come to a solution where applicable:

1. Status Indian member of Temagami First Nation
2. Member of the Temagami First Nation.
3. Reserve Resident.
4. Within the eligibility age range set by the Province re: funding tuition costs
5. Previous Attendance records

6. Previous Grades
7. Previous compliance record with program policy
8. Meet program criteria
9. Previous conduct and behavior while attending Secondary School

## 8.0 APPEALS PROCEDURE

This appeals process may be used if a Student/Parent/Guardian is in disagreement with a decision by the BIEA regarding their interpretation and application of this policy.

The Student/Parent/Guardian must file an appeal that is received by the BIEA within two (2) weeks of the decision that is deemed to be justified for appeal. The Letter of Appeal should be sent to the BIEA.

The Letter of Appeal must be detailed in explaining the issue/problem with specific reference to the section of the Temagami First Nation Secondary Policy Manual that is in dispute. The letter should include relevant supporting documentation such as character and support letters from school counsellors, teachers, doctors etc. In addition, student attendance records and grades are to be included.

The Education Manager will call a meeting (hearing) of the Education Authority (Board) to consider the appeal. The Education Manager will file a report and make a presentation at the meeting detailing the reasoning for rendering the decision in question. The Letter of Appeal and supporting documentation will be submitted to BIEA members of the Board before this meeting. The appellant may attend this meeting to add further argument or answer any questions the board may have. The Education Manager should also be prepared to discuss the matter at the meeting. The BIEA will issue a written decision to the appellants within one week of the Board's decision, which must be determined within two weeks of the appeal hearing. The Bear Island Education Authority's decision is final.

A further and final appeal may be made directly to the TFN Chief and Council if the appellant believes the decision of the BIEA was flawed or unjust, or there were conflicts declared by three or more members of the BIEA Board.

The Chief and Council will determine if the appeal has sufficient merit to warrant a hearing. If it is determined that hearing the appeal is not justified, then the decision of the BIEA will be upheld and final. If it is determined that the appeal will be heard by the TFN Chief and Council, the appellant and the BIEA will make a presentation and be available to answer questions. The decision of the Chief and Council will be final.

## 9.0 Policy Review and Amendment

- 1) The BIEA will review this policy manual annually.
- 2) The Temagami First Nation Chief and Council must be informed of any amendments to this policy and given one week to comment on the proposed changes before they are deemed to have acquired formal sanction.
- 3) Any amendments to this policy manual will be published and available to all band members and reserve community residents.
- 4) Any Student who is attending Secondary School at the time the policies are amended will be supplied with a copy of the amendments.
- 5) Any student, parent or Temagami First Nation member may propose amendments to this policy at any time.

## 10.0 Appendices

1. REGISTRATION
2. BIEA ADULT STUDENT SECONDARY SCHOOL CONTRACT
3. INDIVIDUAL STUDENT SUCCESS PLAN

Temagami First Nation  
Bear Island Education Authority

Registration for Secondary School

**Student Information**

Surname: \_\_\_\_\_ Given Name: \_\_\_\_\_

Status Card #: \_\_\_\_\_ Birth Date: \_\_\_\_\_

Home Telephone: \_\_\_\_\_

Parent Email Address: \_\_\_\_\_

Student Email Address: \_\_\_\_\_

**Boarding Home Information (if applicable)**

Name & Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Boarding Home Telephone: \_\_\_\_\_

**School Information**

High School Attending: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Special Education Info (if applicable):

\_\_\_\_\_

Parent and Child agree that educational documents will be shared with the Bear Island Education Authority Office. Monthly attendance forms will be sent in to be reviewed by the Education Manager. The Education Manager will contact students at school from time to time to review progress and will contact school staff, counsellors and electronic systems to review necessary information to ensure student success. Participate in yearly events with the BIEA.

Parents Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**BEAR ISLAND EDUCATION AUTHORITY  
LAURA MCKENZIE LEARNING CENTRE**

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Temagami First Nation  
Bear Island Education Authority

**Contract for Secondary School for Student over 18 Years of Age**

As a sponsored student of the Bear Island Education Authority you are expected to take a full course load which is determined by the High School Program you are attending.

You are required to issue our office a Completion for Requirement for Graduation to determine how long you will be funded.

You are expected to attend a minimal amount of 80% of your classes at all times. Each month before your living allowance is released from this office, your attendance will be reviewed. **If you are not attending 80% of the time your funding will be terminated. If a student does have poor attendance then funding will be terminated.**

This contract will be renewed yearly.

It is the responsibility of the student to contact our office if you are withdrawing or failing any courses.

Only one additional semester will be granted for students who must return to upgrade courses.

**The signature below indicates that this contract is agreed to, understood and will be followed:**

Signature of Student: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Education Manager: \_\_\_\_\_

Date: \_\_\_\_\_

Temagami First Nation  
Bear Island Education Authority

**Student Success Plan**

Education Manager and student work together on goal setting to ensure student success.

Goals	Time Frame/Action Items	Details/Comments on Meeting Goals
Goal #1		
Goal #2		
Goal #3		
Goal #4		

Signature of Student: \_\_\_\_\_

Signature of Education Manager: \_\_\_\_\_

Date: \_\_\_\_\_

To be reviewed on: \_\_\_\_\_