

T'ÍT'Q'ET
KINDERGARTEN TO GRADE TWELVE
EDUCATION
POLICIES

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APPENDIX

APPENDIX A T'IT'Q'ET EDUCATION PROGRAMS APPEAL FORM

KINDERGARTEN TO GRADE TWELVE (K-12) POLICY

1. PROGRAM DESCRIPTION

The K-12 program assists status, all students progress through and complete elementary and secondary programs in which they enroll. Virtually all students attend schools within School District No. 74 (Gold Trail). An education Administrator is employed to provide educational counseling to students and liaise with the public school system. Secondary students are also provided a student allowance.

2. PURPOSE

The purpose of the program is to support the educational, social, emotional and physical development of elementary/secondary students.

3. PRINCIPLES

The program will operate on the following principles:

- 3.1. **Parents having the fundamental responsibility for the education of their children**
- 3.2. **The holistic development of the students**
- 3.3. **Fairness in decision-making and program delivery**
- 3.4. **Accessibility of program benefits by all status T'it'q'et members**

4. GOALS

- 4.1. **To Support the successful completion of elementary/secondary programs by students.**
- 4.2. **To encourage full participation and support of parents in their children's education.**
- 4.3. **To promote the inclusion of T'it'q'et culture, values, traditions and history.**

5. AUTHORITY

This program operates by the authority of the T'it'q'et people, under the direction of the T'it'q'et Council. The T'it'q'et Human Development Committee advises and makes recommendations to the T'it'q'et Council with regard to program planning, implementation, review and evaluation.

The Education Administrator is authorized to administer the K-12 Program and communicate with students, parents and schools under the direction of the Director/Planner and will report to the Human Development Committee on the program.

6. AREAS OF RESPONSIBILITY

6.1. Responsibilities of the Education Administrator

- 6.1.1. Administer the program according to the guidelines set out in these policies.
- 6.1.2. Provide opportunities for educational and personal counseling to students upon request.
- 6.1.3. Maintain accurate records, registry and accounting procedures.
- 6.1.4. Provide home/school coordination functions.
- 6.1.5. Ensure the nominal roll is completed annually.
- 6.1.6. Meet individually with secondary students to distribute the T'it'q'et Personal Education Plan form, discuss with each their career goals and recommend educational counseling where appropriate.
- 6.1.7. Plan, organize and coordinate career fairs and cultural workshops for secondary students.
- 6.1.8. Begin a database file for each student leaving the secondary system, including details of their academic standing in secondary and their T'it'q'et Personal Education Plan, to assist them in planning for further education.
- 6.1.9. Communicate with the Human Development Committee about possible strategies for increasing academic success, cultural curricula, tutoring programs and other elements which support T'it'q'et learners in the public school system.
- 6.1.10. Provide program reports to the T'it'q'et Council, the community and the Human Development Committee.

6.2. Responsibilities of the T'it'q'et Human Development Committee.

- 6.2.1. Ensure that quality service is provided to students.
- 6.2.2. Ensure that the funds available for the program are distributed fairly.
- 6.2.3. Review with the education staff annual budgets and proposals.
- 6.2.4. Ensure that the program is administered according to these guidelines, without political or administrative interference in the decision-making process.
- 6.2.5. Strategize, with staff, to improve the learning environment for T'it'q'et students in the public school system and lead to success in post-secondary.
- 6.2.6. Provide advice and/or recommendations about the program to T'it'q'et Council as required or requested.
- 6.2.7. Review policy annually.

6.3. Responsibilities of the Student

- 6.3.1. Ensure that they attend school and put forth a good effort.
- 6.3.2. Demonstrate personal responsibility and commitment to their educational success.

6.4. Responsibilities of Parents

- 6.4.1. Ensure that students have healthy lifestyles so that they are ready to learn: adequate sleep, good nutrition, and positive atmosphere in the home.
- 6.4.2. Support students by preparing them for learning through reading to them from infancy.
- 6.4.3. Provide support for school programs by attending school events, taking part in parent-teacher communications, and providing time and space for homework.
- 6.4.4. Provide support for students' learning of T'it'q'et language, culture and history, to install pride in self and community.

6.5. Responsibilities of the T'it'q'et Council

- 6.5.1. Approve program budgets annually.
- 6.5.2. Establish and Appeal Board as required.

6.6. Responsibilities of the Director/Planner

The Director/Planner oversees the program on behalf on the T'it'q'et community and Council by:

- 6.6.1. Ensuring that program staff are evaluated; and
- 6.6.2. Reporting on financial and personnel aspects of the program, to the T'it'q'et Council, as required or requested.

7. CULTURAL FOCUS

It is the intent of this program to have T'it'q'et language, history and culture presented in positive ways within the local school curriculum.

8. SOURCE OF FINANCIAL SUPPORT

The source of financial support for this program is from the Indian and Northern Affairs Canada education program support program for Guidance and Counselling, Student Financial Assistance (student allowance) and ancillary services.

9. ELIGIBILITY FOR SUPPORT

All status T'it'q'et members enrolled in and attending elementary/secondary programs are eligible for support.

10. FINANCIAL SUPPORT LEVELS

10.1.

10.1.1.

10.1.2.

10.2.

10.2.1.

Status, on-reserve T'it'q'et students in the following grades are eligible to receive the noted amounts for allowances:

10.3. Grade 8-10 \$10 per month

10.4. Grade 11-12 \$20 per month

11. ACCOUNTABILITY

11.1. T'it'q'et Council Accountability

The T'it'q'et Council will ensure that T'it'q'et members are informed of the financial and performance status of the Kindergarten to Grade Twelve program.

11.2. T'it'q'et Director/Planner Accountability

T'it'q'et Director/Planner will oversee responsibility financial management of the Kindergarten to Grade Twelve program programs, and report on these programs to T'it'q'et Council as requested or required.

11.3. Education Administrator Accountability

The Education Administrator is accountable to the Director/Planner for the effective administration of the program as well as for reporting on program elements to the Human Development Committee on a regular basis and to the T'it'q'et Council as requested.

11.4. Student Accountability

The students are accountable to their parents/guardians for their participation and success in the program. Secondary students are accountable to the Education Administrator for their eligibility to receive student allowances.

11.5. Appeal Board Accountability

11.5.1. The Appeal Board shall meet to decide within thirty (30) days of receiving a written application for an appeal.

11.5.2. The Appeal Board will deliver their decision to the student/parent within seven days of the appeal hearing date.

12. INCENTIVES

The student allowance is an incentive for maintaining high attendance at school.

12.1.

12.1.1.

12.1.2.

13. APPEALS

The appeal process shall be made available to all T'it'q'et members on request. A separate Appeal Board is formed for each individual appeal. Appeal Boards are disbanded upon completion of their duties for each individual appeal.

13.1. Dissatisfaction with decisions will be handled through the following steps:

- 13.1.1. Parents will review their case with the Education Administrator.
- 13.1.2. If the parent is not satisfied with the decision of the Education Administrator, parents will take their case to Director/Planner. If there is still no satisfaction the case will be taken to the T'it'q'et Human Development Committee.
- 13.1.3. Parents must show evidence that they have made an effort to resolve their problems through meetings with the T'it'q'et Human Development Committee prior to submitting a formal application for an appeal. If the student is not satisfied with the decision of the T'it'q'et Human Development Committee, and Appeal Process will begin.

13.2. The appeal process is as follows:

- 13.2.1. The parent will make a written application for an appeal.
- 13.2.2. An appeal Board will be formed by the T'it'q'et Council to hear each specific case. The Appeal Board will be formed in a manner consistent with T'it'q'et Conflict of Interest guidelines:
- 13.2.3. Board Members chosen to sit on the Appeal Board will not be:
 - a) Members of the complaint's immediate family; and
 - b) Immediate family of one another.
- 13.2.4. Appeals will be heard by an impartial Appeal Board consisting of:
 - 1. a T'it'q'et Human Development Committee member
 - 2. a T'it'q'et Council representative
 - 3. a community representative agreeable to the student appealing and the two existing Appeal Board members

- 13.2.5. The parent may be accompanied by someone to assist in presenting his/her case.
- 13.2.6. The appeal meeting will not be open to the public.
- 13.2.7. Appeals shall be made prior to budget deadlines are related to the current school year.
- 13.2.8. The appeal Board shall meet and make a decision within thirty (30) days of receiving a written application for an appeal.
- 13.2.9. Appeal applications shall be made in writing.
- 13.2.10. The ruling of the Appeal Board will be in writing and be presented to the T'it'q'et Council and be binding on all parties.
- 13.2.11. The T'it'q'et Council will notify the Education Administrator, the Human Development Committee and the individual concerned regarding the results of the appeal.
- 13.2.12. Appeal decisions records will be maintained in a secure file by the Education Administrator.

This program will be reviewed by the T'it'q'et Human Development Committee annually and any recommendations for change will be made to the T'it'q'et Council.

14. POLICY REVIEW

The Human Development Committee and education staff will review program policy annually. Recommendations for changes will be brought to T'it'q'et and the T'it'q'et Council for discussion, approval and ratification.

14.1.

- 14.1.1.
- 14.1.2.
- 14.1.3.
- 14.1.4.