



## **Elementary and Secondary**

## **Policy and Administration Guidelines**

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*Note: See additional amendment/approval dates at end of document.*

**Nipissing First Nation**  
**Elementary and Secondary**  
**Policy and Administrative Guidelines**

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**A. PURPOSE**

To state the policy of the Band and the related administrative guidelines with respect to the provision of education to elementary and secondary students.

**B.PRINCIPAL ELEMENTS**

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## 1.0 GENERAL PURPOSE

- 1.1 The Elementary and Secondary Policy and Administration Guidelines are designed to encourage academic achievement and consistent attendance starting at the elementary level and continuing at the secondary level.

## 2.0 STUDENT TUITION ELIGIBILITY

- 2.1 To be eligible for elementary or secondary school provincial tuition the student must be between the ages of 4 and 21 years and:
- a) living on Nipissing First Nation land and;
  - b) included on Nipissing First Nation's Nominal Role and;
  - c) member of Nipissing First Nation or;
  - d) reside with a Nipissing Band member or;
  - e) be a member from another First Nation.

## 3.0 STUDENT INFORMATION

- 3.1 Parents/Guardians are required to fill out the **Student Information Sheet** by September 30<sup>th</sup> for nominal roll tracking, and invoicing purposes and insurance. This form is distributed yearly by Nipissing Bus Lines, and is available at the Nipissing First Nation Education Office and on the nfn.ca website. Any changes to student contact information throughout the school year should be forwarded to the NFN Education Office.
- 3.2 Parents/Guardians are required to fill out a **Release of Information** form by September 30<sup>th</sup> for nominal roll tracking and invoicing purposes. This form is required to assist the Education Office and the School Boards to collaborate when necessary for education program planning and reporting purposes. Parents/Guardians will be notified by the Education Office or School Board and invited to participate, when such meetings occur.

## 4.0 TUITION

- 4.1 Services will be purchased for students who meet the eligibility criteria in section 2.1 from the *Near North District School Board, Conseil Scolaire public du Nord-Est de L'Ontario, the Nipissing Parry Sound Catholic District School Board, the Conseil Scolaire Catholique Franco-Nord School Board or Nipissing Education Centre, or a private/independent school recognized by the Province as an elementary/secondary institution.*

- 4.2 Students attending a private or independent school, by choice, are not entitled to accommodation or transportation services through Nipissing First Nation.
- 4.3 Tuition fees to attend a private or independent school will not be greater than the rate at the nearest Provincial School Board to Nipissing First Nation.
- 4.4 *We will pay tuition fees to other provincial school boards, provided the student is included on our current nominal roll and is ordinarily a resident of Nipissing First Nation.*

## 5.0 TRANSPORTATION

- 5.1 Nipissing Bus Lines will provide transportation to most of the elementary and secondary schools that Nipissing First Nation students attend. For current information on bus routes, contact the Education Office. For full details on student transportation see the Nipissing Bus Lines Policy.

## 6.0 STUDENT INCENTIVES

The goal of the Student Incentive is to motivate students to attend classes and do better in their studies. It is important to note that high school incentives are calculated twice per year, once for each semester. Secondary incentives are distributed in March for semester one (1) and in August for semester two (2). Elementary incentives are calculated twice per year to coincide with the school report cards, and distributed in March for the first Report Card, and August for the final Report Card. Only on-reserve Nipissing First Nation members are entitled to this student incentive, and therefore must be residing on-reserve for the majority of the semester/year.

The Education Office requires the Release of Information form signed and on file, so that the schools can forward copies of the report cards. For budgeting purposes, incentives will be paid out in the same school year only and not later than July 31<sup>st</sup> annually. Incentives are based on the previous years' Nominal Roll. Please refer to section 3.0 for requirements prior to distribution.

Student Incentives will not be distributed until the Student Information Sheet and Release of Information form has been submitted to the Nipissing First Nation Education Office.

Students enrolled in grade 9 will receive the \$50 start up allowance as mentioned in section 6.2b.

### 6.1 HIGH SCHOOL STUDENTS:

Attendance Incentive:

Secondary incentives are distributed in February for semester one (1) and in August for semester two (2).

- Students are entitled to receive \$25 for each full credit course passed (1.0), to a maximum of 4 courses. (4 courses = \$100, 3 courses = \$75, 2 courses = \$50, 1 course = \$25);
- Absences will be deducted from the overall total at \$2.50 per course. **Important**  
\*Excused absences approved by the school and/or with prior approval with the Education Office are not counted as an absence.

(For example: A student enrolled in 4 courses with 1 day absent would receive an Attendance Incentive of \$90 = (4 courses x \$25) - (\$2.50 x 4)

\*1.0 full credit course = 2/ 0.5 credit courses.

## 6.2 ELEMENTARY STUDENTS:

### a) Attendance Incentive:

Incentives will be determined and distributed at the end of each of the two (2) terms during the elementary school year (February and June). **Important** \*Excused absences approved by the school and/or with prior approval with the Education Office are not counted as an absence.

- 0 days absent = \$40
- ≤ 1/2 day to 2 days = \$30
- 2 ½ days to 4 days = \$20

### b) Start-up Allowance:

The maximum allowance for *Nipissing First Nation elementary students living on-reserve* shall be \$50.00 per year for all students registered for the first day of school. This will be distributed in August prior to each school year.

## 7.0 TUTORIAL SERVICES

7.1 Tutoring in Academic subjects may be possible depending on current budget allocations. To request financial assistance for tutoring, the following is required:

- a) Provide a letter of support from a teacher, counsellor or principal recommending tutoring assistance.
- b) Include supporting documentation; such as, an Individual Education Plan (IEP), or other assessment reports.

- c) Parent/Guardian is responsible for finding a qualified Tutor/Service Provider. Receipts are required from the service provider for the purpose of a reimbursement. If payment has not been made, an invoice is required to process a payment directly to that service provider.

7.2 If approved, a maximum of \$200.00 will be provided. Additional requests in the same school year will be reviewed and may be provided depending on current budget allocations. The budget is based on Nipissing First Nation's Fiscal Year, April 01 – March 31.

## 8.0 STUDENT AWARDS

- 8.1 Students who successfully complete Grade 8 (eight) will receive a \$40.00 award.
- 8.2 Students who successfully complete Grade 12 (twelve) will receive a \$150.00 award.
- 8.3 Academic Awards for grades 9-12:

The award is calculated and distributed at the end of each semester as follows:

- Secondary Students are entitled to \$25 per course 1.0 credit course passed and;
- The total average of marks received for each semester.

|           |         |
|-----------|---------|
| 80% -100% | = \$100 |
| 70% - 79% | = \$75  |

(For example: A student passes all 4 courses and has an average of 71%. That student would receive \$175. This breaks down as follows: \$100 for passing 4 courses and \$75 for the total average  $60\%+68\%+79\%+78\% = 285$  divided by 4 = 71%)

8.4 To be eligible for a Student Award the student must be:

- a) a Nipissing First Nation Band member and,
- b) living on Nipissing First Nation land or;
- c) residing locally off reserve, attending one of the school boards as follows:
  - *Near North District School Board or,*
  - *Conseil Scolaire public du Nord-Est de L'Ontario or,*
  - *Nipissing Parry Sound Catholic District School Board or,*
  - *Conseil Scolaire Catholique Franco-Nord School Board or,*
  - *Nbisiing Education Centre.*

- 8.5 Awards will be granted based on the supporting documentation that the Education Office is able to access through the Release of Information form, or from report cards submitted by students off reserve who meet the criteria in 8.4.
- 8.6 For budgeting purposes, awards will only be paid out in the same school year, and no later than July 31<sup>st</sup> annually.

*Amended and approved this 21<sup>st</sup> day of July, 2015*

*Amended and approved this 19<sup>th</sup> day of April, 2016.*

*Amended and approved this 1<sup>st</sup> day of November, 2016.*

*Amended and approved this 20<sup>th</sup> day of June, 2017.*

*Amended and approved this 6<sup>th</sup> day of August, 2019.*