

BEAR ISLAND EDUCATION AUTHORITY

POLICY AND PROCEDURES



AMENDED 2001 BY DIANE AQUINO

TABLE OF CONTENTS

1.0	MISSION STATEMENT	8
2.0	OPERATION AND MAINTENANCE	9
3.0	CHILD ABUSE	10
	Duty To Report	10
4.0	SCHOOL TRIPS	11
5.0	FIRE SAFETY	13
6.0	COMMUNITY USE OF THE SCHOOL'S FACILITIES	14
7.0	STUDENT-PARENT HANDBOOK	15
	Hours of Operation	15
	School Calendar.....	16
	Orientation	16
	Programme of Study	16
	Student Rights and Responsibilities	17
	Discipline 18	
	Special Education.....	19
	Homework 20	
	Co-curricular Activities.....	20
	Medical Needs and Injuries and First Aid	20
	Records, Evaluation, and Awards	21
	Enrollment in Another Elementary School.....	21

Parent Rights and Responsibilities.....	21
Conflict Resolution.....	22
8.0 THE DESIGN, DUTIES, AND RESPONSIBILITIES OF THE SCHOOL BOARD	24
Organizational Chart	24
Mandate	25
Memo of Understanding	25
Membership.....	25
Eligibility	25
Method(s) of Selection	25
Term of Office.....	26
Orientation for New Members	26
Board Member Resignation.....	26
Removal	27
Honoraria	27
Chairperson.....	27
Duties of Board Members.....	28
Code of Ethics	28
Liability	29
Meetings	29
8.01.01 Format	29
8.01.02 Frequency and Types	30
8.01.03 Agenda.....	30
8.01.04 Decision-Making	30
8.01.05 Minutes.....	31

Duties and Responsibilities.....	32
Finance	32
Education	32
Personnel	32
Communication	33
Policies and Procedures	33
Buildings and Vehicles.....	34
Policy Revision and/or Formulation.....	34
Administration in the Absence of a Policy.....	34
Training	35
9.0 PERSONNEL	36
Job Descriptions.....	36
9.01.01 Teacher Assistant	36
9.01.02 Teacher	37
9.01.03 Native Language and Cultural Teacher.....	38
9.01.04 Custodian.....	39
9.01.05 Administrator	40
9.01.06 Principal.....	42
9.01.07 Executive Assistant	45
Conditions of Work.....	47
9.01.08 Hours of Work.....	47
9.01.09 Overtime	47
9.01.010 Preparation Time.....	47
9.01.011 School Closures	48
9.01.012 Salary Schedules	48

9.01.013	Pay Periods	48
9.01.014	Seniority	48
9.01.015	Approved Experience.....	49
9.01.016	Performance Appraisals	49
9.01.017	Supervision of Students	49
9.01.018	Community Involvement	49
9.01.019	Conflict of Interest.....	49
9.01.020	Sexual Harassment	50
9.01.021	Travel.....	50
9.01.022	Telephone Calls.....	50
9.01.023	Visitors.....	51
9.01.024	Confidentiality.....	51
9.01.025	Contracts	51
9.01.026	Staff Training and Professional Development.....	52
9.01.027	Volunteers	52
9.01.028	Health and Safety	53
9.01.029	Resignation Procedures	53
9.01.030	Severance Pay.....	53
9.01.031	Lay-offs	54
9.01.032	Termination	54
9.01.033	Retirement	54
Hiring Procedures		55
9.01.034	Casual and Permanent Positions.....	55
9.01.035	Job Postings.....	55
9.01.036	Hiring Committee.....	56

9.01.037	Selection of Employees	56
9.01.038	Hiring New Employees	57
9.01.039	Probation.....	57
Leaves of Absence.....		58
9.01.040	Sick Leave.....	59
9.01.041	Personal Leave	60
9.01.042	Compassionate Leave.....	60
9.01.043	Bereavement Leave	60
9.01.044	Parental Leave	60
9.01.045	Adoption and Paternity Leave.....	61
9.01.046	Holidays and Vacation Leave	61
9.01.047	Court Leave	61
9.01.048	Graduation or Examination Leaves	62
9.01.049	Leaves Without Pay.....	62
9.01.050	Extended Leave Without Pay.....	62
Disciplinary Actions.....		62
9.01.051	Oral Reprimand.....	63
9.01.052	Written Reprimand.....	63
9.01.053	Suspension or Dismissal	64
Grievance Procedure		64
9.01.054	Step One	64
9.01.055	Step Two	65
9.01.056	Step Three	65
10.0	DEFINITIONS	67

APPENDIX C:70

1.0 MISSION STATEMENT

While honouring the Anishinaabe heritage of its students, the Laura McKenzie Learning Centre strives to provide a culturally appropriate, well-rounded program that meets the needs of all students and encourages them to become lifelong learners who attain academic excellence and life balance in school, community, and the world.

2.0

OPERATION AND MAINTENANCE

The Board will also be responsible for the operation and maintenance of the school and the school's grounds.

It is the responsibility of each employee to report areas in need of maintenance to the Principal who will arrange for repairs and report to the Board. For major maintenance items, the Board will approve application to INAC (or others) for funds to complete the task(s). The Administrator and/or Principal will complete the application.

The Principal and/or Administrator will conduct twice yearly inspections of the school and the grounds. Accompanied by the custodian, they will make a detailed report (with recommendations) to the Board.

Since most maintenance contracts will be of a short-term nature, the Principal and/or Administrator will select suitable candidate(s) to complete repairs.

For major maintenance and/or renovations, the Board will decide who the successful contractor will be.

3.0

CHILD ABUSE

Duty To Report

There is a broad duty for every member of the staff to report child abuse.

IT IS THE POLICY OF THE BIEA THAT LMLC staff will apply current guidelines to report and prevent child abuse.

Whenever, a staff member suspects child abuse, that staff member is obliged to notify the Native Child Welfare Prevention Worker in accordance with The Protocol Agreement between the Temagami First Nation of Bear Island and the Children's Aid Society of the District of Nipissing and The Child and Family Services Act of 1990 for Ontario. See Appendix C.

Representatives from Children's Aid, upon proper identification at the school, must be allowed to interview student(s) on demand. The Children's Aid worker has the sole responsibility to notify the parents.

4.0

SCHOOL TRIPS

IT IS THE POLICY OF THE BIEA THAT meaningful educational trips be part of school life for LMLC students. Written consent of the parents will be required for any "off" island school trips. Short, local trips that are part of the curriculum or school year plan require only parental notification or report.

The teacher will decide on which students are allowed to participate in the trip. Students may be left behind for a number of reasons including parental request and/or behaviour concerns.

For all trips the following criteria must be met:

- There must be adequate funding one month prior to the date of departure
- There must be adequate supervision. This may be provided by a combination of staff, parents, and community members
- "Off" island trips will be approved by the Board
- Parents and students must be informed of the rules that will be enforced on the trip and the consequences of student misbehaviour.
- The means of transportation being used must be insured, and only operated by those who have been approved by the Principal.
- The parents must be provided with details of the trip one month prior to departure if possible
- The phone numbers of the parents and of any other people the supervisors may have to contact during the trip must be available to the supervisors
- The reserve police or any other group who may be expected to participate in a search and rescue must be given the complete plans for any trip into the wilderness
- The School Board must be informed of any school trip as far in advance as possible, the Principal will be expected to provide the members of the Board with all of the pertinent details concerning the planned trip(e.g.,

the names of the proposed supervisors, the means of transportation to be used, etc.)

- The medical considerations that must be attended to are as follows :
 1. A well-stocked first aid kit must be included in the supplies accompanying each school trip
 2. The supervisors must be aware of the medical problems of the students on the trip
 3. If possible, at least one of the supervisors must be qualified to administer emergency first aid
 4. The supervisors must be aware of the medical facilities in the area they are planning to visit
 5. The supervisors must obtain consent from the parents to administer medication and emergency first aid as part of the initial consent form.

5.0

FIRE SAFETY

IT IS THE POLICY OF THE BIEA THAT LMLC have an effective fire emergency plan that ensures the safety of students and staff.

During the first day of school in September, the teaching staff will inform and the students will rehearse how they should respond in the event of some emergency at the school. Regular fire drills (at least two(2)) will be held during the year.

The Principal shall establish the emergency procedures and shall ensure that the members of the staff are fully aware of them and implement them. The Principal will ensure that no student or other person is left in the building and shall take into account the needs of any handicapped person(s)

Students will exit in an orderly fashion under staff direction. A diagram showing the nearest emergency exit and alternate exit emergency procedures will be displayed clearly in each classroom. Students will assemble in designated areas for attendance. If the weather is bad, the students will go to the front entrance of the Medical Centre. The staff will account for all students and report to the Principal. No one will return to the school until the "all clear" is given by the Principal.

Occasionally, a fire drill shall be held at a time other than during regular classes or that requires alternate exit use. During fire drills the Principal or someone appointed by the Principal should take note of the time taken to evacuate the school during each fire drill. The Principal shall ensure that all fire fighting equipment and smoke detectors in the school are checked on a regular basis; flammable items shall be stored properly and away from exits; no hallways or exit doors are blocked or, in the case of doors, chained at any time during the school day; and that adequate exits are provided for anyone using the school after regular school hours. The custodian will ensure that all exits are clear of snow or ice.

6.0

COMMUNITY USE OF THE SCHOOL'S FACILITIES

IT IS THE POLICY OF THE BIEA THAT LMLC is a community school and therefore encourages its use by groups within the community. The Principal will be in charge of approvals for after school use. Groups wanting to use the school should apply to the Principal. If a key is issued, it should be signed for by a "responsible" member of the Group.

Once approval has been given for the use of the school, the agencies, groups, or individuals who have sought this approval must ensure that the school's facilities remain clean and in good order. The Education Authority will expect to be reimbursed fully for any costs associated with repairs that will have to be made to the school and the school grounds and/or for any damaged or lost equipment and/or custodian overtime. All refuse must be disposed of by the agencies, groups, or individuals using the facilities.

Hours of Operation

8:40 a.m. to 8:55 a.m.	The students will be supervised in the playground until the official beginning of the school day at 8:55 a.m. When the weather is poor, the students will be allowed to gather indoors
8:55 a.m. to 10:30 a.m.	Regular school program
10:15 a.m. to 10:30 a.m.	JK/SK Recess
10:30 a.m. to 10:45 a.m.	Grades 1 to 8 Recess
10:45 a.m. to 12:00 p.m.	Regular school program
12:00 p.m. to 12:45 p.m.	Lunch (Students are expected to eat elsewhere unless arrangements have been made with the Principal <u>in advance</u>)
12:45 p.m. to 1:00 p.m.	The students will be supervised in the playground during the remainder of the lunch hour unless the weather causes early school admission.
1:00 p.m. to 2:15 p.m.	Regular school program
2:15 p.m. to 2:30 p.m.	Recess
2:30 p.m. to 3:40 p.m.	Regular school program
3:40 p.m.	Dismissal time

School Calendar

It is the policy of BIEA that LMLC follow an approved calendar that schedules the equivalent of 190 school days per year with appropriate time for Professional Development activities for staff.

A school calendar will be sent to each parent showing School days, holidays, P.A. days and other significant events. These are subject to modification.

Orientation

Early in each school year, parents/guardians will be encouraged to come to school to participate in a general orientation session. The Staff will be available to discuss and answer any questions about the programme of study, the plans for the upcoming school year, etc. The role of the parents in the school will be discussed and they will be encouraged to become homework partners, volunteers, and activity leaders throughout the year. The formation of a parent's group will be encouraged.

Programme of Study

IT IS THE POLICY OF THE BIEA THAT LMLC follow the Ontario curriculum with culturally appropriate adjustments in the delivery of the programme.

Native language and/or culture classes will be offered daily at LMLC using the Temagami dialect of Anishinaabemowin. Learning opportunities related to the rich Bear Island cultural history will be supported and encouraged.

IT IS THE POLICY OF THE BIEA THAT an annual formal testing programme to help determine language and mathematic grade levels be maintained.

One staff member will be designated as the Special Education teacher and will design and oversee the whole school programme including testing and resource delivery. This person will report to the Principal and the Board as required.

Student Rights and Responsibilities

Each student at the LMLC has the right to:

- A safe, supervised learning environment
- Participate in his/her community's education system; that, in a balanced way, tries to meet the intellectual, emotional, physical, and spiritual needs of the students
- Strengthen his/her understanding of the traditional language, culture, beliefs, history, and ways of the people, the Anishinaabeg of nDaki-Menan
- Expect that any personal information about him/her collected in his O.S.R. will be kept confidential by the Education Authority and its employees unless the information is required by some recognized, outside agency(e.g., Indian and Northern Affairs Canada, a provincial school board, etc.) with a legal right to the information
- Be disciplined in a fair and reasonable manner, and, if suspended, the right to appeal to the Board
- Be excused by the Principal from school for a variety of valid reasons (e.g., illness, a dental appointment, attending a funeral, going to a special service arising out of a religious or cultural belief). Parents should make certain that the members of the staff know beforehand about an absence or are informed about the reason(s) for the absence when the student returns. The student is responsible to catch up on work missed. If a longer absence is planned; the teacher, with sufficient notice, will provide work that must be completed during the absence.

Each student at the LMLC will be expected to:

- Complete assigned work fully, and cooperate with staff and students
- Attend school on a regular basis with few or no lates
- Attend school with a positive, healthy, enthusiastic attitude
- Respect him/herself, the staff, and all of the other students
- Take care of the school building and all of its contents

Discipline

IT IS THE POLICY OF THE BIEA THAT there will be zero (0) tolerance for violence at LMLC. Any act that falls into this category will be dealt with by the Principal who may use any disciplinary actions from time-out to suspension (depending on the severity of the incident) and will always keep the parents informed.

At the beginning of the school year, each teacher and his/her students will decide upon a suitable code of behaviour for the class (e.g., asking permission to leave the classroom) with consequences. These will be clearly posted in each room. These "class rules" will be subject to review and revision. The teacher will have regular contact with parents/guardians on these matters to help curb misbehaviour. Face to face meetings may also be used when necessary.

Students will be expected to respect a "keep your hands to yourself" policy. Play fighting is not allowed. Verbal abuse is also a form of violence and will be dealt with in a similar manner as physical violence. All violent actions will have serious consequences and the student will be disciplined and the parents informed.

Some suggested methods of discipline that might be used by the teacher and/or the Principal include Time-out, active apologies, detention, and suspension. Parents will be kept informed in the process.

In the event of some serious misbehaviour, the Principal may suspend a student for up to 20 days. Suspension may occur for the following misbehaviours:

- Swearing at or threatening a member of the teaching staff
- Fighting
- Threatening learner
- Frequent lateness and/or poor attendance
- Refusing to do the assigned work

- Constantly challenging the authority of the teaching staff
- Deliberately damaging school property
- Behaviour detrimental to the school or community.

As suggested earlier in this handbook, a student and his/her parent(s) will be able to appeal a suspension within one week. While an appeal is being considered by the Board, the suspended student will be expected to follow the terms of the suspension.

The final disciplinary measure, expulsion, will only be used for actions that are considered quite serious. The School Board will decide, after receiving recommendations from the Principal and/or Education Manager and meeting with the student and his/her parent(s), whether or not a student should be expelled.

Special Education

An Identification, Placement, and Review Committee (IPRC) will be established or re-established at the beginning of each school year. Normally, there will be three staff members on the committee: the Principal, and two others. The parents of each IPRC'd student will be invited to attend any review of their child.

The first purpose of the committee will be to identify formally the student(s) who will require special education services beyond those that are already being offered as part of the regular programme of study at the LMLC. If the needs of the student(s) cannot be met in the community, then the second purpose of the committee will be to find a suitable placement outside of the community after obtaining the consent of the parent(s) and the student(s) for such a move. The final purpose of the committee will be to establish the placement of the student(s) after review.

When the parent(s) does not agree with a decision made by the IPRC, the parent(s) will be advised to appeal to the Board.

Homework

In all grades (i.e. 1 to 8), homework will be expected and assigned on a regular basis. The quantity of work should increase as the grade level increases. Parents should expect some work nightly and supervise its completion.

Co-curricular Activities

The students, parents, and staff will be encouraged to share their ideas about interesting and worthwhile co-curricular activities with the Principal. These may include student games, theatre, field trips, guest speakers and performers, intramural activity and school plays.

Medical Needs and Injuries and First Aid

IT IS THE POLICY OF THE BIEA THAT at least one staff member will possess current First Aid/CPR qualifications.

It is the parents' responsibility to inform the school of any serious health problems (e.g. allergies, asthma, etc.), any expected protocol regarding medications, and any emergency contact numbers. The Principal will see these are kept in the O.S.R. file. The school will not supply or administer medication.

The Principal will see that First Aid supplies are available in the school. A well-stocked first-aid kit will always be stored in the main office and there will also be one that will accompany the students during any of their field trips. If an injury occurs, staff members will deal with it and, if necessary, seek the assistance of the Medical Clinic or some other group or person qualified to handle emergency medical situations. The parent(s) should be contacted as soon as possible. The parent(s) should be fully informed about any injury sustained by his/her/their child. An injury report must be completed by the person supervising at the time of the incident.

Records, Evaluation, and Awards

Information contained in the Ontario Student Record (O.S.R) forms is considered confidential. Students who have reached the age of adulthood or the parents/guardians of the students who are minors must provide written permission before any information from the O.S.R. forms can be released to anyone other than the following employee of the Education Authority: the Principal and/or Administrator and the members of the teaching staff. Others who may have access with proper documentation and identification include: educational assessment workers, Native Child Care Prevention Worker, Children's Aid, and Officers of the Court.

LMLC will use the Ontario Provincial Report Card. There will be three formal progress reporting periods during the school year; and before the last one in late June, the Principal and the classroom teacher after consulting with the parents will make the decisions concerning whether or not students should pass or repeat their grades.

Teachers will use a variety of evaluation techniques both objective and subjective. Students will be evaluated often and parents should seek feedback more often than the three report card days.

A variety of awards for subject proficiency, citizenship, and overall achievement are presented annually at graduation.

Enrollment in Another Elementary School

With the exception of those students whose special education needs cannot be met at the Laura McKenzie Learning Centre, the Education Authority will not pay for the tuition of the students residing in the community who enroll in another elementary school.

Parent Rights and Responsibilities

The parents of the students at the LMLC have the right to:

- Have, through the Parents Group, a non-voting representative on any hiring committee organized by the Education Authority
- Be able to meet with the Principal and the other members of the teaching staff at a mutually agreeable time
- Be given access to their children 's school records
- Be kept informed of the progress of their children on a regular basis
- Visit the classrooms from time to time to gain an understanding of the workings of the school with advance notice to the Principal/teacher
- To exclude their child from a particular school outing that is deemed unsuitable for their children. A suitable assignment alternative may be given.
- Have input about the programme of study; and to participate in any evaluation of the programmes

Along with these rights, parents will have certain responsibilities. For example, parents will be expected to:

- Participate in the learning process by encouraging homework completion
- Work together with others to find positive, long-lasting ways to solve problems at school
- Contribute when asked for opinions about such matters as the forms of discipline that should be used when their students misbehave
- Be a positive learning role model for their children
- Volunteer to support the activities at LMLC
- Attend community meetings about the state of the school and give direction as needed
- Share some ideas about how their children learn best with the staff at LMLC

Conflict Resolution

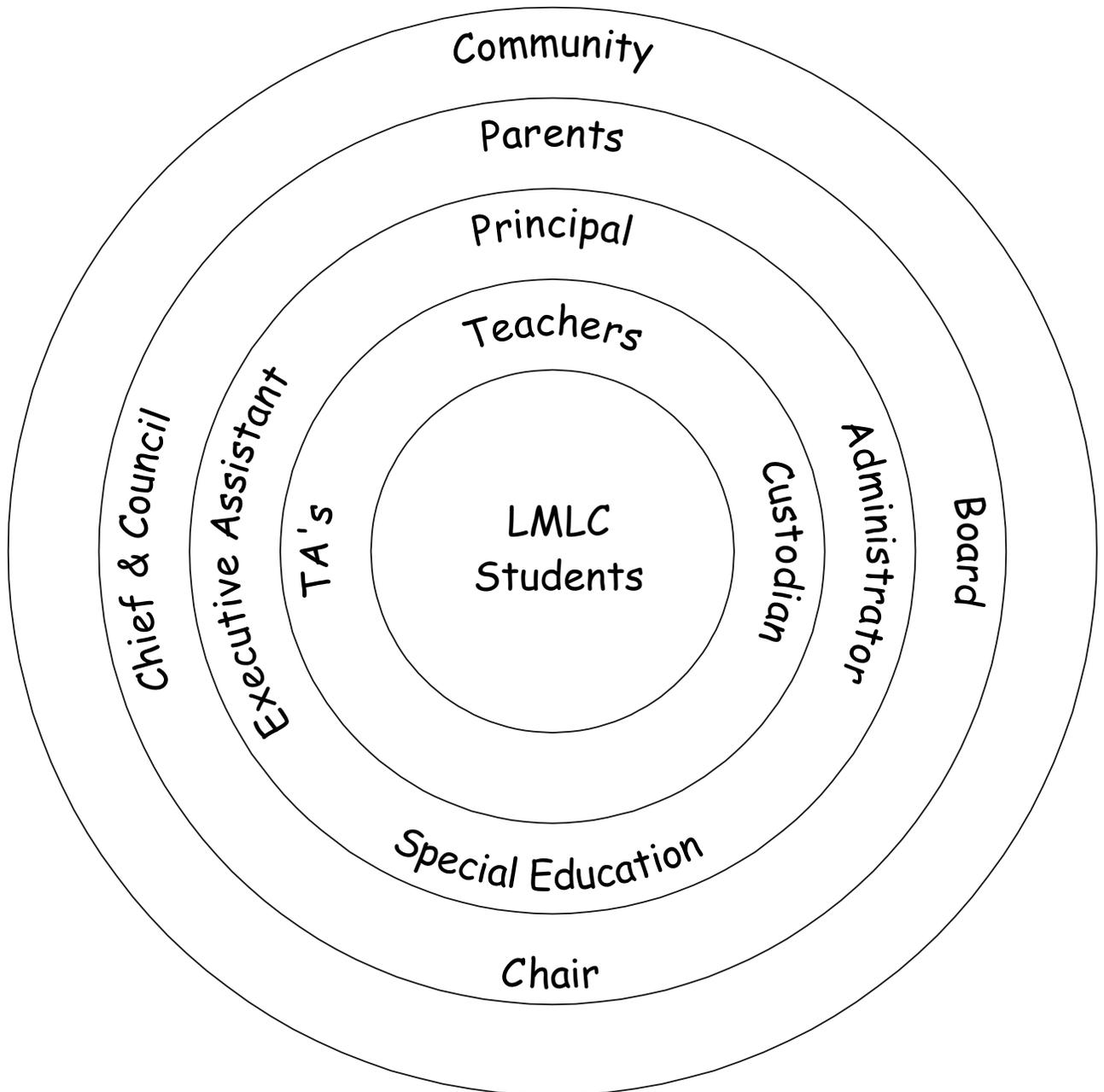
In our community's education system, problems or conflicts should be capable of being resolved in a fair and orderly fashion if everyone concerned proceeds in this way:

1. Met with the person or persons you are having trouble with; if you do not feel comfortable meeting with the person or persons on your own, have someone you trust accompany you
2. If there is no satisfactory resolution after a reasonable amount of time and effort have been spent looking for solutions, follow the chain of command i.e. meet with the Principal and/or Administrator and if still not satisfied meet with the Board Chairperson, and then the Board.
3. After allowing enough time and effort at each level of supervision for problems or conflicts to be resolved, continue to meet with the next level of supervisors until you reach the final level of supervision and/or a solution.

8.0

THE DESIGN, DUTIES, AND RESPONSIBILITIES
OF THE SCHOOL BOARD

Organizational Chart



Mandate

The Bear Island Education Authority received its initial mandate from the Temagami First Nation Chief and Council after two votes by community members in support of a band-run school.

At this time, the Bear Island Education Authority's responsibility extends only to the operation of the Laura McKenzie Learning Centre.

Memo of Understanding

The understanding of how the Chief and Council and the School Board can work well together will be set out in a separate document titled, a Memorandum of Understanding (MOU). This document will be reviewed annually.

Membership

The Board will consist of five (5) voting members; a Chairperson and four(4) Board Members.

In addition there will be three ex-officio members representing Chief and Council, Parent Committee, and one member at large. Although ex-officio members shall have input on board matters they will have no vote.

Eligibility

Eligible to apply would be any community member residing on Bear Island who is at least 18 years of age. Members applying must provide a police record check.

Method(s) of Selection

Five (5) members, including the Chairperson, will be appointed by Chief and Council

Applications that include reasons for wanting to join the board and/or a statement or related expertise will be invited in June with appointments by Chief and Council by July to be effective August 1, beginning in 2003.

The Chief and Council will offer the appointment in writing and it will become official only after the member signs the offer and returns it as a letter of intent to serve their appointed term.

Term of Office

Members will be appointed for a three year term.

Positions may only be held for two consecutive terms, which would allow existing Board members to apply for reappointment after their first term.

If a vacancy occurs for either the Chairperson or a Board Member before a term ends, the Board will recommend a replacement to the Chief and Council. The Chief and Council will appoint a new member to complete the term.

Orientation for New Members

An orientation session will be arranged for new Board members to help familiarize them with the workings of the Board. A copy of the Board Policy Manual, recent minutes and financial statements will be given to all new Board members. An annual retreat will be held so the Board can reflect on and evaluate their past activities and set goals for the future.

Board Member Resignation

If possible, a written notice of resignation should be received by the Board one month before it is due to take effect. The Board will seek a replacement from the community and recommend appointments to the Chief and Council.

Removal

The Board will recommend to Chief and Council that a member be removed from the Board if three consecutive meetings have been missed, the member convicted of a crime while on the board, or if the Board Code of Ethics has been seriously violated.

Honoraria

The suggested honoraria is \$200.00 per month for the Chairperson and \$100.00 per month for Board Members.

Ex officio members will not receive an honorarium.

Chairperson

The duties of the chairperson will be as follows:

- To set the date for, and call all regular and special meetings
- To ensure that all meeting arrangements have been looked after
- To focus the energy and attention of the Board so that a meeting's objectives are met
- To run an orderly meeting
- To delegate to Board members various responsibilities during the year
- To assign Board members to various committees
- To act on behalf of the Board between meetings
- To see that each agenda item is discussed
- To set the agenda for regular and special meetings in consultation with other Board members and the Principal and/or Administrator
- To represent the Education Authority both in and outside of the community as delegated by the Board
- To ensure that proper minutes are kept
- To meet with the Chief and Council as required
- To ensure, whenever possible, that a notice(s) of an upcoming Board meeting is posted at least one week in advance if possible

- To chair all meeting or delegate the position
- To take part in discussions and vote on all issues
- To challenge members who have not declared a conflict of interest when perceived as necessary

Duties of Board Members

It is the duty of each Board member:

- To actively learn more about educational issues as they arise
- To represent the members of the community in Board delegations
- To attend Board meetings on a regular basis
- To set goals for the school and the Board
- To establish new Board policies
- To channel community concerns to the Board
- To speak on behalf of the Board when delegated to do so
- To ensure that the policies and procedures are reviewed regularly so that they remain effective
- To interview and hire new employees
- To challenge other members or the Chair who have not declared a conflict of interest when perceived as necessary

Code of Ethics

Each Board member will be expected:

- To inform the Board whenever he/she is in a conflict of interest situation
- To cooperate with other Board members to achieve the work of the Board
- To approach issues with an open mind and make the best decision for our whole education system
- To support the Board and the work it is doing
- To abide by the decisions of the Board
- To maintain confidentiality when required
- To follow the policies and procedures of the Board

Liability

Members of the School Board will not be personally liable for any losses, debts, or suits incurred by the BIEA. However, members will be expected to take on their duties with care, diligence, and skill. It is recommended that members of the Board:

- Consider liability risk in decision making
- Be aware of legislation and acts that will apply to the operation of the school
- Encourage interested persons to become Board members
- Participate in Board discussions and have your vote recorded in the minutes if necessary
- Avoid any conflict of interest or even an appearance of a conflict of interest if possible

Meetings

8.01.01 Format

Before the members of the Board can begin to discuss the items on the agenda at a regular meeting, they should have been:

- Called to order by the chairperson or his/her designate
- Asked to share an opening prayer and/or some opening remarks
- Requested to approve or amend the agenda
- Given the opportunity to read and approve or amend the minutes of the last regular or special meeting.

The Board's regular monthly meetings will normally be open to the community. However, since confidential matters will be discussed from time to time, parts of a regular meeting may be closed. In camera sessions are confidential and motions framed there must be passed in the public meeting.

Persons wishing to address the Board should contact the Chair to be placed on the agenda. If possible, delegations will be received any time under New Business on the agenda.

8.01.02 Frequency and Types

Normally regular meetings of the Board will occur once a month. Meeting dates should be set a year ahead (e.g. every third Tuesday of the month) and established at the June meeting.

When necessary, special meetings will be held to deal with urgent matters. These meetings are at the call of the Chair.

A budget meeting(s) will be scheduled at the call of the Board.

During the year, there should be planned meetings with the Chief and Council concerning budget and the progress of our education system.

Finally, the School Board will host at least one community education meeting/event annually.

8.01.03 Agenda

The chairperson will prepare the agenda for the Board's regular and special meetings in consultation with the Education Authority Principal and/or Administrator. For regular monthly meetings, the members of the Board should receive a copy of the agenda at least one mail day before the meeting. There will be a standard template agenda and Board members can add to it prior to a meeting.

8.01.04 Decision-Making

When there is a quorum (3 of 5), the members of the School Board prefer to reach their decisions by consensus followed by formal votes for recording purposes. A motion must be moved and seconded by members present. Normally discussion occurs only after a motion is made. For a motion to pass

there must be a majority of the Board. The chairperson will vote on each issue and to break a tie. Once a motion has been moved and seconded, it must be voted on unless there is a motion to defer. A motion to defer may delay a vote if, for example, the Board wished to seek further input from the Chief and Council or the community or needs to do additional research. If there are amendments to a motion they are voted on first and the whole motion as amended is voted on.

8.01.05 Minutes

Minutes of all meetings will be recorded by the Executive Assistant or his/her delegate. If the Board declares an in-camera session, all discussions concerning a motion are to remain confidential and the minutes will report only that an in-camera session occurred. Motions cannot be passed in the in-camera session.

Without delay, the unamended minutes will be produced by the Executive Assistant and available for all Board members to read. The members of the Board will be expected to correct or amend the minute and then approve them at the beginning of the next regular meeting.

After the minutes have been approved, they will be signed by the Chairperson and stored in a binder in the school's office. Copies of the approved minutes will be available to the community. One will be forwarded to the Chief and Council.

Generally, the minutes should include the following information: a list of the participants; the date, time, and location of the meeting; a conflict of interest declaration, the motions and the disposition of each motion, a summary of the items discussed and of the decisions made concerning those items; and a record of the late arrival or early departure of the members of the Board.

Duties and Responsibilities

The Board will act to provide every elementary student in our community, without regard to background, family, and political or religious affiliation, the opportunity to receive a quality education at LMLC.

Finance

With regard to finance, the Board will:

- Be responsible for the administrative and financial management of the education program at LMLC
- Assist the Chief and Council and/or other representatives of the Temagami First Nation in negotiating for funds which pertain to education
- Be responsible for forming and monitoring the budget for the Education Authority
- Review the financial report at each regular meeting
- Be responsible for designating the signing authorities for the Education Authority

Education

The Board will:

- Promote education and involve community members in the education process
- Be responsible for the program of studies at the LMLC
- Be responsible for a periodic evaluation of the program of studies at the LMLC
- Be responsive to the educational preferences of the community

Personnel

The Board will:

- Be responsible for the hiring and dismissal of all BIEA staff
- Have authority to delegate responsibility to the employees of the Education Authority
- Be responsible for ensuring that performance appraisals for all staff are conducted
- Develop the job descriptions for the employees of the Education Authority

Communication

The Board will:

- Keep the leadership of the Temagami First Nation informed of its activities via the minutes
- Establish and maintain contact with other First Nation educational agencies, as well as with local, provincial, and federal agencies involved in education
- Be responsible for ensuring that the links between the entire community, the school, and the employees of the Education Authority remain strong and vital
- Communicate with staff through the Principal and/or Administrator. Staff will send reports via the Principal to the Board or may attend Board meetings to express personal concerns.

When dealing with members of the general public, the Education Authority will be represented by the Chairperson or his designate.

Policies and Procedures

The Board will:

- Be responsible for the development of all of the policies and procedures that relate to the effective functioning of the Education Authority and the LMLC

- Conduct a review of all of its policies and procedures from time to time in order to measure their effectiveness

Buildings and Vehicles

The Board will:

- Have authority over and be responsible for all LMLC buildings
- Be responsible for ensuring that any vehicles used by the Education Authority are properly insured, have a licensed driver or operator, and is in accordance with applicable standards and guidelines.

Policy Revision and/or Formulation

Any staff member may suggest policy or revisions of policy to the Board. However, the Board is responsible for formulation of policy. Policy may be adopted at any regular board meeting. Proposed changes should be available in writing prior to a meeting. Policy must be passed by a majority vote of the Board (at least 3 in favour). Copies of the revised or new policy will be dated and forwarded to be added to all Policy Binders.

Administration in the Absence of a Policy

If a matter arises for which there is no Board policy, the Principal and/or Administrator will consult with the Chairperson and decide on a course of action. At the next regular Board meeting, the Principal and/or Administrator will report on the issue and if necessary policy revision or formulation will be presented for Board consideration.

If the matter is serious, the chairperson may decide whether or not a special Board meeting will be required.

Training

Board members will participate in training sessions aimed at improving their ability to function as a Board. Board members may participate in school P.A. days.

9.0

PERSONNEL

Job Descriptions

9.01.01 Teacher Assistant

The teacher assistant will be expected to work with the classroom teacher(s), and the Native language and cultural teacher.

His/Her immediate supervisor will be the principal

Occasionally, the teacher assistant may be asked to supervise all of the students in one of the classrooms but normally his/her primary role will be one of support.

Working with the classroom teacher(s), the teacher assistant will, amongst other duties, help to:

- Prepare bulletin boards, teaching materials, and learning centres
- Ensure that all of the equipment to be used in teaching (e.g., a tape recorder, a television, a VCR, a computer) is in working order and is handled properly by the students
- Tutor individual students or small groups with the work assigned by the teacher;
- Promote the mental, emotional, physical, and spiritual needs of the students and help them develop self-esteem
- Encourage the students to learn the appropriate classroom behavior
- Help meet the needs of the students participating in the special education program
- Supervise the students during recess, lunch hour, and as required (by the Principal/teacher) in the classroom
- Supervise the students during visits to the library, to the gym, during field trips both in and outside of the community, cultural events, and at other times as identified by the principal

- Help the students increase their cultural awareness
- In collaboration with the Classroom teacher, provide instruction and assistance that supports the student in the regular class program.

9.01.02 Teacher

At the Laura McKenzie Learning Centre (LMLC), a teacher will be expected:

- To teach the Ontario Curriculum as set out by the Province and approved by the Board
- To work together with other members of the teaching staff and Principal and/or Administrator to select current, appropriate teaching materials
- To participate in all professional activity days or activities and to continue to pursue his/her personal education
- Promote the LMLC Mission Statement (see Section 1.0)
- To maintain order and discipline in their classroom and throughout the school and follow the school timetable and schedule as approved by the Board.
- To help each student build his/her self-esteem while teaching the students about how to respect and work co-operatively with others
- To work continually at strengthening his/her ties with the school's educational partners, the community-at-large, his/her fellow staff members, the parents, and his/her students; recognizing the role of each of these groups in the education of the child
- To model behaviour in order to help the students with their understanding of wisdom, love, respect, bravery, honesty, humility, truth, and other teachings, and to fully support the Native Language Culture Programme
- To report regularly each student's progress to the parent(s)/guardian(s) and the Principal through report cards and other means
- To instill a love of learning while helping the students to recognize that learning is a gradual lifelong process
- To ensure that the learning environment for his/her students is safe, healthy, and secure

- To meet with the Principal and/or Administrator, teacher assistant, the Native Language and Cultural teacher on a regular basis to make certain that the needs of the students are understood and are being met
- To maintain an attendance record (including lates), and a record of student progress
- To work closely with others on staff to formulate an appropriate programme of studies before the beginning of each school year. In September, the classroom teacher will submit his/her ten-month plan to the Principal and/or Administrator. The plan will be discussed during the annual evaluation
- To prepare daily lesson plans, to provide detailed learning materials whenever the teacher is going to be absent
- To order supplies and have on hand prepared materials, texts, and resources for class
- To report maintenance and repair items to the Principal and/or Administrator
- To individualize programs to assist students of Special Needs
- To help identify students who need Special Education assistance
- To seek and to employ the teaching approaches and the materials that will enable each of his/her students to attain their highest level of achievement and development
- To care for his/her students treating them equally and fairly
- To participate in extra-curricular activities and, at times, to help organize those activities
- To ensure that students are supervised at all times while at school
- To maintain balance and objectivity when topics such as race, politics or religion arise.

9.01.03 Native Language and Cultural Teacher

In addition to the expectations outlined above, the Native Language and Culture Teacher will:

- Develop a Native Language and Culture programme of studies which will then be presented to the Principal and/or Administrator
- Ensure that, whenever possible, he/she is focusing on the same subject matter as the other members of the teaching staff
- Encourage the use of Anishinaabemowin outside of the school by the students and other community members
- Make every effort to teach his/her students the Temagami dialect of Anishinaabemowin
- Keep records of each student's progress including attendance
- Ensure students are supervised at all times.
- Ensure that members of the community and others are invited to LMLC to enhance the cultural aspects of the programme as needed

9.01.04 Custodian

The primary responsibility of the custodian will be to clean the school every school day. The custodian will also perform certain maintenance duties. The combined custodial and maintenance responsibilities of the custodian will be:

- To clean the classrooms, gymnasium, kitchen, office(s), washrooms, and hallways at the end of each day during the school year when the students and staff are in attendance at the LMLC
- To undertake a thorough cleaning of the entire school (including all storage rooms) at least once a year
- To ensure that all non-teaching equipment (e.g., the vacuum cleaner, the floor polisher, the freezer, the water pump, the ventilation fans, the furnace, and the security alarm) is in good working order
- To remove snow and ice from all entrances to the school prior to the arrival of students
- To meet regularly with the Principal (the custodian's immediate supervisor) to discuss any problems or potential problems with the school building and equipment

- To share, with the Principal and/or Administrator the responsibility of being one of the main contact persons in the event of some emergency or problem at the school
- To make certain that the school is left clean and secured after being used by members of the community
- To perform minor maintenance as needed (e.g. changing light bulbs, paint touch-up, etc.)
- To report major maintenance needs to the Principal and/or Administrator
- To institute an anti-pest program to control rodents and insects such as mice and ants.
- To perform, twice yearly, an inspection of the entire school and the grounds with other staff and report cleaning and maintenance needs to the Principal/Administrator
- To have the garbage removed weekly or as required
- To help conduct fire drills and to make certain that all fire safety equipment is working well
- To construct an annual cleaning plan to be submitted to the Principal and/or Administrator by the end of September of each school year
- To order in bulk all cleaning supplies that will be required
- To be present at the request of the Principal for special school events (e.g. Graduation, Christmas Concert) to ensure the safety of those attending

9.01.05 Administrator

As one of the employees whom will be either observing or interacting with every participant in our education system, the administrator will assume a wide range of duties and responsibilities. He/She will be expected:

- To serve as a liaison between the School and the School Board by meeting regularly with all the staff and the Board
- To assist the Board in the recruitment and the dismissal of the authority's staff, as well as in the renewal of the staff's contracts

- To work closely with the Principal so that the administrator is aware of all programmes and projects in place at the school as well as all personnel matters
- To advise the Bear Island Education Authority on methods of keeping LMLC up to date
- To attend all School Board meetings and help the Board's chairperson develop the agenda for those meetings; the administrator will also act as chairperson for these meetings if requested
- To work with the Executive Assistant and the Board in order to develop the BIEA's budget; and once the budget has been approved by the Board and the Chief and Council, the administrator will monitor it closely
- To draft correspondence when requested by the Board
- To represent and speak on behalf of the Board if requested when meeting with any individuals, business or organization representatives, and government officials who are from outside of our community
- To encourage all members of the Education Authority's staff to pursue their professional development
- To represent the Board in negotiations relating to funding for education
- To act as a resource to the Board on educational matters
- To advise the Board on policy development
- To co-ordinate all contract hiring undertaken by the Board and to supervise all employee contracts
- To join education/school committees when requested by the Board
- To assist the Board in regular assessments of the achievements and the needs of LMLC
- To conduct a annual performance appraisal of the Principal or to make the appropriate arrangements for an outside supervisor to do the appraisal
- To organize Board Professional Development activities and an orientation program for all new staff including the Board, as required
- To make certain that all of the documentation required by such agencies as Indian and Northern Affairs Canada, the Ministry of Education for Ontario, or the Assembly of First Nations Education Secretariat is completed and forwarded

- To expedite purchases for the Board and School

9.01.06 Principal

The Principal will be expected:

- To establish, implement, and review a discipline policy of LMLC to help create a supportive and genuine learning environment for all of the students at the LMLC
- To work to raise staff morale and a sense of community within the school
- To register the students, ensure that proper attendance records are being kept, and to establish OSR files for the students; and to expedite the transfer of the OSR's when the students leave LMLC
- To organize a school calendar, which will then be submitted to the Board for approval
- To prepare a timetable for each member of the teaching staff after consultations with him/her
- To act as a resource for teachers on student evaluation
- To be the final arbitrator on matters of student promotion
- To ensure that all curriculum materials in use at the LMLC have been approved by the Board
- To ensure that the programme of studies approved by the Board is being delivered
- To submit written reports monthly to the Board via the Administrator concerning educational, custodial, maintenance, and personnel matters
- To implement accountability plans for students and staff regarding school supplies and equipment, the school building, and the school grounds.
- To work closely with the Community Health Representative and other health or community wellness workers; will know how to make efficient use of the first aid equipment at the school; and to regularly update first aid supplies and equipment at the school.
- To approve, in consultation with the teaching staff concerned, the appropriate topics and times for school visits by community members or guest speakers

- To provide professional guidance for the members of the teaching staff
- To meet regularly with the parents
- To hold regular staff meeting.
- To maintain copies of all programmes of study and of the annual plans developed by the teaching staff
- To make certain that the students are adequately supervised on school outings and for the full length of time that they are at school
- To follow the Authority's disciplinary actions guidelines as set out in this policy
- To follow Board policy and documents when making decisions
- To recommend new policy to the Board
- To participate and recommend the hiring of staff for the LMLC; to advise the Board Chairperson and Board's Administrator on matters as staff suspension, dismissal, and termination
- To encourage curriculum development and evaluation
- To work closely with the Administrator to identify the long-term and short-term training needs of the staff and then to help organize appropriate professional development days
- To develop a professional relationship with other First Nation schools in the region
- To facilitate the completion of long range educational plans all grades; these will be available for Board approval
- To be responsible for the hiring of short-term substitutes for teaching and non-teaching staff; long-term substitutes will be hired by the Board
- To make certain that all of the necessary school supplies are ordered and received; and all bills are submitted for payment in an orderly fashion
- To supervise teacher(s), teaching assistant(s), and the custodian
- To supervise any contract work at the school
- To work at ensuring that the educational goals established by the School Board in consultation with the Education Authority's staff, the parents, and the community at large are achieved or are in the process of being achieved

- To possess and/or to build an understanding of the traditional language and ways of the Anishinaabeg in the Lake Temagami area
- To plan activities that will foster school spirit and a positive attitude about the school amongst the community at large, the parents, the staff, and the students
- To initiate and approve all extra-curricular activities, including fundraising, that will involve the students and staff of the LMLC; this information should be reported to the Board monthly
- To seek the assistance of the custodian when undertaking the monthly fire drill
- To approve and co-ordinate the services of all volunteers working with our students in an educational setting
- To establish current files that include:
 - The parent-student handbook
 - Timetables
 - Extra-curricular activities
 - School committees
 - The programmes of studies
 - The workplans for the programmes
 - The school calendar
 - The minutes of staff meeting
 - Plans for any special projects, trips, or training being undertaken by a member of the staff or by a student or by the entire school
 - Brief biographies for members of the staff
 - Summaries of each student's monthly attendance record
 - Telephone numbers for all parents and for the employees of the Education Authority who have been designated as contact persons.
- To establish a personnel file for each employee; included in this file will be a record of all leaves of absence, the number of annual sick days used, the training undertaken by each employee after being hired by the Authority, etc; this personnel file must be kept for up to three years after an employee has stopped working for the Authority

- To participate in any health and safety inspections of the school involving a federal or provincial agency; the Principal will also conduct some health and safety inspections at least semi-annually.
- To be responsible for the distribution, the replacement, and the collection of the keys used by the Education Authority's staff.

9.01.07 Executive Assistant

The duties of the Executive Assistant will be as follows:

- To draft the Agenda for all Board Meetings as well as taking and producing minutes
- To prepare budgets, monthly and year-end financial reports for the Board;
- To prepare correspondence for the Board
- To work co-operatively with the Board, the Principal, and the Administrator
- To write requisitions, pay bills, and arrange compensation as required
- To submit financial requests to INAC and Casino Rama on behalf of the Board
- To fulfill other duties that may be assigned by the Board
- To perform office duties such as filing, typing, ordering supplies, etc.
- To maintain confidentiality of all files
- To maintain a filing system for the documents, contracts, leases, deeds, and all other official records of the Board
- To keep current files that include:
 - The parent-student handbook
 - Timetables
 - Extra-curricular activities
 - School committees
 - The programmes of studies
 - The workplans for the programmes
 - The school calendar
 - The minutes of staff meeting

- Any special projects, trips, or training being undertaken by a member of the staff or by a student or by the entire school
 - Brief biographies for members of the staff
 - Summaries of each student's monthly attendance record
 - Telephone numbers for all parents and for the employees of the Education Authority who have been designated as contact persons.
- To maintain the personnel file for each employee; included in this file will be a record of all leaves of absence, the number of annual sick days used, the training undertaken by each employee after being hired by the Authority, etc; this personnel file must be kept for up to three years after an employee has stopped working for the Authority
 - To ensure, in cooperation with the Administrator, that all of the documentation required by such agencies as Indian and Northern Affairs Canada, the Ministry of Education for Ontario, or the Assembly of First Nations Education Secretariat is completed and forwarded.

Conditions of Work

All employees of the BIEA will work **every** school day and **every** Professional Development Day as outlined in the approved school year calendar. In addition, the custodian will work the following days: the first week of July and at least the last two weeks before school starts in September.

9.01.08 Hours of Work

The school day begins for the Teachers and Teaching Assistant(s) at 8:30 A.M. The School day ends at 4:00 P.M. Some lunch hour supervision is required as scheduled by the Principal. Those not supervising at lunch may leave the school but must return by 12:50 P.M. The custodian will begin work after school but no later than 7:00 P.M. unless there is a function at the school requiring clean up. The custodian's schedule, after consultation, will be set by the Principal. The custodian is expected to average 21 hours a week during the school year and a total of 35 hours during the summer weeks. The custodian's hours, because they are averaged, must be submitted to the Principal if they vary from the schedule. Any employees not covered by this section they will have their schedule assigned by the Principal.

9.01.09 Overtime

In the rare case that an hourly employee has to work in excess of their regular work day they will be compensated with an equal amount of lieu time at mutually agreeable time during that school year. This does not apply to management employees, emergency work, those whose hours are averaged, or those are following a modified schedule. In any event, overtime must be approved, **in advance**, by the Principal

9.01.010 Preparation Time

The Principal will construct a timetable that allows each employee thirty minutes of preparation time daily, not including lunch or recess.

9.01.011 School Closures

IT IS THE POLICY OF THE BIEA THAT school closures due to circumstances that will affect the health and/or safety of the students and staff (e.g. loss of hydro for an extended period of time) be kept to a minimum so that students will approach the 190-day school year as scheduled. The decision to close the school will be made by the Principal.

9.01.012 Salary Schedules

Please see Appendix A for the grids and schedules that are subject to annual review.

9.01.013 Pay Periods

Employees of the BIEA will be paid weekly on the last workday of the week. Employees will be paid every week of the school year including during Christmas Break and the March Break. They may have the choice of being paid in this manner through the summer or being paid out in lump sum on the last school day in June to cover the summer's salary. Some hourly employees may have the choice to be treated as a ten month employee and have their wages spread over the ten months of the school year. The employee will be "laid off" at the end of June.

As the TFN administrates the payroll, the pay period will be subject to TFN pay policy.

9.01.014 Seniority

Seniority is calculated from the most recent date of hire with the BIEA. If staff cuts are necessary they will be done on a last-in-first-out basis within each job category. (e.g. If there is a surplus of teachers the last one hired will be dismissed) BIEA approved leaves of absence will not affect seniority.

9.01.015 Approved Experience

Teachers with successful classroom teaching experience will be given credit for each year or part year when placed on the salary grid up to the grid maximum

9.01.016 Performance Appraisals

All staff will have an annual performance appraisal, which will consist of a pre-observation meeting, a formal observation period and a post observation meeting. A written copy will be given to the staff member and a signed copy will be placed in the members file. Probationary teachers and other probationary staff will have three appraisals during their probationary period.

9.01.017 Supervision of Students

Students must be supervised at all times after the school day begins. Supervision will be assigned by the Principal starting at 8:30 A.M., and include recess and lunch and after school where necessary. Supervision may be by any BIEA employee (including supply staff) or approved volunteer(s).

9.01.018 Community Involvement

Simply by choosing to seek employment at the LMLC potential employees are becoming involved in community life. The richness and the depth of the students' educational experiences at the LMLC will be determined, in part, by the extent of the Education Authority's employees' positive contributions to community life.

9.01.019 Conflict of Interest

All employees of the Education Authority, but particularly those who have managerial responsibilities, should avoid any real or apparent conflict of interest as suggested elsewhere in this policy. If such avoidance is not

practical, the employee(s) concerned must declare the potential conflict of interest to his/her supervisor.

9.01.020 Sexual Harassment

Sexual harassment is defined as any conduct, comment, gesture or contact of a sexual nature that is likely to cause offence or humiliation to any employee or that might, on reasonable grounds, be perceived by that employee as placing a condition of a sexual nature on employment or any opportunity of training or promotion.

Any employee who believes that he/she has been sexually harassed by another employee in the workplace must promptly report the incident(s) to his/her immediate supervisor or the immediate supervisor's supervisor if the former is the harasser. The Principal and/or Administrator or another official appointed by the Board will investigate the complaint in a strictly confidential manner and make recommendations to the Board.

9.01.021 Travel

The Principal and/or Administrator must authorize in advance any school related travel that will involve the expenditure of the Authority's funds. If the Authority has not designated a specific vehicle for travel or if the distance to be traveled is too great, employees may use one or more forms of public transportation or their own private vehicles for relatively short distance trips. The kilometer rate, the meals allowance, and the daily incidental fees will be the TFN. All receipts, including restaurant bills, must be retained and submitted to the Authority's Executive Assistant prior to reimbursement.

9.01.022 Telephone Calls

Telephone calls should coincide with the recess breaks, the lunch hour, or the time before or after classes. The students who receive permission from their teacher to use the telephone and members of the staff who are

attending to personal or work related matters should also plan to use the telephone at the times referred to above. Long distance calls for school business should be logged. Other long distance calls must be made using a credit card/calling card.

9.01.023 Visitors

Parents and the other caregivers for the students are always welcome; and by honouring and respecting the staff and the students at the LMLC, they will be helping to ensure that everyone benefits from these important visits. Parents must advise the teacher in advance if they wish to visit a classroom.

Other community members and visitors from outside of the community who wish to observe or to make presentations at the school must first receive the permission of the Principal who, in turn, will be expected to consult with the appropriate staff member(s) before granting permission.

If parents or the other caregivers for the students want to make a presentation to the students during their visits, they, too, must receive the permission of the principal.

9.01.024 Confidentiality

Information contained in the personnel files, the student's files, the monthly reports of the principal, or the information shared during a parent-teacher interview may all be of a confidential nature. Each member of the staff who becomes aware of such information must maintain the confidentiality and use it only in a professional context.

9.01.025 Contracts

Signed contracts are considered in effect unless properly terminated by either party regardless of dates.

See Appendix B for sample copies of the contracts used by the BIEA.

9.01.026 Staff Training and Professional Development

The Principal and/or Administrator, after consultation with the staff, will identify the training needs of the entire staff of the BIEA and formulate plans to satisfy those needs.

The members of the teaching staff will be expected to participate in all professional development activity days during the school year.

9.01.027 Volunteers

Parents and other community members who are willing to commit themselves to help students improve their skills, to help during special events sponsored by the school, to help the teaching staff prepare learning materials, to help chaperone students during school outings, etc. are essential to the well-being of LMLC. Any chaperone's names must be submitted in advance.

Volunteers will:

- Initially meet with the Principal to discuss the nature of their work at the school and to receive the principal's permission to undertake that work.
- Understand that the Principal will also be responsible for changing or ending their assignments after consulting with them and the appropriate member(s) of the teaching staff
- Only work with those members of the teaching staff who have requested or accepted the services of a volunteer
- Be expected to maintain a sense of professional confidentiality with regards to anything they may learn about the students during their time together
- To respect the right of the teacher to be the only one, apart from the principal, responsible for the discipline of his/her students in an educational setting
- Provide a Criminal Record Check if necessary in dealing with students
- Work hard at building relationships with all students
- Picture themselves as valuable members of a team

9.01.028 Health and Safety

In addition to any health and safety inspection of the LMLC and the school grounds undertaken by any agencies from outside of our community, the Principal and/or Administrator, working with the appropriate resource people at the Doreen Potts Health Centre, will conduct an annual health and safety inspection.

All employees of the Education Authority will be expected to take health and safety concerns seriously and reflect that in their day to day planning and activities. All employees should communicate any health and safety concerns they have to the Principal promptly.

9.01.029 Resignation Procedures

A member of the teaching staff should submit a letter of resignation on or before November 15th or April 30th to the Board.

Other employees of the Education authority should resign in writing giving at least thirty days' advance notice of their last working date.

Any letters or notices of resignation should be addressed to the Chairperson of the Board.

9.01.030 Severance Pay

The employees eligible for severance pay are those who have completed at least twelve consecutive months of continuous employment with the Education Authority. Leaves of absence during those twelve months will not be considered an interruption in the continuity of employment.

The amount of the severance pay due to an employee will follow the recommendations made by the Canada Labour Code: the equivalent of two days' pay at the employee's regular rate of wages for regular hours of work for each complete year of employment, with a minimum benefit equivalent to five days' wages.

Severance pay is not normally paid to employees who quit or who are dismissed for just cause or who are entitled to certain kinds of pensions (see Part Three of the Canada Labour Code for more information). Also, an employee whose contract is not renewed is not eligible for severance pay.

9.01.031 Lay-offs

The Authority may have to lay-off one or more of its employees. Lay-offs will not normally be considered a termination of employment. Those employees who meet the requirements may be eligible for employment insurance benefits during their lay-off period.

9.01.032 Termination

The Education Authority may terminate a contract when an employee is dismissed for just cause, during the probationary period or, of course, at the end of a contract. All employees whose contracts will not be renewed will be informed in writing at least two weeks prior to the end date specified. In lieu of notice, the hourly employee is entitled to two weeks wages at their regular rate.

9.01.033 Retirement

A teacher will be expected to retire at the end of the school year during which he/she celebrated his/her sixty-fifth birthday.

A non-teaching employee will be eligible to retire on the occasion of his/her sixty-fifth birthday.

Exceptions to the above may occur if the Board adopts a plan that offers early retirement or if a retirement postponement request is submitted to the Board by an Elder who is able and willing to work beyond the normal retirement age of sixty-five.

Hiring Procedures

9.01.034 Casual and Permanent Positions

A short-term casual position (three months or less) may be posted in the community, but, in such an instance, the Board may authorize the Principal to select a candidate.

All permanent positions (more than three months) must be approved by the Board before they can be posted in the community and/or advertised elsewhere.

9.01.035 Job Postings

A job posting and advertisement will usually be developed by the Principal and/or Administrator and will include the following information;

The name of the position

- Brief description of duties
- Qualifications required
- Necessary skills
- Other qualifications and experience recommended
- Preferences or eligibility criteria
- Request for references
- Name and address of the person receiving the application
- Deadline for the submission of applications

For teaching positions, job posting will be for at least two weeks, and will occur simultaneously in the community, and region. Human Resources Development Canada and a number of First Nations communities will also be notified.

In accordance with TFN policy, any non-teaching positions will be posted first on Bear Island.

9.01.036 Hiring Committee

At least three members of the Board or their designates will be part of each hiring committee. Others invited to participate may include a representative from the Chief and Council, the Education Authority's administration, and a representative from the Parents' Group.

Each voting member of a hiring committee as well as all ex officio members will be responsible for identifying any conflict of interest situations or perceived ones. If there is any uncertainty amongst the members of the hiring committee, the School Board will make the final determination as to whether or not a member of the committee is in a conflict of interest situation. The hiring team will make a recommendation to the Board for a final decision.

9.01.037 Selection of Employees

The criteria to be met during the screening process and the questions to be asked during the interviews should be established by the Principal and/or Administrator or, in the situation where it is the administrator who is being hired, by a designated member of the hiring committee; the criteria and the questions should be discussed and amended or approved by the hiring committee. Any additional questions asked during an interview will normally only concern the clarification of a candidate's response to one or more of the interview questions.

If the Board determines that there are permanent residents of Bear Island who have the qualifications (or will have prior to the starting date) for the position; those persons shall be given an interview. Others may be interviewed at the same time. If the members of the hiring committee decide that these candidates are not well-suited for the position after the screening and/or the interviews, then they will proceed with another round of postings, screenings and interviews and will continue until the position is filled. The hiring committee may decide to conduct another round of

postings without conducting any screening or interviewing if it has received an insufficient number of applications for a position to have a suitable competition.

Applications from the general public will be sought. However, those qualified candidates who have First Nations ancestry and/or those who are permanent residents of Bear Island will be given extra consideration. The goal of the process is to have the best person available to work with the children.

If possible, interviews will be held on Bear Island. The appropriateness of telephone interviews will be determined by the hiring committee.

All candidates will supply a criminal record check as well as work references. Reference and other checks should be completed before a candidate is hired.

9.01.038 Hiring New Employees

After the interviews, the members of the hiring committee should review the responses of each of the candidates. Following previously agreed to criteria, the voting members of the Board will determine the successful candidate and make a recommendation to the entire Board. The Board will then accept or reject the recommendation. The Chief and Council will be notified of the Board's choice. The Principal and/or Administrator will make the offer of employment to the candidate on behalf of the Board. A verbal acceptance of the offer will be considered binding and a contract will be issued and signed.

Within a reasonable span of time, all of the interviewees should be informed of the Board's decision by the Education Principal and/or Administrator.

9.01.039 Probation

All new teaching employees of the BIEA will be given a probationary contract of one year. Within this period, the employer will ensure that each

new employee receives at least three performance appraisals. The contract may be terminated at any time for "just cause"

Unless a decision is required earlier, the Principal and/or Administrator will be expected to make one of the following recommendations to the Board near the end of a new employee's probationary period.

1. Extend the probationary period for an additional year to give the employee the opportunity to improve or confirm the quality of his/her work performance
2. Approve the employee with no further probationary period
3. Dismiss the employee after sufficient notice or pay in lieu of notice.

All new non-teaching employees of the BIEA will be given a probationary period of four months. Within this period, the employer will ensure that each new employee receives at least one performance appraisal.

Unless a decision is required earlier, the principal/ administrator will be expected to make one of the following recommendations to the Board near the end of a new employee's probationary period.

1. Extend the probationary period for an additional two months to give the employee the opportunity to improve or confirm the quality of his/her work performance
2. Approve the employee with no further probationary period
3. Dismiss the employee after sufficient notice or pay in lieu of notice.

Leaves of Absence

All of the leaves of absence listed below pertain only to those days when an employee would be expected to be at work; and unless otherwise stated, the leaves are paid leaves.

Generally, the process to follow for an employee seeking a leave of absence will be for him/her to:

- Complete the leave of absence application form
- Submit the form to the Education Authority's Principal and/or Administrator for approval and/or for his/her information.

9.01.040 Sick Leave

An employee shall be granted sick leave with pay when he/she is unable to perform his/her duties because of illness or injury provided that the employee:

1. **notifies** the appropriate supervisor prior to the scheduled day/shift,
2. has the necessary sick leave credits.

Each employee of the BIEA shall be entitled to fifteen days (shifts) of sick leave per year earned at a rate of one & one-quarter ($1\frac{1}{4}$) days per month. Employees hired after the beginning of a year will have the allotment of sick days pro-rated for that year.

Sick leave credits may be carried over to the subsequent fiscal years and accumulated up to a maximum of 60 days (shifts).

Employees will not be paid for unused sick leave credits but they may be transferred to other jurisdictions (other school Boards).

The Principal will record all sick leaves and provide a statement to each employee at the end of September each year.

An employee who is absent for three or more consecutive days must provide the Principal or his/her delegate with a notice from a medical doctor confirming that the employee could not perform his/her normal duties.

Employees requiring sick leave must notify the Principal or his/her delegate prior to the scheduled day.

Immediately, on returning from sick leave, the employee will complete a Leave of Absence Application form. (See Appendix)

9.01.041 Personal Leave

A visit to a doctor, dentist, optometrist or a traditional healer is a valid reason for seeking a personal leave of one day or less. These may also be covered under Sick Leave (above). Cultural ceremonies may also be used in this manner.

Each employee shall be granted up to five (5) days of personal leave each year. A Leave of Absence Application form should be submitted to the Principal or his/her delegate at least one (1) week prior to the commencement of the leave if possible.

9.01.042 Compassionate Leave

The Principal may grant up to four (4) days leave of absence for a serious illness of a close loved one or an occurrence of some emergency. The employee must complete a Leave of Absence Application form prior to the leave of absence if possible.

9.01.043 Bereavement Leave

The Principal may grant up to five (5) days leave of absence for the death of a close loved one. The employee must complete a Leave of Absence Application form prior to the leave of absence if possible.

9.01.044 Parental Leave

Parental leave shall be granted in accordance with the provisions of the Canada Labour Code.

An employee who wishes to take parental leave shall:

1. Give written notice to the Principal or his/her delegate at least four (4) weeks prior to the commencement of the leave
2. Provide an approximate date of return.

9.01.045 Adoption and Paternity Leave

A father is entitled to two (2) days of leave at the time of the birth of his child. All employees are entitled to two (2) days leave at the time of adoption of his/her child.

9.01.046 Holidays and Vacation Leave

Employees will follow the approved School Year Calendar that shows holidays and Board holidays. If the Chief's holiday falls on a school day, the school will be closed and staff and students will enjoy a holiday. Aboriginal Solidarity Day and Remembrance Day will be school days so that students may participate in the intent of those days.

If a holiday occurs on a non-school day, it will have no effect on the school year calendar in terms of employees work time.

The members of the staff, unless their contracts or job descriptions, state otherwise, will be on vacation leave during the Christmas holidays, the March Break, and from the end of the school year until the beginning of the next school year. Any employee who is assigned to work by the Principal during a holiday or Board holiday will be granted a lieu day at a mutually convenient time.

9.01.047 Court Leave

In accordance with TFN policy, The Education Authority will grant leave to an employee for the period of time that he/she is required:

- to be available for jury selection
- to serve on a jury

- by subpoena or summons, to attend as a witness in a judicial proceeding.

9.01.048 Graduation or Examination Leaves

A staff member who is graduating or whose son/daughter or spouse's son/daughter is graduating or an employee who is required to write an examination off the Island will normally be granted one day's leave with pay unless the distance to be traveled is so great that additional time with pay will be required. In such an instance, the employee should seek approval for the additional leave from the Principal and/or Administrator.

9.01.049 Leaves Without Pay

Employees may apply for Leaves without Pay to the Principal. The Principal will approve or deny the request and report to the Board.

9.01.050 Extended Leave Without Pay

This leave may be granted up to one calendar year at a time. If applicable, the employee will be required to vacate the teacherage for the duration of the leave.

There will be no loss of seniority for an employee when he/she returns to his/her position at the end of an extended leave without pay. The Authority will not pay the employer's portion of any pension or benefits plan during the employee's extended leave.

Disciplinary Actions

Whenever there is a problem to be resolved, the person (usually the Principal and/or Administrator unless, of course, it is the administrator who requires some form of disciplinary action) delegated by the Board to seek a solution will be expected to give everyone concerned a fair and thorough hearing. All of the mitigating factors should be taken into consideration before any decision is made about how best to proceed. If the situation

cannot be resolved, then the Principal and/or Administrator should initiate a process of "progressive discipline". At each stage in this process, with perhaps the exception of the last, the employee should be provided with the opportunity to improve his/her work performance and terminate the process.

9.01.051 Oral Reprimand

The first stage in the "progressive discipline" process referred to above will take the form of an interview involving the employee and the Principal and/or Administrator. During this interview, a plan will be developed by both participants to help resolve the problem(s) in a positive and meaningful way with a clearly established and reasonable completion date. The plan will be written up after the interview and signed by the employee and the Principal and/or Administrator. It should be stated clearly at the beginning of the interview that this is the "oral reprimand" stage and that the discussions and the written plan will be noted in the employee's file. The employee should also know that if the problem(s) is resolved satisfactorily, then the reprimand will not be discussed at any future meetings concerning a promotion or a renewal of contract and the discipline procedure will be considered complete.

9.01.052 Written Reprimand

A "written reprimand" will only be issued by the Principal and/or Administrator if it is clear that the employee has not made the required effort to resolve the problem(s) prior to the completion date agreed to.

Accompanying this form of reprimand will be a second interview and another written plan (with reasonable time frames) to be agreed upon and signed by the employee and the Principal and/or Administrator. Unlike the "oral reprimand", however, the "written reprimand" may be discussed at all meetings concerning the employee's promotion or contract renewal unless he/she has resolved the problem(s).

9.01.053 Suspension or Dismissal

If a problem(s) persists, the Principal and/or Administrator will meet with the School Board to recommend a suspension with or without pay or dismissal of the employee. After reviewing the case with the employee and the Principal and/or Administrator, the Board will determine whether to suspend or dismiss. If suspension is chosen, the Board will clearly set out conditions for reinstatement and improvements. The employee will be notified in writing of these conditions.

The Board may decide the most effective course of "progressive discipline" will be to proceed directly to the third stage, i.e. suspension or dismissal of the employee. The Board may choose to do this primarily in those situations that seem to demand the immediate dismissal of an employee; and it will do so in order to give itself sufficient time to make a fair and reasonable determination as to whether or not there is just cause for the dismissal.

Dismissal, for just cause, will be the responsibility of the School Board after it has received a recommendation from the Principal and/or Administrator, and after it has met with all of the individuals concerned, especially the employee facing dismissal.

Grievance Procedure

An employee who feels the personnel policy is not being followed correctly may file a Grievance using the procedure outlined below.

9.01.054 Step One

Within twenty working days of becoming aware of the alleged policy violation, the employee must submit a detailed letter to the Board. This letter must contain the following information:

- the situation that the employee considers unjust identifying the page and clause of the policy

- the reason(s) why such a decision is unjust
- a proposed remedy

The Principal and/or Administrator will have five working days once he is aware of the grievance to formulate a written response to the employee's letter. Within those five working days, the Principal and/or Administrator will be expected to consult with all the parties including the employee who may be involved with the grievance. A written response will be provided to the employee and the Board with the findings and recommendations of the Principal and/or Administrator.

9.01.055 Step Two

If the employee is not satisfied with the written response from the Principal and/or Administrator, he/she must send a detailed letter marked "urgent" to the chairperson of the School Board no later than five working days after receiving the Principal and/or Administrator's written response. The letter may be the same one that was submitted to the Board; although, it is recommended that the employee include the reason(s) why he/she was not satisfied with the written response from the Principal and/or Administrator.

The chairperson will convene a special Board meeting to deal with the grievance. The members of the Board will be expected to forward a written response to the employee within five working days after first meeting to formally discuss the grievance. As with the Principal and/or Administrator, the members of the Board will be expected to have heard from all of the individuals involved in the grievance before composing their written response.

9.01.056 Step Three

If the employee is dissatisfied with the written response of the School Board, he/she may request the formation of an arbitration committee. The employee can request this committee by sending a letter of request to the

Chairperson of the Board within five working day after receiving the written response from the School Board.

Five days will be allowed for the formation of the arbitration committee
Five additional days will be allowed for the hearing to be held..

The employee will also be encouraged to respond in writing to the decision reached by the School Board in step two. The employee should append this writing to the letter of request for the formation of an arbitration committee. All of the written documents from steps one, two, and three should be submitted to the committee by the Principal and/or Administrator.

There will be three members appointed to the arbitration committee: one will be chosen by the employee, one will be chosen by the School Board, and one will be chosen by the Chief and Council.

Following the hearing, the committee will have ten working days from the time of its formation to reach a decision. The decision that will be reached by the arbitration committee will be a final one, and it will be binding on both the Education Authority and the employee.

The time frames in each of the steps may be altered but only if there is mutual agreement to do so amongst the employer and the employee. Failure to meet the time deadlines ends the grievance for employee or forces the next stage to start for the Board.

10.0

DEFINITIONS

Board	Bear Island Education Authority (BIEA)
Chair	Appointed by Chief and Council for a three year term to be the leader of the Board.
Conflict of Interest	Refers to a situation where a person or his/her immediate family will benefit from a decision. Immediate family refers to parents, spouses or spousal alternatives, children and siblings.
Consensus	At least a quorum of regular Board members agree with a decision that was arrived at through respectful discussions
Day	One working shift
Employee	Person employed on a full-time or part-time basis by the Bear Island Education Authority
Ex officio member	Member of the Board who may participate at Board meetings in an advisory capacity without a vote or honorarium.
In-Camera session	A portion of a Board meeting in which the members of the community are excluded. Motions can not be passed during this session.

Just Cause	A real cause or basis for dismissal as distinguished from an arbitrary whim or caprice
Leave of Absence	Principal or Board approved work absences
Lieu time	Time off work that has been earned via equal hours of approved overtime for hourly employees. It will be scheduled within the same school year at a mutually agreeable time. It cannot be accumulated past the current school year.
LMLC	Laura McKenzie Learning Centre
Member of the Board	A regular member of the Board is appointed by Chief and Council. Board members fully participate in the decision-making of the Board. The length of term for regular members is three years. There will be an honorarium approved by the Chief and Council for this position
Off- Island trip	Refers to any trip off of Bear Island proper
Overtime	Work in excess of the regular work hours for the hourly employees. This must be approved by the Principal in advance and may only be compensated with lieu time.
Professional Development day	A regular working day or part day except the students are not present and a school-related activity is planned for teaching staff

Quorum	For a five, regular member Board, a quorum will normally mean three members of the Board (e.g., the chairperson and two, regular members of the Board or three, regular members of the Board). If no quorum is present, the meeting will be deemed to be an informal meeting. Motions may be created at this informal meeting but not passed.
Seniority	A record of the length of continuous employment with the Board. It begins with the most recent date of hiring.
Supervision	Students will have a staff member present during all school-related activities.
TBE	Timiskaming Board of Education
TFN	Temagami First Nation
Year	Refers to one school year, September 1 to August 31.

APPENDIX C:

**PROTOCOL
BETWEEN
TEMAGAMI FIRST NATION OF BEAR ISLAND
AND
THE CHILDREN'S AID SOCIETY
OF THE
DISTRICT OF NIPISSING**

THIS PROTOCOL AGREEMENT

**IS BETWEEN
THE TEMAGAMI FIRST NATION OF BEAR ISLAND
AND
THE CHILDREN'S AID SOCIETY
(of the District of Nipissing)**

Child welfare matters for the Temagami first Nation of Bear Island fall under the jurisdiction of the Nipissing District of the Children's Aid Society in North Bay, Ontario. This agreement applies to all workers from the Children's Aid Society of the District of Nipissing (noted as C.A.S. worker}, the Native Child Welfare Prevention Worker for the Temagami First Nation (noted as N.C.W.P. Worker), and the Temagami First Nation Police Officers, a division of the Ontario Provincial Police (noted as T.F.N.P. Officers).

Presently, the workers in these positions are as follows:

C.A.S. Intake Workers (North Bay)- Tel:(705)472-0910
N.C.W.P. Worker (Bear Island)-June Twain Tel:(705)237-8961
T.F.N.P. Officers(Bear Island)- John McKenzie- Tel:(705)237-8975
Charles Laronde
Office Tel:(105)237-8963

The Children's Aid Society for the District of Nipissing and the Temagami First Nation agree to co-operate in the provision of counseling and protection services for the children and families who reside in the community of Bear island as follows:

PART ONE: INVESTAGATION AND INTAKE

1. When the N.C.W.P. Worker, June Twain, becomes aware of any case of suspected abuse or neglect occurring on the Bear Island Reserve, she will contact the Children's Aid Society of the District of Nipissing immediately.
2. When a report of suspected abuse or neglect is received by the Children's Aid Society of the District of Nipissing concerning a child or children of the Bear Island Reserve, the C.A.S. Worker will contact the N.C.W.P. Worker before proceeding with the investigation. If the N.C.W.P. worker cannot be reached, the T.F.N.P. Officers, John Mc Kenzie or Charles Laronde should be contacted.
3. The C.A.S. Worker, the N.C.W.P. Worker, and the T.F.N.P. Officer(s) will have joint discussions before the commencement of an investigation. This will involve the sharing of background information relevant to the persons involved, the time and place of the investigation, and the appropriateness of the N.C.W.P. Worker taking part, and the involvement of the T.F.N.P. Officer(s). In emergency situations, the N.C.W.P. Worker may be called upon to assist with the temporary resolution of a child welfare problem prior to an investigation taking place, e.g. placing a child in customary care.

4. Upon completion of the investigation, the C.A.S. Worker shall contact the N.C.W.P. Worker with regard to the plan for the child or children. The Temagami first Nation will be consulted with regard to the following:
 - a) the apprehension of child or children, and the placement of that child or children in residential care;
 - b) the provision of other family support services;
 - c) the preparation of plans for the care of the children;
 - d) status reviews;
 - e) temporary care and special needs agreement;
 - f) Adoption placements or breakdowns;
 - g) the establishment of emergency homes.

The C.A.S. Worker will also notify the N.C.W.P. Worker of any plans for volunteer work with the family, plans to request a supervision Order in family court, a decision to terminate involvement with the Child(ren) and the family, or a decision to return the child(ren) home.

5. The C.A.S. Worker will also notify the N.C.W.P. Worker before proceeding with any other types of intervention on the reserve, including voluntary requests for assistance, requests for services to runaways, and other matters related to child welfare.

PART TWO: COURT INVOLVEMENT

1. In any North Bay and District Family court proceedings, where a child has Temagami Indian Band membership, or resides within the community of Bear Island, e.g. one child's parent has band membership, and the child is registered under another Band, proper notice is to be given to both the child's Band (if applicable) and/or the Temagami Indian Band. Notice may be forwarded to the Chief of the Temagami First Nation, James Twain at Fax: (705)237-8959, or to the N.C.W.P. Worker.
2. The Band representative will indicate to the Children's Aid Society whether or not the Band intends to participate in the proceedings as a party.
3. The Children's Aid Society and the Band representative will discuss the Plan of Care for the child prior to the Hearing, and attempt to reach consensus, keeping in mind the spirit of the Child and Family Services Act, and the cultural considerations of the First Nation children in care.
4. When the Band does not agree with the Children's Aid Society plan, the Band can present its own Plan of Care.

PART THREE: CHILD -3- PROTECTION

1. In all matters affecting native children from the Band, the C.A.S. worker shall regularly consult with the N.C.W.P. Worker: about the provision of services or the exercise of powers related to the Child and Family Services Act. The N.C.W.P. Worker will also keep the assigned C.A.S. Worker informed of any developments with regard to the client(s).
2. The N.C.W.P. Worker will provide assistance to the C.A.S. Worker and the child and family, where appropriate. This could include direct intervention, consultation, advocacy, and referral services.
3. The C.A.S. worker will notify the N.C.W.F. Worker when terminating services to a child or his/her family, when returning the child home.

PART FOUR: FOSTER CARE AND ADOPTION

Genera

1. Until the issue of individual rights vs. Band rights is clarified in legislation, any foster home or adoption home applicants will be required to sign a release form, releasing information to and from the Band. If the individuals concerned do not wish to sign a release, the matter will be addressed to the Band for further legal clarification.
2. Please note that the Children's Aid Society Foster Care and Adoption Department for this region is located at the North Bay Children's Aid Society Office, under the supervision of the Resource Supervisor.

Foster Care:

3. Foster home studies, both provisional and regular, being complete by the Children 's Aid Society on families who reside on the reserve, or who have Band membership, will include (as a requirement), a letter of reference from the Band.
5. The N.C.W.P. worker will assist the Children's Aid Society in the recruitment of foster homes on the reserve.
6. When the Children's Aid Society considers placing a child or children in customary care, or with extended family, the N.C.W.P. Worker and the T.F.N.P. Officer(s) shall be consulted with the suitability of the arrangement, and whether the home will be approved as a Children's Aid Society provisional and customary care home.

Adoption:

-4-

1. Children's Aid Societies are required to give notice to the Band of a child or children when intending to place child/children for adoption who is registered, or eligible to be registered with the Band, under Section 134 (3) of the Child and Family Services Act. Notice will be given before the Society selects a family for placement, and such notice is to be considered part of the Society's regular search for placement.
2. The Band will have a maximum of 30 days to respond, or 35 days, when notice is sent by ordinary mail. The Band can respond earlier, and if the Band is in agreement with the Society's plan, placement can proceed immediately.
3. If the Band's response indicates an interest in planning for the child, the written plan must be submitted within 30 days of the initial response.
4. The society will have the discretion to reject the plan proposed by the Band, but will complete a homestudy of the proposed adoptive parents before rendering a decision. As part of this homestudy, the Society will explore the views of the Band with respect to the proposed placement.
5. The Society will make every effort to fully explore the plan proposed by the Band.
6. If the Society disagrees with the Band's plan, a letter will be sent to the Band explaining why the plan was rejected. Pursuant to Section 138 of the Child and Family Services Act, the proposed parents may submit a written request for review to the Director, within 15 days of receiving the Society's letter disagreeing with the Band's Plan.

PART FIVE:**CULTURAL CONSIDERATIONS AND TRAINING****With regard to children and families on Bear Island:**

The Children's Aid Society shall conduct their matters in a culturally sensitive manner, thus respecting the Ojibway heritage of our people. Every effort will be made to keep our children in the care of other First Nation people unless there is no other alternative.

The Children's Aid Society shall also make an attempt to undertake training or education related specifically to native issues and family values, thus enhancing cultural sensitivity.

The N.C.W.P. Worker will be invited to Children's Aid Society's team meetings and training events so that there are ongoing opportunities to exchange ideas and information relevant to child welfare and First nation children.