



## Six Nations Student Support Program Policy

### Definitions

**Administrative Assistant:** Six Nations Community Development Committee's Education Administrative Assistant.

**Bereavement:** When a member of a student's immediate family dies the student is entitled to five (5) school days off. Immediate family is defined as father, step-father, mother, step-mother, foster parent, sister, brother, spouse, common-law partner, child, grandchild, step-child, and a ward of the student. For all other relatives or friends the student is entitled to one (1) school day off.

**Child:** A person under 18 years of age.

**Committee:** The Six Nations Community Development Committee.

**Excused Absence:** A student may be excused from attendance for a day, or part of a day, for bereavement, illness, or a doctor or dentist appointment.

**High School:** A place, recognized by the province of Ontario, where a secondary education curriculum is taught.

**Local High School:** A high school located in Brant County, Haldimand County, or Norfolk County.

**Parent/ Guardian:** In the case of a child or developmentally challenged person, the natural or adopted parent or legal guardian of the student who is eligible for the funds.

**Policy:** The Six Nations Student Support Program Policy

**Religious or Longhouse Activity:** An activity that the student attends that is sanctioned by a longhouse, church, or religious authority the student attends, and that the religious authority requires the student to attend instead of going to class(es).

**Reserve:** Six Nations Indian Reserve No. 40.

**School Year:** Beginning the month of September and finishing at the end of the month of June including all months in between.

**School Activity:** An activity that the student attends that is sanctioned by the students high school and that the school allows the student to attend instead of class(es).

**Student(s):** All Six Nations members who are attending a local high school as defined above.

### Policy Statement

The Six Nations Elected Council has established the Student Support Program Policy the purpose for which is to distribute funds allocated by Indian and Northern Affairs Canada (INAC). INAC provides funding for the provision of student support for eligible students attending secondary education. These student support services include: attendance incentives, co-op support, attendance awards, and additional support services. The benefit to students for participating in various school and extra-curricular activities is recognized and encouraged by the Student Support Program. The funding allocations of the program are limited to the resources available.

### **Eligibility**

1. Only Six Nations members registered at a local high school may apply for student support funding.
2. Funding will be allocated based on availability of funds and the criteria outlined in this policy.
3. Only high school students enrolled in the co-op program may apply for the co-op related funds.
4. In case of dispute, the decision of the Administrative Assistant shall be final.

### **Applications**

5. Attendance funding must be applied for each school year.
6. Additional support allocations must be applied for during each school year.
7. Students who are under 18 must have their parent or legal guardian apply on their behalf. If the student is under 18 years old both parent and student must sign the application.
8. All applicants must complete the application form Appendix A attached to this policy. The application form shall include a section for the students name, age, address, band number, name of high school, attendance counsellor name, signature of the student and signature of the parent/ guardian if the student is under the age of 18.
9. Applications will be processed on a 'first come first served basis'.

### **Amount**

10. Applicants may apply for an attendance incentive of thirty dollars (\$30.00) per month for attendance during the school year, which runs from September to June. Attendance allowance will be limited to a maximum of three hundred dollars (\$300.00) per school year, and will be payable if the student meets the requirements set out herein.
11. An applicant may also apply for additional support allocations to cover other eligible expenses. Yearbooks and school pictures cannot be paid for with additional support allocations. Eligible expenses and funding limitations include:
  - a) Student Fees/Cards per semester
  - b) Course Fees up to seventy dollars (\$70.00)
  - c) Classroom Supplies up to twenty-five dollars (\$25.00)
  - d) School Trips up to two hundred dollars (\$200.00) per semester per student.
  - e) Combination Locks suitable for a locker.
  - f) School Sanctioned Extra-Curricular Activity Fees
  - g) Application Fees for Post Secondary Education
  - h) Secondary students attending summer classes are eligible for the cost of books, supplies, and fees.
  - i) Other unforeseen course related materials and costs, recommended by the high school counsellor, as may be approved by the Administrative Assistant on a case-by-case basis.
12. Students applying to the co-op fund for support may be allocated up to two hundred dollars (\$200.00) per semester for transportation costs to his or her co-op placement.

13. Students applying to the co-op fund for support may be allocated up to two hundred dollars (\$200.00) per semester for co-op placement related clothing costs and safety equipment.
14. Students who have been improving their attendance at school may receive a monthly incentive, not affecting his/her attendance allowance, in the amount of five dollars (\$5.00) as per the pay periods. Students do not have to apply for this incentive.
15. Local high school counsellors shall receive a fund of two hundred dollars (\$200.00), per semester, that may be utilized to provide immediate financial support to students in an emergency or time sensitive situation. Students wishing to access these funds must submit a Student Support Application. High school counsellors administering this fund shall be accountable to the Administrative Assistant to provide an accounting of how the money is spent.
16. When funding is exhausted, no further allocations will be given out for that fiscal year.

#### **Time of Application**

17. Applications for attendance incentive may be received anytime during the school year, funds can be allocated retroactively for the current school year but only from the latest pay period.

#### **Disbursement of Attendance Payments**

18. Payment periods will allow for actual attendance assessments to be done for nine out of the ten school months. (June is a grace month).
19. The first installment will be paid in December and shall cover actual attendance for the months of September, October, and November.
20. The second installment will be paid in March and shall cover actual attendance for the months of December, January, and February.
21. The third installment will be paid in June and shall cover actual attendance for the months of March, April, and May, as well as anticipated attendance for June.
22. The Six Nations Community Development Committee's Education Administrative Assistant shall administer payments.
23. The Six Nations Community Development Committee's Education Administrative Assistant shall produce a financial report on each of the three pay periods running from September to November; December to January and March to June.
24. For each pay period, after an application is made, the Administrative Assistant will verify the attendance records of the high school students that have applied to the fund.

#### **Attendance Criteria**

25. If a student has more than one unexcused absence per month then the student is ineligible to receive the attendance allowance for that month.
26. One day or part of a day absent from school without a legitimate excuse accompanied by a note shall constitute an unexcused absence.
27. Reasons that are unacceptable excuses, and will result in an unexcused absence include, but are not limited to the following: babysitting, missing the bus, sleeping in,

- truancy (1 skipped period/class), vacation, appointments of a personal nature (prom preparation, birth certificate, driver's license, etc.), suspensions, expulsions.
28. Acceptable, legitimate reasons for absence include, but are not limited to the following: bereavement, school activity, court appearance, religious or longhouse activity, medical and dental appointments, illness (after 3 days a doctor's note is required).
  29. Reasons that are not included in sections 27 and 28 will be determined as either an excused or unexcused absence at the discretion of the Administrative Assistant.
  30. Students who have a legitimate reason, as noted in section 28 above, for being absent for a day, or part of a day, will be excused for not attending class(es). The absence shall not be counted against them provided that, immediately upon return to school, following the absence the student submits a note signed by his or her parent or guardian to the attendance clerk at the student's high school verifying the reason for the absence. Students 18 years of age or older may sign his or her own note.

### **Awards**

31. Students who have perfect attendance during the school year shall be awarded a monetary sum of two hundred dollars (\$200.00). Perfect attendance is when a student has no excused, or unexcused, absences during the school year.
32. Students who have excellent attendance during the school year shall be awarded a monetary sum of one hundred fifty dollars (\$150.00). Excellent attendance is when a student has no unexcused absences, but has excused absences, during the school year.
33. Students who have awesome attendance during the school year shall be awarded a monetary sum of one hundred dollars (\$100.00). Awesome attendance is when a student has no more than one unexcused absence during the school year.
34. A student can be awarded only one attendance award per school year and only the top attendance award he or she achieved.
35. All full time Six Nations secondary students in grades 9-12 are considered for the High Average awards.
36. Four (4) out of the Six (6) highest grades a student obtains must have been achieved in courses of the same grade level as the student in order to be eligible for a High Average award.
37. Grades obtained in summer school, night school, and co-op programs will be considered in calculating the student's High Average.
38. A certificate and a monetary award shall be distributed to the three (3) male, and three (3) female students, who obtain the highest averages per grade. In the event of a tie the Administrative Assistant, at his or her own discretion, must devise a fair and reasonable method to break the tie, or recognize all students who have tied with the same award.
39. Students enrolled in special programs will be recognized in the same manner as other students.
40. Attendance awards shall be presented to students in July at a meeting of Six Nations Elected Council.

41. All Six Nations secondary school graduates of the previous school year shall be recognized, each autumn, by the Six Nations Elected Council and the community for completion of the secondary school program. Organization of the recognition event shall be the responsibility of the Administrative Assistant.

**Authorization**

40. This policy was approved by Council at the General Council meeting held on August 19, 2008 by SNCR No. **GC#251/08/19/2008** to be effective on September 2, 2008. This policy shall repeal and replace previous policies dealing with Student Financial Assistance, High School Student Attendance, Expulsions and Student Support Programs.