

**DOKIS FIRST NATION**  
**EDUCATION DEPARTMENT**

**MANDATE, POLICIES**

**AND**

**GUIDELINES**

**PREPARED BY:**

**DOKIS EDUCATION AUTHORITY**

**REVISED 2003**

**DOKIS FIRST NATION**  
**MONETVILLE, ON**  
**P0M 2K0**

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## **PHILOSOPHY OF EDUCATION**

The process of meeting the educational needs of our people will revolve around the concept that the native child is the key to our future as a people.

The educational system, which we offer our children, must prepare them to live in our community while also preparing them to live in the society at large.

Our children must grow up with the knowledge that our heritage is something to be proud of and that our way of life is as valid as the lifestyles of the dominant society.

Our children must be prepared to face the challenges of technology and have the tool to be able to enter the professions or trades and be able to return to the reserve to share acquired skills and knowledge for the betterment of our society.

## **GOALS**

The goals of this Education Authority is to assist the children of Dokis First Nation to develop and maintain confidence and self-worth; to gain knowledge and acquire attitudes needed for active participation in Canadian society and to reach a level of education comparable to that of other Canadians.

## **OBJECTIVES**

Dokis Education Authority accepts the responsibility of providing the best possible opportunity for every individual in the community. To keep this ultimate aim in focus, the following objectives have been set:

- To develop in the student the realization that education is a lifelong process and to stimulate the desire for its purpose;
- To encourage community use of schools and facilities by making them available to responsible members of the community;
- To enhance the development of values through the educational system – generosity, wisdom, self-reliance and respect for the natural environment, native culture, spirituality;
- To make available to student courses best suited to their needs, interests, abilities and goals for the future;
- To assist individuals to develop the skills and abilities that will enable them to take advantage of those opportunities that are open to them for a satisfying and productive life;
- To lead individuals in the development of social consciousness and full sense of social responsibility;
- To sponsor as an Authority or in cooperation with other educational agencies continuing education classes in response to the varied needs of the adult population;
- To develop the ability to communicate effectively in the language of the community along with those required to function in the society at large;
- To encourage students to develop attitudes and capabilities for recreation and leisure time and to encourage high standards of physical fitness.

## **MANDATE**

### **1. MEMBERSHIP**

- Nominations will be held through open forum at the Band Office.
- Elections will be held at a regularly scheduled DEA meeting, approximately July 2004, using ballots, two (2) weeks after nominations.
- That any parent has the right to express their concerns on their child/rens education and that he/she does have the right to be consulted on specific school activities
- Term of office for the Dokis Education Authority will be for a two (2) year duration.
- Membership will comprise of five (7) members in total:
  - 1 Chairperson
  - 1 Vice-Chairperson
  - 1 Secretary/Treasurer
  - 2 Board Members
  - 1 Council Representative
- The Education Director will automatically be a permanent Chairperson.

### **2. ACCOUNTABILITY**

- Regular open meetings will be held on a monthly basis.
- Special and working meetings will be scheduled as needed.
- Minutes of formal DEA meetings will be posted at the Band Office excluding in camera sessions.

### **3. ROLES AND FUNCTIONS**

- DEA will prepare and present yearly Education budgets to Chief & Council.
- The DEA will develop policies that will reflect the needs of the community.
- The DEA will post any available positions, screen applicants, interview and hire candidates.
- DEA will delegate responsibilities to sub-committee (eg) fund-raising, special projects, etc.
- DEA will receive and resolve complaints.
- All decisions will be determined by consensus of the full DEA.
- DEA will settle disputes. If the DEA is unable to reach a consensus or adequate solution, the issue will be brought to Band Council for final decision.
- The DEA will act as a liaison appeal board between parents and school.
- DEA will follow up on implementing recommendations of formal evaluations that are for improvement of service delivery for better education practices.

### **ROLES AND FUNCTIONS CON'T**

- DEA will identify priorities.
- DEA will establish short and long term goals.
- DEA will accept Principal's verbal reports.
- DEA will have a say in the use of the school facilities (eg) summer courses, summer school, etc.

- DEA will arrange for the evaluation of education programs and teacher's performance review in the Kinoo'amaadiwi Gamig. To be reviewed in August 2003.
- DEA will have access to curriculum guidelines and inventory of resources. In the event that the teacher resigns, is terminated or requests a transfer.
- French and native language will be taught as part of the curriculum.
- DEA will negotiate bussing contracts.

## **POLICIES:**

### **DEFINITIONS AND INTERPRETATIONS**

For the purposes of this policy manual the Dokis Education Authority shall be called the “DEA” as it has been given the authority to set policy over all programs in education.

“Employee” means a person who is an employee of the Band, under the direction of the DEA in the educational field.

“Employer” means the Dokis First Nation Band.

“Lay off” means an employee whose employment has been terminated because of the discontinuance of a function or because of the transfer of a function to another jurisdiction.

“Guardian” means a person who has been appointed as the legal guardian of a child in place of a parent.

“Leave of absence” means permission to be absent from duty.

In sections dealing with attendance, “Guardian”, includes any person who has received into his home another person’s child who is of compulsory school age and is resident with him or in his care or legal custody.

### **ADMINISTRATION:**

#### **A. CONFIDENTIALITY**

It is understood that all personnel and resource persons are required to keep all matters pertaining to the school and the students confidential. Any indiscretion in this regard will be reported to the DEA.

#### **B. SCHOOL ACCOMMODATIONS – GUIDELINES**

1. There shall be adequate classroom accommodations for each class of pupils in the school as approved by the DEA.
2. A special education resource room will be provided where possible for the school.
3. Each year by September 30<sup>th</sup>, the teachers shall present a list of surplus accommodation (if any) for the coming year, to the DEA.



C. SCHOOL SUPPLIES

The DEA shall be responsible for the telephone equipment in the school as well as for the application of the regulations set forth herein after.

1. One telephone line to be installed in the school with adequate extensions.
2. The Principal of the school will be responsible for establishing a system of control for long distance telephone calls for verification purposes. Only long distance calls related to the school business may be charged to the DEA. The telephone log for long distance calls will be submitted by the Principal to the DEA when requested.
3. Since the purpose of the telephone system is to save time, calls as a general rule should be limited to important matters.
4. The school phone is to be used by students only for emergency purposes.

D. SECRETARIAL HELP FOR SCHOOL

Regulations:

1. The DEA will be responsible for providing secretarial assistance to the teachers. This secretarial assistance will be only for school purposes.

E. CLOSING THE SCHOOL OR CLASSROOM

The Principal may close or authorize the closing of the school or a classroom for a temporary period where such closing appears unavoidable. Notification must be made to the chairperson of the DEA.

1. Inclement weather, fire, flood, the failure of an essential utility or a similar emergency;
2. Where the Chief and Council proclaim a school day as a civic holiday for the First Nation, the Dokis First Nation council may, by resolution, close the school for the day.

NOTE: School personnel will follow Band policy regarding this matter.

F. SPECIAL EDUCATION

1. The DEA will endeavour to provide equal educational opportunities for its students by promoting and fostering the maximum intellectual, physical, social, cultural and emotional development of each child. Therefore, the special

education program is primarily a refinement of existing education programs with the assurance that the children are placed in programs, which permit them to reach their maximum potential.

2. There shall be no segregation of students because of need for remedial work and the alternative shall be a limited withdrawal from regular classes to participate in an individualized program of study designed to upgrade the student.
3. Early identification is the key in providing proper resources to help a child with special needs. Therefore it is the policy of the DEA to register students as early as mid February for the following school year.

The registration process shall include:

- Interview with the parents to discuss any special needs
- Completing a school registration form
- Observation of the child by the teacher to determine
  - ✓ Language development
  - ✓ Social development
  - ✓ Physical needs
  - ✓ Etc.

#### 4. The Identification, Placement and Review Committee (IPRC) Process

- a) Parent/Guardian will be involved in the IPRC process.
- b) The school shall establish an IPRC committee to study the needs of referred students
- c) The following people are members of the school's IPRC
  - The school principal (chair)
  - Another teacher in the school
  - Another person as appointed by the Principal of the school
- d) The school's IPRC has the authority to:
  - Place exceptional students in special education programs within it's own school
  - Review the identification and placement of exceptional students within its own school
- e) Referral of students to the IPRC
  - By the principal
  - By written request of the parent
- f) Identification of Students
  - Based on the information provided to the Committee, both in writing and in discussion during the meeting, the school based IPRC will identify a student as exceptional, not exceptional, or exceptionality pending;
  - A student identified as exceptional by the IPRC must meet the Ministry of Education criteria for designation of an exceptionality;
  - The "*IPRC Statement of Decision*" form includes a complete description of the student's identification.
- g) Special Education Placement

- The “*IPRC Statement of Decision*” form includes a complete description of the student’s placement in one or more of the following programs/services.
  - Regular classroom – monitor progress
  - Regular classroom – resource support
  - Regular classroom – withdrawal program
- h) Statement of Student’s Strengths and Needs
  - Based on the information provided by the classroom teacher and the parent/guardian, a summary of the student’s strengths and needs are listed on the “*IPRC Statement of Decision*” form.
- i) Review of Identification and Placement
  - The identification and placement of all exceptional students is reviewed annually unless the parent chooses to dispense with the review;
  - The review date is not more than one calendar year from the date of the previous committee meeting;
  - The principal of the school in which the exceptional student is enrolled may request a review of the IPRC decision at any time after the student is placed in the Special Education program;
  - The parent/guardian of an exceptional student may request a review of the IPRC decision by informing the principal of the school in writing;
  - The parent/guardian of an exceptional student may request an IPRC review only once every 3 months

#### 5. Communication of IPRC Committee’s Decision to Parent/Guardian

- The written statement of decision includes the following information:
  - Whether the committee identified the student as exceptional
  - The categories and definitions of any exceptionalities identified
  - The student’s strengths and needs
  - The recommended placement for the student in the next school year.

## 6. Consent to Identification and Placement

The *"IPRC Statement of Decision"* contains an area for the parent to give consent to the identification and placement of the student. The parent has the option of agreeing or disagreeing with either/or the recommended identification and/or placement of the student.

A parent/guardian who disagrees with the IPRC decision may, within 15 working days of receiving the written statement of decision, request to meet with the committee by writing to the Principal of the school.

Upon receiving a request to discuss the recommended identification or placement of a student, the principal will arrange for the IPRC to meet as soon as possible with the parent/guardian. The purpose of the meeting is to discuss the statement of decision and to attempt to resolve the contentious issue(s). The decision is reviewed to ensure that it meets the needs of the student and is acceptable to parents/guardians and the IPRC members. Any changes made to the *"IPRC Statement of Decision"* must be indicated on the form and copy must be given to the parent/guardian to sign.

If the parent/guardian does not sign the *"IPRC Statement of Decision"* form, does not make a written request to meet with the committee to review the decision, and does not give written notice of appeal within 30 working days of receiving the committee's written notice of decision, the exceptional student may be placed in the special education program as determined by the committee.

## 7. Communicating the Decision to the DEA

The DEA is notified of the identification and placement of all exceptional students within 30 working days of the IPRC meeting.

## 8. The teacher responsible for the students program shall modify the existing programs to meet the requirements of the IPRC committee.

### **SCHOOL PROCEDURES:**

#### A. SCHOOL YEAR

The school year shall include a minimum of 194 school days of which up to 4 days may be designated as professional activity days. In June of each year, the new school calendar is to be approved by the DEA

B. SCHOOL DAY

The actual instruction for the students begins at 8:50 am and ceases at 3:30 pm.

Teaching staff shall be at the school by 8:30 am. until 4:00 pm  
Teacher's Aide shall be at the school by 8:30 am until 3:30 pm.

No staff shall leave until the last pupil leaves the school. Exceptions to these regulations shall be subject to the approval of the DEA.

**NOTE:** Kindergarten begins at 9:00 am and ends at 12:00 pm.

There will be a minimum of 5 hours teaching time per day excluding recess.

C. LUNCH

The lunch break shall be a continuous sixty-minute period. Unless mutually agreed upon by all teachers.

D. RECESSES

There will be a 15 minute recess in the morning and a 15 minute recess in the afternoon.

Outside recesses will be compulsory to all students, weather permitting. Students who are unable to participate in any outside activities due to illness should not be present in the classroom due to spreading of germs. Recess will be indoors when temperature reaches -20 C including wind chill.

E. EMERGENCY EVACUATION OF SCHOOL FACILITIES

The DEA shall be responsible in ensuring that the teachers carry out three (3) fire drill exercises at the school during a school year.

Regulations:

1. It is necessary that there be three (3) fire drills in the school per year, and that the first one be held before the end of September, one in mid-winter and the last one to follow in the spring. The teachers will record the dates on which the drills were held.
2. At the start of the school year, students are to be notified of primary and secondary fire exit routes.
3. Teachers must keep a daily register and check to see that all pupils are accounted for in the subsequent line outside.

F. VISITORS TO THE SCHOOL

During the regular school day, all visitors to the Kinoo'amaadiwi Gamig must first check in with the principal/teachers.

G. SCHOOL CLOSURES

All parents/guardians will be contacted before any student is discharged. If a parent/guardian cannot be reached, the teacher shall remain at the school with the child.

H. SUPPLY TEACHER

In the event that the teachers are unable to perform their regular duties, the Principal shall be notified no later than 7 am or earlier if possible

I. STUDENT INFORMATION SHEET

Student information sheet shall be kept in the student's personal file and revised annually. Student Information Sheet is to be carried by school personnel at all school activities.

This will consist of: **Illustration 1 – page 29**

J. PERMISSION SLIPS

Permission slips must be mandatory for all school trips. Permission Slips are to be carried by school personnel at all school activities.

This will consist of: **Illustration 2 – page 30**

**THE BUILDING**

A. USE OF FACILITIES BY THE PUBLIC

The use of school facilities is open to the general public with certain terms and conditions as follows:

1. That a written notice is given to the DEA at least ten days prior to the event;
2. That the individual or group arrange to have the facility cleaned immediately after use;
3. All policing of the event is the responsibility of the individual or group using the facility and damages arising out of said usage shall be paid by the individual or group;
4. The facility shall not be used for the personal profit of individuals, but only for community-oriented events.
5. The person responsible must be of legal age.
6. No smoking allowed in the school.

B. LOAN OF SCHOOL KEYS

The DEA may loan a school key to members of their teaching staff and other groups requesting use of the facility.

C. RESTITUTION OF DAMAGES TO SCHOOL PROPERTY

That it be the policy of the DEA to request restitution against all parties involved in criminal offences causing damage to property.

D. DISPOSAL OF EQUIPMENT

It is the duty of the teachers to report annually to the DEA all surplus and outdated equipment. The DEA reserves the right to decide upon the final disposal of such.

E. INVENTORY

The Principal will keep an annual inventory of all school equipment, furnishings and supplies. This inventory is to be completed by the end of each school year.

F. LOAN OF EQUIPMENT

The loan of equipment will be at the discretion of the Principal.

**STUDENTS:**

A. THE STUDENT – SCHOOL ATTENDANCE

1. Every child who attains the age of six years on or before December 31<sup>st</sup> of that year shall attend school on every school day.

Junior Kindergarten – must be four years of age by December 31<sup>st</sup> of that year.

Senior Kindergarten – must be five years of age by December 31<sup>st</sup> of that year.

Grade One - must be six years of age by December 31<sup>st</sup> of that year. Compulsory

2. A child is excused from attendance at school if:

- a. He or she is receiving satisfactory instruction at home or elsewhere;
- b. He or she is unable to attend school by reason of sickness or other unavoidable cause;
- c. He or she obtained a secondary school graduation diploma or has completed a course that gives him or her equivalent standing;
- d. He or she is absent from school for the purpose of receiving instruction in music and the period of absence does not exceed one half day in the week;
- e. He or she is suspended, expelled or excluded from attendance at school under any act or under the regulations;
- f. He or she is absent on a day regarded as a holy day by the church or religious denomination to which he or she belongs.

3. Where a child under compulsory school age has been enrolled as a pupil in school, this section applies during the period for which the child is enrolled as if he or she were of compulsory age unless alternate arrangements have been made with the teachers.

4. The parent or guardian of a child who is required to attend under this section shall cause the child to attend school as required by this section.
5. A parent or guardian of a child of compulsory school age who neglects or refuses to cause the child to attend school is, unless the child is legally excused from attendance, guilty of an offence and on a summary conviction is liable to fine.
6. The teacher's shall:
  - A. Report to the Principal, the names, ages, and residences of all pupils of compulsory age who have not attended school as required.
  - B. Furnish the Principal with such other information as the Principal requires, for the enforcement of compulsory school attendance; and

Where a child of compulsory school age has not attended school as required, the teachers shall notify the parent or guardian of the child of the requirements of Section 1.

#### B. SUSPENSION OF PUPIL

The policy shall be that the Principal may suspend a pupil for a fixed period not in excess of a period determined by the DEA, because of persistent truancy, persistent opposition to authority, habitual neglect of duty, the wilful destruction of school property, the use of profane or improper language, or conduct injurious to the moral tone of the school or to the physical or mental well being of others in school and, where a pupil has been suspended, the teacher shall notify forthwith in writing the pupil, his or her teacher, the parents or guardian of the pupil and the DEA.

It is the policy of the DEA to limit the period of suspension by the Principal to a maximum of three (3) school days.

#### REGULATIONS:

1. In most cases a suspension will be the last action in a series of attempts to modify unacceptable pupil behaviour and should be preceded by communication and consultation with parents or guardian.
2. If the teachers feel that a longer period of suspension is in order, then this shall be discussed with the Education Director and/or the DEA prior to making a final decision.

#### C. IMMUNIZATION

Immunization records of students shall be made available by the parents for the Kinoo'amaadiwi Gamig at the time of registration.



D. ACCIDENTS:

1. In most cases of minor injuries, the teachers or supervisor in charge at the time should be able to carry out first aid treatment. The DEA will be responsible to provide First Aid and CPR training for school staff.
2. In cases of major injuries, the parents or guardian will be notified as soon as possible.
3. In all cases where treatment is necessary, the teachers must fill out an Accident Report Form. This will consist of **(ILUSTRATION 3) PAGE 31.**

E. ILLNESS

1. When the pupil has notified the teachers that he/she is ill, the teachers must notify the parents or guardian.

F. REPORTING CHILD ABUSE

PREAMBLE

1. THE CHILD WELFARE ACT – section 49(2) stipulates that “notwithstanding the provisions of any other act, every person who has reasonable grounds to suspect in the course of the person’s professional or official duties that a child has suffered or is suffering from abuse that may have been caused or permitted by a person who has had charge of the child shall forthwith report the suspected abuse to a society”.
2. Section 94 (1) (f), (ii) and section 49 (3) of the said act provides for the possibility of a fine of up to \$1000 for failure to comply. Teachers have a responsibility of reporting even if the information provided is considered to be confidential or privileged. Teachers are however, guaranteed protection from civil liability unless the report is made maliciously or without reasonable grounds to suspect that the information is true.

POLICY

In accordance with the Child Welfare Act, DEA employees are required to report, any case of suspected child abuse to the Children’s Aid Society.

G. TRANSPORTATION OF PUPILS

It is the policy of the DEA to provide free transportation to pupils whenever such transportation is warranted due to one or more factors such as the need of pupils who for physical or mental reasons require special transportation other than that normally provided by the DEA. Such transportation may be provided by the DEA, contracted or bought.

REGULATIONS

A. TRANSPORATION

1. Will be provided, when necessary, for elementary pupils attending special classes in a designated school.

2. Will be provided for physically (orthopaedic) and mentally handicapped when recommended by a physician; when possible, these pupils will be carried on regular routes.

B. DISCIPLINE

1. The driver shall advise the principal of any serious or chronic misconduct of a pupil. The principal shall take the required disciplinary action.

C. INSTRUCTIONS TO BUS OPERATORS AND DRIVERS

1. All contracts will be reviewed on a five-year basis for the purpose of renewing or tendering contracts. No transportation contract or agreement will be re-assigned without the consent of the DEA in writing and the DEA is not under any circumstances bound to give such consent.
2. The operator and drivers shall abide by the terms of the school bus contract and shall provide any and all information requested by the DEA in relation to such transportation agreement.
3. The operator shall make every effort to adhere to DEA policy, time schedules, route pick-ups and shall advise the DEA of any undue change in arrival or departure from schools and reasons for the same.
4. The operator and drivers shall maintain and operate the vehicles in compliance with the requirements of the Public Vehicles Act and the regulations hereunder, and all other acts covering public transportation and any regulations of the DEA governing transportation.
5. The operator shall provide the DEA with proof that:
  - A) The Operator shall hold a Public Vehicle (School Bus) operating license and shall use a motor vehicle that is properly licensed as required by the Public Vehicles Act and Regulations hereunder and that is equipped as required by the Regulation under the Highway Traffic Act.
  - B) The Operator shall provide proof of license in good standing, submitted yearly.
  - C) The Operator shall provide safety check papers 2 times per year.
  - D) The Operator shall provide receipts from maintenance of school bus.
  - E) The Operator shall provide gas receipts for aforementioned bus each month.

- F) The Operator shall obtain the approval of the Council before replacing the Public Vehicle (school bus) presently being used on this route.
  - G) The Operator shall ensure that all drivers submit a full medical exam yearly and shall provide evidence to the DEA and Council that each driver has a tuberculin test and where required due to a positive reaction, a chest x-ray examination. All drivers must be in good standing with the Dokis First Nation Administration.
  - H) The Operator shall not assign this agreement without consent of the Board or Council. Any terms and conditions in respect of the granting of such consent shall be set out in an added clause to this Agreement.
  - I) The Operator shall maintain and provide evidence of insurance of the kinds and amounts required by the Public Vehicles Act and Regulations there under and any additional insurance that is specified in this Agreement.
  - J) The Operator, while the vehicle is operated on any private road or other place, shall assume the same liability as is imposed upon him by the Highway Traffic Act while the vehicle is operated on a highway.
6. Bus driver must notify the appropriate school of cancellation of school bus operations due to inclement weather.

The onus will be on the bus contractor to cancel bus runs due to road conditions.

#### D. BUSING OUTSIDE THE COMMUNITY

- A. When the school is bussing the students outside of the community, the Student Information Sheet must be completed and returned or a written permission note signed by a parent or guardian must first be obtained.

#### TEACHERS:

##### A. DUTIES

- 1. It is the duty of a teacher:
  - a. To teach diligently and faithfully the classes or subject assigned to him or her;
  - b. To encourage the pupils in the pursuit of learning;
  - c. To assist in developing cooperation and coordination of effort among the members of the staff of the school;
  - d. To maintain, proper order and discipline in the classroom and while on duty in the school and on school grounds;
  - e. In instruction and in all communications with the pupils in regard to discipline and the management of the school, shall use the English language; except in respect of instruction in a language other than English when such other language is being taught as one of the subjects in the course of study. (ex Ojibwa, French)

- g. To conduct his/her class in accordance with a timetable which shall be accessible to pupils, the teachers and the DEA;
  - h. To participate in professional activity days;
  - i. To notify such persons as is designated by the DEA if he/she is to be absent from school and the reason therefore;
  - j. To deliver the register, the school keys and other school property in his/her possession to the DEA on demand, or the end of June, or when his/her agreement with the DEA has expired, or when for any reason his/her employment has ceased;
  - k. To use and permit to be used as a textbook in a class that he/she teaches, textbooks that are approved by the DEA.
2. A teacher, who refuses, on demand or order of the DEA that operates the school concerned, to deliver the DEA any school property in his/her possession, forfeits any claim that he/she may have against the DEA.
3. Teachers may organize themselves for the purpose of conducting professional development conferences and seminars.

Assigned by the Act and the DEA, the teacher shall perform these additional duties:

- a. To plan all lessons where a supply teacher is appointed to a class;
- b. The circle program be strengthened and a stronger focus be placed on Native studies using people of Native ancestry materials along with local resources;
- c. In service opportunities should be utilized by the teachers through use of consultants or taking part in broader curriculum activities, and inter-visitation;
- d. Improved knowledge of Ojibwa culture for the students through enhancements of materials as well as the use of local and neighbouring expertise;
- e. To maintain in the classroom an atmosphere that would be conducive to the learning of our Native children;
- f. Attend meetings designated by the Dokis Education Authority.
- g. Be responsible for effective instruction, training and evaluation of the progress of pupils in the subjects assigned to the teacher and for the management of the class or classes, and report to the principal on the progress of pupils on request;
- h. Carry out supervisory duties and instructional program assigned to the teacher by the principal and supply such information related thereto as the principal may require;
- i. Unless otherwise assigned by the principal, be present in the classroom or teaching area and ensure that the classroom or teaching area is ready for the reception of pupils at least fifteen minutes before the commencement of classes in the school in the morning and, where applicable, five minutes before the commencement of classes in the school in the afternoon;

- j. Assist the principal in maintaining close co-operation with the community;
- k. Prepare for use in the teacher's class or classes such teaching plans and outlines as are required by the principal and the DEA and submit the plans and outlines to the principal or the DEA as the case may be, on request;
- l. Ensure that all reasonable safety procedures are carried out in courses and activities for which the teacher is responsible;
- m. Cooperate with the principal and other teachers to establish and maintain consistent disciplinary practices in the school.
- n. To effectively educate his or her students and maintain a high degree of professional competence in his or her teaching;
- o. To endeavour to develop in his or her students an appreciation of standards of excellence and the principal of democracy; to show consistent justice and consideration in all of his or her relations with pupils;
- p. To refuse to divulge beyond his or her proper duty confidential information about students;
- q. To concern himself or herself with the welfare of his or her students while they are under his or her care; and
- r. Any other duties that may be assigned from time to time by the DEA and or the principal.

## B. PRINCIPAL DUTIES

In addition to his/her duties as a teacher, the principal shall:

1. Allocate, in accordance with the policies of the DEA, among the classroom teachers in the school the school's share of the DEA's aggregate minimum instructional time for school year;
2. Require teachers to maintain proper order and discipline in the classroom and while on duty in the school and on school grounds;
3. Develop cooperation and coordination of effort among the members of the staff of the school.
4. Prepare a timetable, conduct the school according to such timetable and the school year calendar or calendars applicable thereto, make the calendar or calendars and the timetable accessible to the pupils, teachers, and the DEA and assign classes and subjects to the teachers.
5. Supervise the instruction in the school and advise and assist any teacher.
6. Assign duties to the teacher in charge.
7. Provide for the supervision of students for the period of time during each school day when the school buildings and playgrounds are open to students.
8. Provide for the supervision of and the conducting of any school activity authorized by the DEA.

9. Conduct performance appraisals of all teachers and support staff as directed by the DEA.
10. Make recommendations to the DEA with respect to the appointment and promotion of teachers and demotion or dismissal of teachers whose work or attitude is unsatisfactory;
11. Provide for the instruction of pupils in the care of the school premises; and
12. Warn a teacher in writing, giving the teacher assistance and allowing the teacher a reasonable time to improve before recommending demotion or dismissal;
13. Register the pupils and ensure that the attendance of pupils for every school day is recorded either in the register supplied by the DEA in accordance with the instructions contained therein or in such other manner as is approved by the DEA.
14. Accordance with the Education Act, the regulations and the guidelines issued by the Minister, to collect information for inclusion in a record in respect of each pupil enrolled in the school and to establish, maintain, retain, transfer and dispose of the record;
15. Hold, subject to the approval of the DEA such examinations as the principal considers necessary for the promotion progress of the pupil to his or her parent or guardian where the pupil is a minor and otherwise to the pupil;
16. Subject to revision by the DEA, to promote such pupils as the principal considers proper and issue to each such pupil a statement thereof;
17. Ensure that all textbooks used by the pupils are those approved by the DEA.
18. Furnish the DEA with any information that it may be in the principal's power to give respecting the condition of the school premises, the discipline of the school, the progress of pupils and any other matter affecting the interests of the school, and to prepare such reports for the DEA as are required by the DEA.
19. Give assiduous attention to the health and comfort of pupils, the cleanliness, temperature and ventilation of the school, the care of all teaching materials and other school property and the condition and appearance of the school buildings and grounds;
20. Report promptly to the DEA and to the medical officer of health when the principal has reason to suspect the existence of any communicable disease in the school and any unsanitary condition in any part of the school building or the school grounds;
21. Refuse admission to the school to any person whom the principal believes is infected with or exposed to communicable diseases requiring an order under section 22 of the Health Protection and Promotion Act until furnished with a certificate of a medical officer of health or a legally qualified practitioner approved by the medical officer of health stating that all danger from exposure to contact with such person has passed;
22. Subject to an appeal to the DEA, to refuse to admit to the school or classroom a person whose presence would be in the principal's judgement be detrimental to the physical or mental well-being of the pupils; and
23. Maintain a visitor's book in the school when so determined by the DEA.
24. Be a member of the DEA and participate in all requested meetings.
25. Any other duties that may be assigned from time to time by the DEA.

### C. TEACHER ASSISTANT DUTIES

1. To assist in developing cooperation and coordination of effort among the members of the staff of the school;
2. Cooperate with the principal and other teachers to establish and maintain consistent disciplinary practices when assigned supervisory duties of students – ex. recess;
3. Assist the principal and other teachers in maintaining close cooperation within the community;
4. To notify the principal when he/she is to be absent from school and the reason therefore;

5. Carry out supervisory duties and support to instructional program assigned by the principal and supply such information related thereto as the principal may require;
6. Support the principal and teachers to ensure that all reasonable safety procedures are carried out in courses and other activities;
7. To participate in professional activity days as designated by the principal;
8. Attend meetings designated by the DEA;
9. To show consistent justice and consideration in all of his or her relations with pupils;
10. To refuse to divulge beyond his or her proper duty confidential information about students and other staff;
11. Any other duties that may be assigned from time to time by the principal.

D. EXTRA CURRICULAR ACTIVITIES

The policy of the DEA shall be that all professional and paraprofessional staff be involved in extra-curricular activities in an area of interest or ability either individually or in cooperation with the principal.

Extra curricular activities shall include community events and activities.

E. SUPPLY TEACHING

All supply teachers shall apply in writing to the DEA and a priority list of supply teachers will be made available to the principal. The priority list shall be based on qualifications, experience and availability. Long-term supply teachers should be qualified teachers. Short-term supply teachers can be unqualified teachers but at least possess some educational training. Short term will consist of a maximum of 3 days. Long term will be any longer than 3 days.

N.B. All supply teachers shall familiarize themselves with the school code of conduct.

F. TEACHER EVALUATION

Purpose of evaluation:

1. To foster professional and personal growth of the teaching staff;
2. To ensure excellence and accountability in the delivery of educational programs;
3. To make recommendations with regards to promotions, internal transfers and termination of employment.

WHEN TO EVALUATE:

1. All new teachers and all beginning teachers shall be evaluated in their first year of employment with the DEA.
2. All other teachers shall be evaluated once every three or four years.
3. At the request of the teacher and consent of the DEA.

4. At anytime when requested by the DEA.

#### TIMEFRAME

1. Teachers to be evaluated will be identified by September 30.
2. There shall be a minimum of 3 classroom visits.
3. The teacher shall receive advance notice of classroom visits (2 days).
4. The final evaluation report is to be submitted by April 30.

#### PROCESS

1. Discussions with the teacher involved on performance indicators to be evaluated ex.
  - Classroom Management
  - Teaching Skills or Strategies
  - Planning of Programs
  - Evaluation Strategies for Students
  - Personal Qualities
2. Data Collection:
  - Classroom visits
  - Discussions with the teacher involved
  - Examining teacher preparations and long range plans
  - Alternate methods of data collection may be used
3. Post Evaluation Conference with the Teacher
  - Review data collected
  - Identify teacher's strengths
  - Identify areas that need improvement
  - Help design an assistance plan
  - Time line to implement assistance plan
4. A formal summary report is to be submitted to the teacher and discussed as soon as possible. The teacher shall have the opportunity to record his/her comments and signature. The teacher and the DEA should retain a copy of the final report, including the teacher comments. All information collected in the process and final report shall be confidential.

#### I. TRANSFER

##### TRANSFER OF STAFF MEMBERS WITHOUT THEIR EXPRESSED REQUEST

- A. It shall be the policy to rotate the teaching staff within the system every four (4) years at the discretion of the DEA and in consultation with the teachers.
- B. The transfers shall be discussed with the staff member concerned prior to the proposed transfer and official notice shall be given in writing.



- C. When such transfer is due to redundancy, the DEA agrees to make every effort to arrange a transfer, which is mutually satisfactory.
- D. Should a transfer not be agreeable to the staff member concerned, he/she shall have the right to appeal the decision individually to the DEA.
- E. The staff member shall submit his/her appeal in writing to the Dokis Education Authority within three (3) working days of receipt of the official notice.
- F. The DEA shall meet with the teacher within ten (10) working days of receipt of the letter of appeal referred to subsection (D) above.
- G. The DEA decision shall be final and binding on both parts.

J. ATTENDANCE AT MEETINGS

Attendance at meetings during school hours, other than school related programs, shall be at the discretion of the principal based on the following:

- A. Benefit to student and program in general; and
- B. Availability of funds

Consultation may be made with the DEA.

K. DRESS CODE

The teachers are expected to dress sensibly and modestly for all school related activities.

Exceptions will be special attire for special events.

ILLUSTRATION 1

STUDENT INFORMATION SHEET  
KINOO'AMAADIWI GAMIG

\_\_\_\_\_  
(YEAR)

STUDENTS FULL NAME: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_

PARENT(S) NAME: \_\_\_\_\_

HOME TELEPHONE NUMBER: \_\_\_\_\_

PARENT(S) WORK NUMBERS: \_\_\_\_\_

\_\_\_\_\_

IN CASE OF EMERGENCY, OTHER PEOPLE TO CONTACT IN CASE CHILD IS ILL OR SCHOOL HAS TO CLOSE.

NAMES OF OTHER GUARDIAN(S) OR BABYSITTER:

(1) NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

(2) NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

MEDICAL INFORMATION:

FAMILY DOCTOR: \_\_\_\_\_

ONATRIO HEALTH CARD #: \_\_\_\_\_

ANY ALLERGIES: \_\_\_\_\_

ANY MEDICAL PROBLEMS: \_\_\_\_\_

ANY MEDICATION REQUIRED: \_\_\_\_\_

CONSENT FOR CHILD TO SEE CHN/CHR IF ILL:

PARENT(S) SIGNATURE: \_\_\_\_\_

ILLUSTRATION 2

STUDENT PERMISSION SLIP  
KINOO'AMADDIIWI GAMIG

\_\_\_\_\_  
(YEAR)

I HEREBY GIVE MY PERMISSION FOR MY CHILD \_\_\_\_\_  
(CHILD'S NAME)

TO ATTEND \_\_\_\_\_ ON THE FOLLOWING  
(NAME OF EXCURSION)

DATE: \_\_\_\_\_.

DATE OF BIRTH: \_\_\_\_\_

FAMILY DOCTOR: \_\_\_\_\_

ONTARIO HEALTH CARD#: \_\_\_\_\_

ANY ALLERGIES: \_\_\_\_\_

ANY MEDICATION REQUIRED: \_\_\_\_\_

ANY MEDICAL PROBLEMS: \_\_\_\_\_

IN CASE OF EMERGENCY CONTACT:

FATHER: \_\_\_\_\_

MOTHER: \_\_\_\_\_

OTHER: \_\_\_\_\_

\_\_\_\_\_  
PARENT/GUARDIAN SIGNATURE

ILLUSTRATION 3

ACCIDENT REPORT FORM  
KINOO'AMAADIWI GAMIG

\_\_\_\_\_  
(YEAR)

STUDENTS FULL NAME: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_

PARENT(S) NAME: \_\_\_\_\_

PARTICULARS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

ACTION TAKEN: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

WITNESSES: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
TEACHERS SIGNATURE

\_\_\_\_\_  
DATE

**CLOSURES**

**AGREEMENT:**

That the mandate, policies and guidelines of the Dokis Education Authority be accepted as written, on this 24th day of April, 2003.

**SIGNED, SEALED AND DELIVERED,**

**DOKIS EDUCATION AUTHORITY**

**DOKIS CHIEF & COUNCIL**

\_\_\_\_\_  
Chairperson, Lorie Young

\_\_\_\_\_  
Chief William Restoule

\_\_\_\_\_  
Vice-Chairperson, Christine Dokis

\_\_\_\_\_  
Councillor, Richard Restoule

\_\_\_\_\_  
Board Member, Marthe Restoule

\_\_\_\_\_  
Councillor, Lisa Restoule

\_\_\_\_\_  
Board Member, Beverly Restoule

\_\_\_\_\_  
Councillor, Derek Restoule