

**CURVE LAKE FIRST NATION  
SCHOOL**

**PARENT MANUAL - POLICIES**

**POLICY AND PROCEDURES**

## STAFF RESPONSIBILITIES PRINCIPAL/RESOURCE

### DEFINITION OF AUTHORITY:

This position requires dealings in the following areas: curriculum development, school organization, community relations, student behaviour, equipment maintenance, and other areas as established by the Manager of Education. The Principal is subject to the authority of the Curve Lake First Nation Chief and Council and will make decisions and recommendations on a daily basis to ensure that all staff carries out the education goals as established by the Education Committee, Chief and Council.

### RESPONSIBILITIES OF THE PRINCIPAL/RESOURCE:

Under the direction of the Chief and Council and reporting to the Manager of Education, the Principle will be responsible for:

- Providing educational leadership in the community;
- Administering the school program in accordance with First Nation guidelines, policies and Ministry or Education guidelines;
- Maintaining the quality of education be assisting and supervising teachers;
- Ensuring the student's and staffs health, safety, cleanliness and comfort in the school;
- Visiting the classrooms on a regular basis to supervise and observe methods of instruction and the work and progress of the students as time permits;
- Investigate problem situations and facilitating solutions when a student's behaviour adversely affects his/her learning or disrupts others' studies;
- Assist staff in contacting parents regarding concerns about student's absenteeism;
- Provide leadership in order to promote respect, trust and cooperation among school staff members;
- Ensuring the establishment and operation and the supervision of the Special Education Team/School IPRC process so as to determine the proper identification, placement, monitoring and review of exceptional students;
- Ensure that the Junior Kindergarten teacher has made the proper arrangements to observe and discuss and students who attend the Day Care and that are entering into Junior Kindergarten. The information gathered will be for the purposes of reviewing relevant health and cognitive date so appropriate programming can be implemented for the new kindergarten students;
- Assist the secretary to establish, maintain, transfer and dispose of, in a manner prescribed by the school policy, documents pertaining to students' attendance and progress and the performance of the staff and school;
- Planning and evaluating with respect to objectives, curriculum, teaching and effectiveness of the school's instructional program;
- Assisting with staff and ensuring the school timetables, and program of studies; outlining long range plans; and providing the Manager of Education with a copy;

## RESPONSIBILITIES OF THE PRINCIPAL/RESOURCE – cont'd

- Assist in the preparation of the school calendar for the following year;
- Overseeing and consulting with teachers, Manger of Education and the Education Committee in establishing and administering the procedures and standards to be applied in the evaluation of student progress;
- Liaison with Health Staff in cases or infections or contagious disease or other conditions detrimental to the student's health. Assisting with the secretary in keeping the information updated and in the strictest confidence;
- Overseeing and ensuring that all staff are involved in extra curricular events;
- Work cooperatively with the Education Officer so as to ensure that the best and most appropriate use of time is used to meet the needs of students;
- The general organization of the school, it's programs and staff functions which pertain to the liaison between the school and the Education Committee;
- Organizing, in cooperation with the staff, the program of courses and instructions approved by the First Nation, including implementing approved cultural-based curriculum;
- In consultation with the Education Committee, defining and implementing supervision of the school standards, program objectives, with respect to staff and students as required to maintain good order, harmony and efficient operation of the school;
- Provide leadership for the enhancement of the professional development of the staff, and assist staff in establishing in-house programs to meet staff needs;
- Assisting staff and students in providing ownership and responsibility of the school;
- Reporting to the Manager of Education on maintenance, busing, attendance, counseling, performance, curriculum development, discipline (students and staff), and any other matters requested;
- Exercising leadership in the promotion of public involvement in educational planning, directed toward the improvement of the education in the school;
- As the need arises, assisting the Education Committee in the development of curriculum relevant to the school program;
- Ensure that fire drill exercises are completed a minimum of two times per year. Include all students and staff in the school and have the authority to make such rules as are necessary to ensure rapid and orderly evacuation of the school; and to visually inspect fire fighting equipment throughout the year;
- Promoting and maintaining close cooperation with the community to make the school a functioning community resource;
- All other duties as assigned by the Manager of Education;

## RESPONSIBILITIES OF THE SCHOOL TEACHER:

Responsible for ensuring that each child has an opportunity to reach his/her maximum potential through the creation and implementation of suitable programs and teaching styles to meet individual student needs. Treat all students in a fair and equitable manner.

### LEARNING ENVIRONMENT RESPONSIBILITIES:

Under the direction of the Principal, and working with the students, it is the responsibility of the teacher to:

- Focus on student learning using a wide variety of teaching and assessment approaches to ensure students remain our first and most important responsibility;
- Treat each student equally and fairly;
- Encourage pupils to reach their highest level of individual development by taking into account individual needs, interests, and abilities;
- Help each student develop a positive self-image, a sense of belonging, and a good attitude to his/her school experience;
- Be as objective as possible when discussing controversial issues such as religion, politics, or race;
- Respect the right of each student to form his/her own opinions based on accumulated knowledge;
- Be sensitive toward, and make a sincere attempt to promote and improve an understanding of Native culture, values, and language;
- Be receptive to the requests and expectations of the Principal, Manager of Education, Education Committee, Chief and Council and the community;
- In inclement weather, see that young students are properly clad before they are permitted to go outside and that outdoor clothing is removed when pupils are in the school;
- Promote personal hygiene for all students;
- Provide suitable learning materials for students absent from school for extended time periods;
- Maintain order and discipline in the classroom, hallways, assembling or dismissing of students from school according to the school policy;
- Be responsible for maintaining regular and active supervision of all the students on the playground;
- Where necessary, create individualized programs to meet individual student needs and ensure that the Principal is made aware of these changes;
- Ensure that you are in your classroom prepared for your student by 8:45 a.m. and 12:50 p.m. on a daily basis, unless you are on yard supervision;
- Teachers are expected to have their lesson plans completed for the next day before they leave the school. This is done to ensure that in the event that a substitute teacher needs to come in for you that they know what to do.

**ADMINISTRATION RESPONSIBILITIES:**

- Cooperate with the Principal and the Manager of Education in assisting in a cultural-based curriculum and be aware of native issues;
- Prepare long range plans, goals and objectives for programs and student progress and keep both on file in the office and in a planner so that this copy is available for parents' viewing;
- Prepare monthly timetables (accessible to parents and Principal) and daily lesson plans (accessible to the Principal) based on approved time and subject allocations;
- Update and maintain monthly, accurate records of student achievements in all areas, both statistical and anecdotal formats, and regard any personal information about the students as confidential and information only to be given out to the appropriate people;
- Keep a daily attendance record of all students and submit a monthly attendance report to the principal.

**COMMUNICATION RESPONSIBILITIES:**

- Communicate regularly to parents through the agenda in order to discuss individual student progress;
- Become involved in extra and co-curricular activities as expected by the Principal, Chief and Council and the community;
- Assist, as a member of the staff, in developing cooperation and coordination of effort among fellow staff members, and when requested by the Education Committee to extend this assistance to the community;
- Ensure that his/her classroom is available and suitable for observation at all times, by parents, Principal and Manager of Education;

**COMMUNICATION RESPONSIBILITIES – cont'd**

- Attend all meetings called by the Principal and/or Manager of Education for the purpose of discussing matters concerning the school, unless expressly excused.

**PROFESSIONAL DEVELOPMENT:**

- Actively participate in professional development days as arranged by the school. If the staff member does not attend the P.D. day(s), the First Nation may, at its discretion, not pay the teacher's salary for that day(s)
- Keep informed of current developments in the field of education and update personal professional training on an on going basis;

## SUPERVISION:

- If necessary, oversee, supervise, and conduct on-the-job training for Educational Assistants and Tutor Escorts;
- Be responsible for the planning of programs conducted by the Educational Assistant for groups or individual students;
- Staff is expected to feel ownership and responsibility for all the students, school and buildings and act as such.

## NATIVE LANGUAGE TEACHER

The Native Language teacher will be responsible for the development and implementation of the Ojibwa language program. The teacher will work under the supervision of the Principal and coordinate the lessons in conjunction with the classroom teacher's plans.

It is the responsibility of the Native Language teacher to:

- Develop a year plan for activities and skills to be taught for each appropriate grade levels in native language;
- Coordinate with teachers, specific subject matter for use in Ojibwa;
- Develop all materials as required for classroom use;
- Report to the Principal with completed outlines and requests for community volunteers;
- Provide translation services as may be required by the teaching staff;
- Liaison with the Kawartha Pine Ridge District School Board NSL teachers to ensure that same subjects are taught or covered so that the children of the Curve Lake First Nation School will be at the same level once they enter into their system.

## RESPONSIBILITY OF THE EDUCATIONAL ASSISTANT

The primary purpose of the Educational Assistant role is to support the Classroom Teacher and in addressing the individual educational needs of all students. This partnership addresses both the long and short term needs of all learners including exceptional students.

It is the responsibility of the classroom assistant to:

## SERVICES TO STUDENTS:

- Promote the physical, emotional and social development of the student;
- Foster a sense of mutual respect and trust between students and staff;
- In collaboration with the Classroom Teacher, to provide instruction and assistance to support the student in the regular class program;
- Informally assist in delivery of alternative forms of assessment and evaluation;

- Act as a consultant and advocate in partnership with the student and classroom teacher in developing educational objectives;
- Supervise students in the classroom, and playground;
- Encourage student participation in developing cultural awareness, self-esteem in a safe, caring, collaborative environment.

#### SERVICE TO TEACHERS:

- Assisting in developing and modifying programs and informally assessing student progress;
- Supporting communication among teachers concerning student needs;
- Working with small groups and/or individual students within the classroom or in another designated area as directed by the Principal in remedial, regular or enrichment activities;
- Cooperate with the teachers in the coordination of academic projects, field trips, and other activities;
- Take charge of class lessons and procedures in the sudden absence of the teacher.

#### SERVICE TO PARENTS:

- Encouraging communication between parents and teachers.

#### SERVICE TO SCHOOL:

- Serve as an active member of the school team;
- Operate educational equipment such as tape recorders/listening stations, computers, photocopiers; smart board; Elmo
- Keep a daily log in a daybook the records plans, anecdotal comments, evaluations on program delivery.

## RESPONSIBILITIES OF SECRETARY:

It is the responsibility of the Secretary to:

- Assist in the operation of the school office including, but not limited to: greeting visitors to the school, answering the telephone, responding to requests for information, typing, filing, general bookkeeping and the compiling, ordering and expending of supplies and equipment;
- Complete, maintain and forward school records and reports, as required;
- Assist school staff, parents and students;
- Arrange and confirm transportation agreements;
- Assist in the operation and maintenance of library resources;
- Assist in the supervision of students on a one-on-one and on a group basis, both in the school, on the playground, and on school trips;
- Assist with preparation of activities such as the graduation ceremony, open houses, parent information night, workshops, etc.;
- Maintain confidentiality of all files;
- Monitor and maintain school and office keys;
- Perform all other such related duties as may reasonable be required by the Principal.

## RESPONSIBILITIES OF THE CUSTODIAN:

It is the responsibility of the Custodian to:

- Provide cleaning and maintenance services for the school properties and buildings, including, but not limited to the care and cleaning of all surfaces and service facilities; waste collection and disposal; window washing; painting; roof inspections; and minor repairs;
- Provide outside maintenance of grounds, parking lots, and sidewalks on a year-round basis; parking lot cleaning and minor repairs; litter/garbage collection, recycling and disposal; deicing, snow shoveling, snow removal and sanding;
- Services and equipment repair;
- Adhere to Occupational Health and Safety procedures;
- Perform other such related duties as may reasonably be required by the Principal.



## ADMINISTRATION

### BUDGETARY PROCEDURES/RESTRICTIONS:

**The budget is set by the Education Manager and is subject to approval from the General Manager, the Finance Committee and Chief and Council.** Budgetary line allocations will vary based on project needs throughout the year. All allocations are for fiscal year April 1<sup>st</sup> to March 31<sup>st</sup>.

### BUDGETARY REPORTING:

The secretary will be responsible for providing a quarterly report to the Principal to ensure that the school operates within budget.

### BRIGHTER FUTURES SNACK FUND:

A yearly work plan and request must be submitted to the Health and Family Services Committee to request funding for this program. The secretary is responsible for administering this program and providing reports as required. The shopping will be done on a weekly basis or as the need arises.

### CHEQUE REQUISITION:

The secretary will issue payment invoices through the weekly cheque requisition procedure established by the Government Services Operations. The requisition must be approved and installed by the Manager of Education.

The secretary will photocopy the requisition and invoice and submit copies to the Finance Department, Education Department and one copy for the school's records. Cheque Requisitions must be submitted to the Finance Department by 10:00 a.m. on Thursdays.

### COURIER AND MAIL:

Mail will be picked up at the Curve Lake Post Office by school and recorded by the secretary. Mail will be distributed to staff accordingly.

If a courier is required, arrangements will need to be made through the receptionist at the Government Services Building. The receptionist will need to know the destination, address, contact person, what it is and phone number of the person or company that the courier is going to. Once the package is ready, it will need to be brought up to the Government Services Building.

**FUNDRAISING (Including Classroom Allocations):**

School-wide fundraising events will be kept to a minimum and will be coordinated by the staff and must be approved by the Principal.

The secretary will be responsible for maintaining the fundraising account and reporting back to staff and the parents as to how the fundraising is going throughout the school year.

**LAMINATING MACHINE:**

The laminator is available for school staff and community use. A log is kept in the office indicating the amount of materials used. Members of the community are charged \$1.00 per metre and C.L.F.N. employees are billed according to their departments. Due to the overbearing odour emitted during the laminating procedure, the Laminating Machine can only be used after class dismissals for the day.

Staff are to keep laminating to a minimum and used for materials that will be used repeatedly in the classroom.

**LOST AND FOUND:**

A large plastic box in the school entrance holds all lost and found articles. This box will be emptied once per term.

**NEWSLETTER/NOTICES HOME:**

All notices or letters going home must receive approval from the Principal before distributed and be filed in the office binder entitled "NOTICES HOME" (current year). This is done to ensure that the Principal is aware of what is going home to the parents and that the information is correct and appropriate.

**PURCHASE ORDERS:**

Purchase orders (POs) are to be used for the purchase of any goods or service (with a cost in excess of \$25.00) for which we do not have a previously approved contract. The following is a detailed list of the expenses for which you do not need a PO:

- Payroll
- Student allowances
- Any expense that is already approved as part of a contract – for example, we have contracts with some consultants. A reminder that contracts must be signed by the General Manager.
- Anything paid through the Out of District or Social Assistance bank accounts
- utilities – Bell, Hydro
- Medical transportation

**PURCHASE ORDERS: cont'd**

- Either the General Manager or the Capital Works Coordinator can authorize emergency repairs to band buildings without a PO if the emergency occurs outside of regular business hours.

**PURCHASE ORDER COMPLETION PROCEDURES:**

POs do not need to be typed—hand written forms (as long as all 3 copies are legible) are fine.

POs should be dated, indicate the supplier, cost (where known), a description of the good or service, the quantity (where applicable), the budget being charged and the name of the person ordering the item. In the event that you do not know the cost of an item, indicate a maximum value that you are planning to spend.

Submit the PO to the secretary, who will submit to the Manager. If Manager is away, another manager will have to sign. The Principal will also be required to initial or sign the PO before the Manager of Education is given the PO for final signature.

Approved POs will be returned to you. You are to send, fax, or take the top copy (White) to the supplier. Keep the second copy (Pink). When the invoice comes in for payment, you should attach the PO (Pink copy) to the invoice and cheque requisition. The third copy (Yellow) should be given to the Receptionist at the Government Services Building for tracking purposes.

You should still use a PO when ordering by phone or dealing with a supplier because we will be asking them to quote a PO number on their invoices.

**SCHOOL DAY SCHEDULE AND ROUTINES:**

**DAILY SCHOOL SCHEDULE**

8:45.....	Bus arrives
9:00.....	Morning bell rings
9:00.....	Morning classes begin
10:30.....	Morning recess – All classes
10:45.....	Classes return
12:00.....	Lunch
12:30.....	Lunch recess
1:00.....	Afternoon bell rings
1:00.....	Afternoon classes begin
2:15.....	Afternoon recess – All classes
2:30.....	Classes return
3:30.....	Dismissal

**The schedule is based on a regular school day with average daily programming. Parents must be notified of any changes to the schedule at least 5 to 10 school days in advance.**

## SCHOOL SUPPLIES AND MATERIALS:

**Replenishment of consumable school supplies and materials as well as the supply or new program materials is subject to the approval of the Education Manager. Based on recommendations of the Principal these materials may be ordered at any time throughout the school year pending available budget.** At the end of any given school year, staff are expected not to remove school property, supplies, curriculum documents or materials from the classroom that are property of the First Nation. If a teacher does take any materials, etc., a call will be made to the teacher asking them to return the materials at their own expense or an invoice will be sent to the teacher to reimburse the school.

## SCHOOL TOURS:

Due to the interruption to program inappropriateness of tours, we will not allow group tours of our school. All requests for visits should be directed to the Manager or Education Services, at the Curve Lake First Nation Government Services Building.

## SECURITY SYSTEM:

All teaching staff may have access to the school at any time for class preparation purposes only. Staff will be assigned personal security codes.

## SNACK PROGRAM:

All students are provided with a nutritious snack usually given prior to morning recess.

This program is sponsored by the Brighter Futures – Building Healthy Communities, to supplement the breakfast received at home. It is the responsibility of the parents to notify the school of any allergies.

## TELEPHONE/LONG DISTANCE:

A long distance phone call log book is located in the office. Provision is made for each staff member to have a sheet on which to record his or her personal calls. Payment according to this procedure is less expensive than to transfer charges to another phone or to use a credit card.

## TELEPHONE – CALLERS REQUESTING INFORMATION

Staff members are requested to be tactful but guarded when giving out information and to be confident as to the identity of the inquiring caller even to simple questions such as dismissal times. If staff has any misgivings about the caller, they are to ask caller for name, telephone number and when they can be reached and someone will return their call. Releasing personal information about staff will not occur.

## REPORTING

### REPORTING PROCEDURES

#### STUDENT REGISTRATION:

For general or specific details regarding registration of children into school, parents are required to call the school directly. Registration is open to First Nation Band Members who are eligible to be included on the Curve Lake Nominal Roll. Exceptions require prior approval from Chief and Council before they are allowed to attend the school. The Education Committee makes recommendations for approval to Chief and Council, therefore, all such requests should be directed to the Education Committee. In order for students to be eligible to attend Junior Kindergarten, they must be four (4) years of age or turning four (4) by December 31<sup>st</sup> of the year that they are entering Junior Kindergarten.

#### CLASSROOM REGISTERS:

Classroom registers are to be completed and kept up to date as per the instructions in the front of the register. Staff are required to submit register to the Principal on the last teaching day of every month. The Principal is to provide monthly report on Attendance at the monthly Supervision meeting with the Manager of Education.

#### O.S.R. (Ontario Student Record)

#### SECURITY:

Student O.S.R.'s are to be stored securely in the school office filed in alphabetical order by teacher and grade. They will not be removed from the school. Ontario Student Records are kept in individual files in the school office. These records contain information that relates to the student's education. Students and parents will be made aware of the importance of these records and the rights of the parents to see them. These records are not to be removed from the office while the child is registered at the school. **Parents may view the records only in the presence of the Principal.**

#### IN-TAKE PROCEDURE:

When an O.S.R. has been requested for a student transferring into our school, the secretary will note that it has been received and file it. At the same time, a note will be given to the teacher indicating that the O.S.R. has arrived. It should be read immediately and any matters of concern relayed to the Principal.

#### ACCESS:

Both parents and pupils who are aged 16 years and over are entitled to examine the contents of a pupil's records. The same right is extended to legal guardians of a child.

**CONTENTS:**

The folder should be updated yearly or when changes relevant to any section occur. It should contain:

- Report cards, numbered in Section B as Achievement Form # to indicate grade
- A documentation file, where applicable
- A students Record of Accumulated Instruction in Ojibway
- Other

**SENDING PROCEDURE:**

Teachers must insure that all information is complete before signing the O.S.R. and returning it to the secretary. It is important that teachers note that they do not hand O.S.R.'s over to other schools; it must be handled through the office as several procedures must be followed.

When pupils leave to attend another school, after attending our school for a period of six weeks, there will be a Progress Report to accompany the O.S.R. to the next school

The completed folder is given to the secretary, who will forward it to the student's new school, after noting the destination. O.S.R. will be forwarded by courier to receiving school when a formal request is received.

**CONFIDENTIAL REPORTS: - A:**

These include reports from Psychologist Services, Five Counties Children's Centre, and Home Care Medical Personnel. The Principal will inform the Classroom Teacher that the report has been filed directly into Documentation Folder in the child's O.S.R. located in the office files.

**CONFIDENTIAL REPORTS: - B: TRANSFER OF INFORMATION AMONG OTHER PROFESSIONALS AND/OR AGENCIES**

The generation and transfer of these reports will generally occur only after appropriate consent forms have been signed by the parent or guardian releasing the information to the specific professional or agency. The signed consent from authorizing the generation and transfer of the report will be placed into the Documentation Folder along with a copy of the report.

**ATTENDANCE AND PUNCTUALITY**

Regular attendance and punctuality are important for students to do well in school. Students should attend school regularly. Sickness and traditional ventures are understandable reasons for missing school.

If a student is going to be late or absent, the parent should phone and inform the secretary by 9:00 a.m. at the school so that this information can be passed along to appropriate teacher.

Attendance will be taken in classes daily in the morning and in the afternoon. The secretary or teacher will contact the parents of any student that is unaccounted for.

Unaccounted absence of five (5) consecutive days will be referred to the education officer. The education officer will contact the parents and come up with a satisfactory solution.

Students will be removed from the class register after fifteen (15) consecutive days of unaccounted absences. The parents will have to meet with the Principal before the student can be placed back on the class register.

#### PROGRESS REPORTS, REPORT CARDS AND TERM INTERVIEW FORMS:

Progress Reports, Report Cards and Interview Forms reflect almost as much upon the writer as on the pupil about whom it is written. The information should be accurate, fair and well presented. When statements are made, and/or grade are assigned it is absolutely essential that backup data be available to support statements and/or conclusions stated.

During the Parent Teacher interview, the teacher is expected to focus on the individual student and not discuss other students or organizational issues. Breach of this is unacceptable and based on the severity of this matter, will result in disciplinary actions.

November – Progress Reports  
 Early December – Interviews  
 March – Report Cards  
 June – Report Card

Non-custody parents, in the absence of a Court Order or Separation Agreement to the contrary, have full access to pupil progress. As such, non-custody parents may have interviews and receive copies of Report Cards. Copy to custody parent should state that a copy has been forwarded to the non-custody parent.

#### STUDENT PROMOTIONS

Promotion of students into their next year of education is a decision based on a number of areas. The student is considered according to current academic progress, attendance, age, social needs, term work, and general attitudes.

Parents of any student required to repeat his/her grade will be contacted of that possibility by April 1<sup>st</sup> of that school year. The teacher and parents will meet together at this time to discuss the future direction of programs for the child.

A child shall be placed in an age appropriate classroom. Except in special circumstances, no child shall be placed in a classroom where children are, on the average, more than two (2) years younger in age.

**EARLY ASSESSMENT:**

Information concerning this topic is in the Kindergarten Registration Package and states the First Nation’s expectations regarding the appropriate screening of pupils entering J.K. as well as the collection, transformation and utilization of relevant data.

**SCHOOL TEAM/I.P.R.C.**

**Informal** School Team Meeting will be called on an as needed basis to determine:

- high risk pupils
- program needs
- potential integration possibilities
- Education plan-Individualized Education Plan (I.E.P.) indicating strengths, needs, and goals

Staff are required to document methods and strategies tried to meet the needs of the child.

**Formal** School Team Meetings will be help with respect to individual pupils:

- as a result of the meetings noted above
- as a result of parental requests
- as a result of school staff requests

Meetings may involve any or all of the following:

Classroom Teacher	Parent(s)
Principal	Manager of Education
Psychological services personnel	Family Doctor
Other Agency Personnel	Others as determined by circumstances

Minutes will be taken during the meeting and then printed for filing School Team Records as well as in the Documentation Folder in the child’s O.S.R. located in the office files.

When it is deemed that an I.P.R.C. meeting should be held then the appropriate information will be prepared and submitted for processing.

**I.P.R.C.**

The Formal Identification Placement Review Committee (I.P.R.C) will recommend placement, staffing requirements, and programming material for the child. This report will be given to the Manager of Education to determine if needs can be met re-staff and budget requirements.



## PSYCHOLOGICAL SERVICE REFERRALS:

These will normally be made only after a School Team meeting and the appropriate documentation has been completed by the teacher.

## CURRICULUM

### OBJECTIVES/PLANNING:

All staff will be required to submit their long range plans to the Principal at the end of September. Copies of all plans including that of the Principal are to be forwarded to the Manager of Education. These plans are property of C.L.F.N School and are not to be removed from the school.

### CIRRICULUM DOCUMENTS:

Curve Lake First Nation strives to offer current and up to date programs which are culturally appropriate. The Ontario Ministry of Education Curriculum guidelines are used as well as additional curriculum documents established by staff, through purchases, and online access to resources curriculum.

### PROGRAMS OFFERED:

Our school offers educational opportunities to fit each student's individual needs and abilities. Curriculums agree with provincial guidelines. New programs and projects are encouraged if the education committee feels they would be useful. They would be reviewed to ensure suitability.

The contents of each program are open to examination by the parent/guardian, and Education Committee. An appointment can be made with the Principal if there are any questions or suggestions regarding programs.

When parents ask for more details about the books and materials that are being used, the child's teacher will explain in detail and show the parents the materials that are being used.

### ADDITIONAL SERVICE

Every school-aged child is entitled to education according to his/her individual needs and abilities. Some students may require additional support services in order to meet the learning requirements of some subjects. Teachers will anticipate learning variations and will address students' needs by providing appropriate programming. The student may be referred for considerations for additional assessment. Once a student is referred, appropriate diagnostic evaluations will be done in order to develop an Individual Education Plan (I.E.P.). This I.E.P. should be on file with the teacher; parents will also be provided with a copy.

The overall objectives of an I.E.P. are the same as those of the regular curriculum.

## HOMEBOOKS/AGENDAS

All teachers are required to use AGENDAS/homebooks for each student, as a communication vehicle between parent and teachers. The contents of the AGENDAS/homebooks are confidential and are to be used only by the parent and teacher.

## OJIBWAY LANGUAGE AND CULTURE

Developing student knowledge about the Ojibway language and culture is an essential part of student learning. It is an integral part of increasing a student's positive self image by promoting awareness and an appreciation of one's cultural heritage. This includes but is not limited to the Ojibway language program. Ojibway language and culture will be an integral part of all classroom curriculum delivery where possible.

This programming may include but is not limited to:

Crafts	Native art
Cooking	Local history
Native history	Contemporary Native issues
Cultural Activities	Use of sacred medicines
Cultural Exchanges with other schools	Elders
Local Resources	

The retention and expansion of the native language is important to maintain vibrant culture. Ojibway Language instruction is a major component of Native Education at Curve Lake School.

## FIELD TRIPS

There is much to be learned beyond the classroom environment. Teachers are encouraged to initiate projects involving learning beyond the confines of the school, within the limits of the school policy and budget.

Student field trips encompass a variety of student related events outside of the school boundaries. Field trips will be relevant to the school curriculum and will be within the student's range of understanding. They include outdoor education, subject excursions, cultural visits or any other school related function off school property.

Field trips will have prior approval of the Principal. Once a trip is approved, the following considerations must be made:

Field trips within the community:

Permission forms will be signed in September covering all field trips with the community;

A form letter will be sent home before the excursion stating where, when and why the excursion will be made with any additional instructions regarding lunches, etc.

#### Field trips outside the community:

Permission forms will be signed by parents for each field trip outside of the community. Forms will be issued by the classroom teacher a minimum of 10 school days prior to the excursion;

A letter will be sent home notifying the parents of the trip's purpose, a basic itinerary including dates, times, method of transportation, and any additional information;

Students on the trip will be accompanied by responsible adults who will act as supervisors;

The school administration will make sure all reasonable efforts are made to ensure the safety of students on the trip.

If a child is not permitted to attend a field trip; they will be appropriately supervised at the school

During school trips, school rules and regulations will apply. Students will obey school rules and regulations and respect authority of the teachers and supervisors on the trip as they would at school.

The Curve Lake School will cover the cost of each educational field trip and planned class activities, within budget guidelines, unless otherwise indicated by the classroom teacher to parents/guardians.

Only C.L. School students registered in the class may participate in that class's school field trip. For reasons of safety and age-appropriate activities, volunteers accompanying a class on a school trip, may not bring along a preschooler.

#### SWIMMING EXCURSIONS

As with field trips, swimming excursions will be relevant to the school curriculum and will be within the students' range of understanding and ability.

The teacher will provide the Principal with one week advance notice of the swimming excursion for approval;

A form letter will be sent home before the excursion stating where, when and why the excursion will be made with any additional instructions regarding lunches, etc.

Parental consent forms will be sent home and returned before the planned excursion date;

The volunteer – student ratios will be as follows for such excursions:

- 15 and over students – 3 additional supervisors plus the teacher and a lifeguard
- 9 – 14 students – 2 additional supervisors plus the teacher and a lifeguard
- 9 and under – 1 supervisor plus the teacher and a lifeguard.

#### SUPPLY TEACHERS AND EDUCATIONAL ASSISTANTS

A list of supply teachers and educational assistants will be developed annually and updated as needed. This list will be maintained by the secretary. In the event of illness or approved absences, the teacher or educational assistant is responsible for locating their substitute for the day.

In the event that a supply teacher cannot be located, the First Nation will follow Regulation 298, Section 21.(1) – Appointment to Teach in the Case of an Emergency under the Education Act, which is as follows:

- 21.(1) Where no teacher is available, the First Nation may appoint, subject to section 22, a person who is not a teacher or a temporary teacher.
  - (2) A person appointed under subsection (1) shall be eighteen years of age or older and the holder of an Ontario secondary diploma, a secondary school graduation diploma or a secondary school honours graduation diploma
  - (3) An appointment under this section is valid for ten school days commencing with the day on which the person is appointed