

4000 ADMISSIONS *(Revised – April 2011)*

4010 STUDENT ELIGIBILITY CRITERIA

Sioux Lookout District First Nations students are NNEC's priority.

4011 SECONDARY STUDENTS

To be eligible to receive High School Education Assistance, a potential student must:

- be registered as a status Indian and a member, or eligible to be a member of an NNEC sponsoring community, or an adoptive child of a member of an NNEC sponsoring community.
- reside in a First Nation's community in the Sioux Lookout district
- have successfully completed the highest grade of the program offered in the home community
- meet secondary school entrance requirements
- have a minimum of 14 high school credits by the age of 18, or 22 credits by the age of 19, and be under 21 years of age by December 31st of the school year.

Exclusions:

A. Parent/Guardian Living off Reserve

If one parent/guardian lives off reserve and is gainfully employed, and their child lives with him/her while attending school, then the cost of elementary or secondary education is the responsibility of the provincial Board of Education where the parent/guardian resides. Under current jurisdiction and legislation, NNEC cannot access funding for the student from INAC and is not financially responsible for the education of a student living off reserve with a parent or guardian.

B. Secondary Education Program in Home Community

Education Assistance is NOT available to students who are able to access an accredited secondary education program in the home community. Students are expected to complete the community high school program before applying for education assistance to attend school off reserve. (Exceptions: students taking academic program, or students requiring on-going medical services, not available in their home community)

Exceptions:

A. Lack of Education Space in the Home Community

If classroom space is not available for all students in the community high school, then Community Education Directors should negotiate with INAC to ensure funding for those students. Student applications must include a letter from INAC authorizing NNEC to accommodate overflow students.

4020 APPLICATIONS

4021 RECRUITMENT

The NNEC Intake Coordinator travels to each First Nation community in the Sioux Lookout District between January and March to:

- meet with potential students and parent/guardians
- provide detailed information regarding application and acceptance procedures
- provide and explain NNEC policies and expectations of students, teachers and parents/guardians
- accept **completed** applications (with all supporting documents attached)
- meet with Chief and Council, School Counsellor and/or other agency staff regarding potential students

Application forms are provided to community education representatives in district First Nations schools, and are available through the NNEC website.

The Intake Coordinator assists parents and social counsellors (SC) with the application process and provides program information. He / she does not have the authority to make program decisions on student placement.

4022 DOCUMENTATION

Applications must include:

- completed Education Assistance (E.A.) forms
- copy of current report card and/or transcript must be provided
- completed medical and immunization record from the nursing station, verified by the nurse or doctor must be provided by parent and/or SC
- medical information that will enable NNEC to provide continued treatment and monitoring, as required
- signed authorization on the E.A. form by the parents/guardian for those who have not reached the age of majority
- recommendations for acceptance by the community education representative and/or SC and/or Band Council.
- relevant information about a student's social/emotional history that has been given to the Social Counsellor/ community education representative by any community agency or source (ie Nodin / Tikinagan)
- full disclosure of any legal responsibilities being carried by the student (ie. probation requirements, criminal offences)
- students age 16 and over must sign the EA consent form agreeing to NNEC guardianship and HSSP Program conditions of sponsorship

The information is used to assist the HSSP in ensuring that the necessary supports are in place for the student.

If it is discovered that information has been purposely withheld, NNEC has the right to remove the student from the Secondary Student Support Program.

4023 DEADLINES

Applications for the following school year must be submitted by the following dates:

Continuing Students:	March 31
New students:	March 31
Second Semester Intake:	November 15

Applications received after March 31 will be put on a wait list, and will be reviewed by the end of June. Applications received after June 15th, will not be reviewed until August.

Second Semester applications are reviewed by the Intake Panel before the Christmas break.

4024 PROCEDURES

Continuing Students:

Site Staff:

- Complete a Returning Student Application Form with each student currently enrolled, who wishes to continue schooling the following academic year, by **March 31**.
- Contact parents to confirm students' application choice.

New Students:

Social Counsellors, or community education representatives submit Education Assistance forms (white), with all supporting documents to the NNEC Intake Coordinator by March 31. Applications must include all supporting documents to be processed.

If information is missing, applications will be put on hold until the following intake meetings.

4030 ADMISSIONS PROCESS

4031 INITIAL INTAKE PROCESS

The **Intake Panel** reviews the applications received by the March 31 deadline date to ensure the inclusion of all necessary information.

The Intake Panel is composed of the Intake Coordinator, Site Directors (Pelican Falls, Dennis Franklin Cromarty), DFC and PFFNHS Administration (principal, guidance counsellors), and required support staff.

Education Assistance forms received by the deadline date of March 31, are collected and organized by the Intake Coordinator to prepare for the Intake Panel meetings that take place after March 31.

Incomplete applications that have been reviewed by the Intake Panel are returned to the Social Counsellors or community education representative for completion. These applications are automatically placed on hold until the required information is received.

The Intake Panel reviews the applications and based on the approval priority, placement request, school space, program needs and homes available, determines the initial placement of the students for the current school year. An opportunity is provided for social counsellors or community

education representatives to contribute further information by teleconference, if required, during the review process.

Final placement is based on the student successfully completing the school year as documented by the year-end academic reports. Social counsellors or community education representatives are responsible for sending final report cards to the Intake Coordinator by the end of June.

The Intake Coordinator sends a letter on behalf of the Intake Panel, indicating its decision, by June 30 (for EA's received by the deadline). The letter is sent to the parents/ guardians at the address indicated on the original Education Assistance application. A list of all applicants from the community, and the status of their applications, is sent to social counsellors, or community education representatives. **Under the privacy act, information sent to parents regarding their child's application status, is confidential and cannot be shared with outside parties, unless authorized in writing by the parents.**

Letters are sent by Christmas break in the case of second semester entry.

4032 APPROVAL PRIORITY

Applications are approved for acceptance as follows:

- P1. New secondary students** who have successfully completed the highest level of the school program offered in the home community.
- P2. Continuing secondary students**, including transfer students who have successfully completed the school year, and fulfilled program expectations. ("Successful" = 3 credits / semester)
- P3. Students who have previously withdrawn** with extenuating circumstances (ie. personal, academic, family concerns)
(Refer to Re-entry Requirements section 4040/Withdrawal section 4050)
- P4. Students who have dropped out or been removed** under the Progressive Disciplinary Process, or due to health & safety reasons.
(Refer to Re-entry Requirements section 4040/Withdrawal section 4050)
- P5. 'High Risk' Students** who had serious behavioural issues and who demonstrated positive efforts to resolve the issues.
- P6. Referrals to Wahsa, ILC, KIHS** or other alternative programs due to age or behaviour that has continuously demonstrated very serious danger to self or others.

4033 WAIT LIST PROCESS

The Intake Panel meets in August to process the Student Wait List.

The Student Wait List consists of:

- overflow of students to a site
- late applications
- applicants who have requested transfers after initial placement

Wait List Admission Priority is determined by:

- date application received,
- availability of space, program and grade in school,
- availability of housing, and
- availability of a suitable special program

The Intake Coordinator sends a letter on behalf of the Intake Panel, indicating its decision to the parents/ guardians at the address indicated on the original Education Assistance application. A list of all applicants from the community, and the status of their applications, is sent to social counsellors, or community education representatives.

4034 TRANSFER REQUESTS

Students wishing to transfer once the semester has started must meet the following conditions:

- transfer requests will only be considered in the first 2 weeks of the semester
- courses must be transferable
- boarding home arrangements must be made by the parents
- parents are responsible for travel costs to the new site

Students requesting a transfer for 2nd semester must complete a Transfer Request Form by the November 15th deadline. Forms must include a letter explaining the reason for the request, and must be signed by a parent or guardian. Transfers will only be approved where space is available, and for students with a valid reason for transfer.

4040 RE-ENTRY REQUIREMENTS

When establishing and reviewing re-entry requirements, staff are made aware that some First Nations communities may not have the social services required to adequately address the needs and issues of students.

4041 ACADEMIC ISSUES (P3)

Students who have withdrawn because of unsatisfactory academic performance are recommended to re-apply the following school year. Acceptance will be based on the availability of space, appropriate courses and homes, and an indication of student improvement or achievement.

Students are required to:

- register in and successfully complete a community course (ie. Wahsa,, KIHS,)

4042 SOCIAL ISSUES (P4)

Students who have been withdrawn as a result of unacceptable behaviour, use of drugs, alcohol, or solvents are recommended to re-apply the following school year. In order to return for NNEC sponsorship, students must demonstrate progress in the resolution of the problem. The family or community is required to provide documentation which indicates that the student has received appropriate counselling, or has attended a treatment program.

4043 MEDICAL/PERSONAL/EMOTIONAL ISSUES (P3)

Students who have been withdrawn as a result of medical, personal or emotional problems must demonstrate that these problems have been dealt with prior to re-acceptance for NNEC sponsorship. Documentation will be required indicating that issues were effectively treated and/or resolved.

4044 LEGAL RELATED ISSUES (P4)

Students who have been withdrawn as a result of legal related issues may re-apply the following school year. The student must:

- demonstrate a change in attitude and behaviour
- abide by their probation orders
- sign an agreement to abide by terms and conditions set out by respective programs
- attend a Restorative Justice Circle (if victim agrees)

4045 VIOLENCE OR GANG ISSUES (P5)

Students who have been withdrawn as a result of violence or gang related activities may re-apply the following school year. The student must:

- demonstrate a change in attitude and behaviour substantiated by documentation
- sign an agreement to abide by terms and conditions set out by respective programs
- participate in an anti gang/violence or anger management workshop
- attend a Restorative Justice Circle (if victim agrees)

NNEC Staff have access to the student's confidential file(s), which contain the reasons and circumstances regarding previous withdrawals, and may have had previous counselling experience with the student. NNEC Workers provide professional recommendations made in the best interests of the student.

4050 STUDENT WITHDRAWAL

In cases of withdrawal, NNEC has established a process that will encourage students to reconsider and to remain in, or re-enter the program. The policies are set out by NNEC in order to protect and care for the students in the absence of their parents/guardians. The policies are not meant to punish students, but to help them understand the consequences of their behaviour and try to change it so they can focus on their academic, and other achievements. Students should never feel that NNEC has given up on them, or that there is no hope or support in their lives.

4051 VOLUNTARY WITHDRAWAL

When a student advises NNEC staff of his/her wish to withdraw from school for personal reasons, the staff member meets with the student to:

- encourage students to consider alternative options
- clarify the reasons for wishing to withdraw
- counsel the student to stay in school and offer assistance

NNEC staff may offer the student a week's break to go home (if the home community or parent provides financial support); the opportunity to see and talk to an Elder or family member; the opportunity to get help and rethink the situation.

If the student insists on withdrawing and the parents agree, the NNEC staff member explains the consequences of voluntary withdrawal to the student: the student is not eligible to re-apply for education assistance for one semester. The student is asked to acknowledge by signature that he/she is aware of the consequences of such action and the declaration is placed in the student's confidential file. The reason for voluntary withdrawal is documented in the student's confidential file. The NNEC staff member requests a letter consenting to the withdrawal of the student from the parent/guardian.

4052 INVOLUNTARY WITHDRAWAL

If it is decided that student withdrawal from the program is necessary, due to health and safety reasons identified in Re-entry Requirements (Section 4040) or Expectations of Students (Section 5020), a Student Withdrawal form is sent by Fax, Electronic Mail or COMAT to the community for signing by the parent/guardian. Once the signed form is returned, the Site Director signs the form to authorize the student's travel. In emergency situations, a phone call from the Site Director is sufficient, with paperwork to follow.

4053 OTHER CIRCUMSTANCES

From time to time, students withdrawn voluntarily or involuntarily from NNEC make it known that they do not wish to return home or to their 'point of origin'. If the student is under the age of sixteen, NNEC requires that the student be physically transferred to the parent/guardian's care, on site. If the student is over sixteen, the parent/guardian is given the option of assuming care by signing a document that states that NNEC is no longer responsible for the student's care. If parental support is not available, NNEC will refer the student to an appropriate agency.

4060 APPEALS

Students and/or parents have the right to appeal a decision of admission or withdrawal.

4061 APPEAL PROCESS

The parent/guardian forwards a letter of appeal to the Intake Coordinator. Following the receipt of an appeal request, the Intake Coordinator implements the appeal process. **Appeal letters must be received by the Intake Coordinator within 2 weeks of intake letters being mailed to the parents.**

The Appeal Committee consist of the following:

- NNEC Executive Director
- Chairperson of NNEC Board of Directors
- NNEC Board Member

The Appeal Committee convenes within ten (10) business days of receiving an appeal letter. Students and parents are invited to participate in the appeal process by teleconference, if a face-to-face meeting is not possible.

The Appeal Committee reviews all documentation on the student (ie. incident reports, attendance reports, contracts/agreements, academic standing, etc...)

A letter confirming the decision of the Appeal Committee is sent to the student and parent, with a copy placed in the student's file. There is no appeal against the decision of the Appeal Committee.