

EDUCATION DEPARTMENT

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HIGH SCHOOL ROOM & BOARD (R/B) POLICY HANDBOOK

Grade 8 to 12

Ratified by Gingolx Village Government, this 11th day of August 2004.

Gingolx Education Department Room & Board (R/B) Policies

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HIGH SCHOOL

SUMMARY

The Education Department will provide high school sponsorship for those eligible to attend NESS (New Aiyansh), PRSS/CHSS (Prince Rupert) and CSS/SJSS (Terrace) secondary schools.

Students meeting all requirements for High School sponsorship of whom are ordinarily resident with their parent(s) in Gingolx and are accepted for this by the Education Department for student accommodation coverage, student monthly allowance, bus pass, incentive programs, etc. will be eligible from grade 8 through grade 12 or until they reach the age of 19 years.

Gingolx Village Government Education Department receives funds for Student's living in Gingolx according to Nominal Roll requirements set by Nisga'a Lisims Government.

ELIGIBLE SCHOOL ATTENDING OUTSIDE OF GINGOLX:

Nisga'a Elementary Secondary School (NESS) – New Aiyansh (SD # 92)

Prince Rupert Secondary School (PRSS) – Prince Rupert (SD # 52)

Charles Hays Secondary School (CHSS) – Prince Rupert (SD # 52)

Caledonia Senior School (CSS) – Terrace (SD # 82)

Skeena Jr. Secondary School (SJSS) – Terrace (SD # 82)

LINKS:

High School Policy

- Applications:
1. Student Residence (New Aiyansh)
 2. Private Accommodation
 3. Room & Board Agreement

Contacts:

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Hazel Stewart, Home School Coordinator, PRSS/CHSS

Dawn Hoedt, Student Residence Supervisor, New Aiyansh

EDUCATION DEPARTMENT of Gingolx Village Government
HIGH SCHOOL ROOM & BOARD (R/B) POLICY – Gr. 8 to 12
R/B Policy effective as of the 11th day of August 2004

1) APPLICATION REQUIREMENTS & PROCESS:

- a) Application Deadline: **July 29, 2006**
- b) Submit a Room and Board (R/B) application for Student Residence (New Aiyansh) or Private Accommodation (Terrace/Prince Rupert).
- c) Applications received will be subject to financial availability to sponsor for the academic year 2006/2007. Priority will be given to Gingolx students (ordinary residents) having to commute outside Gingolx for their high school education. Further priority will be given to those attending NESS (New Aiyansh).
- d) The Education Administrator of Gingolx Village Government will conduct the approval/denial of applications in the best interests of administering funds allocated for high school sponsorship and in accordance to eligibility for receiving financial assistance throughout the academic year.
- e) Students not meeting requirements prior to the new academic year 2006/2007 for High School sponsorship will not be eligible for financial assistance. Any delays in completion of the application process/requirements will be at the onus of the parent/guardian/student in application for this type of funding.
- f) **Mandatory: Must be a Nisga'a Citizen and a member under the Nisga'a Village of Gingolx prior to application for High School sponsorship. A copy of student's Nisga'a Citizenship card is to be rendered at the time of application with the Education Department of Gingolx Village Government (GVG). Should a Nisga'a Citizenship card not be available, a copy of a Nisga'a Lisims Government (NLG) Enrolment & Eligibility (E/E) Department letter verifying acceptance and number is to be provided in addition to R/B application.**
- g) This requirement verifies citizenship of the Nisga'a Nation and membership of the Nisga'a Village of Gingolx eligible for this type of sponsorship as per the Nisga'a Treaty via the Programs & Services Delivery Act (Part Seven - Education Programs).
- h) Must provide the Nisga'a Citizenship Identity Number (NCI #) along with Membership Number (as per Gingolx Registry List a.k.a. band listing) to the Education Department at the time of application if Nisga'a Citizenship card is not readily available for photocopying (i.e. lost/stolen) and must make arrangements to receive a replacement card from the NLG Enrolment & Eligibility Department.
- i) Parent(s)/Guardian(s) must be living in Gingolx at least six months prior to student enrollment at the following schools:
 - i) Nisga'a Elementary Secondary School (NESS) – New Aiyansh (SD # 92)
 - ii) Prince Rupert Secondary School (PRSS) – Prince Rupert (SD # 52)
 - iii) Charles Hays Secondary School (CHSS) – Prince Rupert (SD # 52)
 - iv) Caledonia Senior School (CSS) – Terrace (SD # 82)
 - v) Skeena Jr. Secondary School (SJSS) – Terrace (SD # 82)

- j) **Guardianship:** must provide supporting correspondence (via Gingolx Social Development, Nisga'a Child & Family Services, Ministry of Child & Family Services, BC Child Tax Benefit, or BC Court System, etc.) verifying guardianship of student prior to or in addition to application for sponsorship.
 - i) Letter(s) from the student's parent(s) **along with** supporting correspondence (letter of verification/support from a legal source) for acceptance of this declaration of childcare (guardianship) for this type of funding is required.
 - ii) One letter from a parent in regards to his/her son/daughter **will not** be accepted as validation of guardianship. Consideration on eligibility for high school sponsorship will be at the discretion of the Education Administrator regarding guardianship at the time of application.
 - iii) **Transition Rule:** All commitments for funding prior to September 1, 2006 will apply regarding **GUARDIANSHIP** following September 1, 2006, **however proof of legal guardianship will apply for school years following as stipulated on page 3 - 1(j) guardianship.**

2) **STUDENT RESIDENCE ACCOMMODATION:**

- a) The parent/guardian must submit an application for **Student Residence** (formerly Group Home) accommodation prior to the application deadline if his/her son and/or daughter will be attending school at the Nisga'a Elementary Secondary School (NESS) in New Aiyansh.
- b) Student(s) must remain in the Student Housing accommodation for the academic year (school term) unless deemed otherwise by School District # 92 (Student Housing Parent or employee of the SD # 92) and/or the Education Department of Gingolx Village Government (GVG).
- c) Any changes made in accommodation after commencement date of sponsorship without written notification, valid reasoning and/or advance notice to the Education Department regarding the need to change accommodation, will be the direct responsibility of the student's parent/guardian for the month affected.
- d) If Gingolx parent/guardian chooses to place his/her child(ren) in private accommodation as opposed to Student Residence accommodation and of whom will be attending NESS (New Aiyansh) must provide a letter indicating reasons for private accommodation along with application for Room & Board sponsorship. Parent/Guardian and student(s) will be subject to section 2 (b) as well as student adherence to the rules/regulations of SD # 92 while under sponsorship.

3) **PRIVATE ACCOMMODATION:**

- a) The parent/guardian must submit an application for **Private Accommodation** (Room & Board) prior to the application deadline if his/her son and/or daughter will be attending school elsewhere other than NESS (Student Residence).
- b) Student(s) must remain in the Private Accommodation for the academic year (school term) unless deemed otherwise by the Room & Board Parent, School Board (School District Representative) and/or the Education Department of Gingolx Village Government (GVG).
- c) Any changes made in accommodation after commencement date of sponsorship without written notification and/or two week advance notice to the Education Department regarding the need to change accommodation, will be the direct

responsibility of the student's parent/guardian for the month affected. Reason for change must be valid and justifiable.

- d) The Education Department will not be liable for student(s) misconduct while under sponsorship. Any changes in sponsorship will be at the discretion of the Education Administrator.

4) FUNDING LIMITATION:

- a) Students meeting all requirements/guidelines for High School sponsorship of whom are ordinarily resident in Gingolx and are accepted for this by the Education Department for student accommodation coverage, student monthly allowance, bus pass (*if applicable*), incentive programs, etc. will be eligible from grade 8 through grade 12 **or** until they reach the age of 19 years.
- b) The Education Department will provide high school sponsorship for those eligible to attend NESS (New Aiyansh), PRSS/CHSS (Prince Rupert) and CSS/SJSS (Terrace).
- c) Student Sponsorship:

FINANCIAL ASSISTANCE ELIGIBLE STUDENTS	September '06 – June '07
Room & Board per month	\$ 400.00
School Supply Allowance	(Sept. Only) \$ 135.00
Monthly Student Allowance	\$ 40.00
Top Attendance	\$ 20.00
Bus Pass	\$ 25.00 (as applicable)

5) STUDENT RESPONSIBILITIES:

- a) Student must be enrolled in high school (i.e. NESS SD # 92) before September 30th 2006 and **remain within that School District for the remainder of the year** (Nominal Roll requirement for future funding on your behalf).
- b) It is the student(s) responsibility to **adhere to all rules and regulations** of the school enrolled in and to accommodation parent (Student Housing or Private Accommodation) at all times. Discontinuance of sponsorship or any type of sponsorship under the high school funding program will be at the discretion of the Education Administrator at all times regarding student misconduct or unwillingness to cooperate under sponsorship guidelines.
- c) Student must sign a **Release of Information** form with the Education Department (agree to give the Education Department access to your student records, academic standing, attendance, etc. via the school enrolled in).
- d) Student must ensure that he/she provides his/her **report card(s)** to the Education Department immediately upon receipt or to double check with the Education Department if his/her copy of report card was forwarded to the Education office on his/her behalf by the school or parent/guardian.
- e) Student will make an effort to excel in studies throughout the academic year, upkeep attendance in all classes, maintain good behavior in school and within accommodation while under sponsorship by the Education Department.

- f) Student must take full responsibility for **setting and achieving their goals in a positive and effective manner.**
- g) Student will make considerable effort to not get suspended from school while under sponsorship.
- h) Provide a medical note for any absenteeism from school. Student is expected to be in classes at all times, consistent absenteeism and/or lates will not be tolerated under sponsorship.
- i) The student will seek access to additional financial assistance through bursaries, scholarships and/or work-study programs.
- j) Any requests pertaining to sponsorship are to be in writing via email or letter faxed to the Education Administrator; verbal requests will not be accepted.
- k) Grade 11/12 Students must provide a detailed **letter of intent** (i.e. career plan), explaining what you expect to gain from your studies via course selections and what your plans are upon completion of studies (i.e. post-secondary program of studies after graduation).
- l) The student must maintain a grade point average accepted by the school or maintain a minimum average of 60% for all courses.
- m) Student ***will not*** attempt to jeopardize his/her sponsorship with the Education Department. Discontinuance of any type of sponsorship (i.e. Room/Board accommodation coverage, monthly student allowance, bus pass, incentives, etc.) provided by the Education Department is at the onus (responsibility) of the student at all times.

6) **PARENT/GUARDIAN RESPONSIBILITIES:**

- a) Student moving to another residence other than the original accommodation at the commencement of sponsorship must provide a ***two-week*** notice in writing to the Student Housing Parent/Supervisor or Room & Board Parent with copies provided for parent/guardian and to the Education Department.
 - i) Failure to do so and without the knowledge or consent of the Education Department will result in the student's parent/guardian having to cover the costs for student accommodation for the month affected.
 - ii) The parent/guardian will be responsible for any/all expenses for the move, unless justified as an unavoidable circumstance requiring a necessary move or at the discretion of the Education Administrator.
- b) The Education Department reserves the right to discontinue sponsorship for reasons not acceptable for frequent moving or to disallow any move under sponsorship that is not necessary if the student wishes to continue under high school sponsorship.
- c) A Sign-out Agreement Form is to be filled out/signed by the student's parent/guardian before student(s) are allowed to leave accommodation (Student Residence/Private Accommodation) for any weekend(s) not covered under eligible travel arrangements and travel to/from accommodation will be at the expense of the parent/guardian for weekend travel, etc. Copies of sign-out form(s) are to be forwarded via fax immediately to the Education Department.
- d) Parent /Guardian must provide proof that, student residing in a R/B home, must have their own private room/space.

- e) Parent /Guardian agree to home visits by Education Department representative(s) with reasonable notice. (Minimum 24 hr. notice)

7) **PARENTS/GUARDIANS/STUDENTS** will be responsible to abide to the following agreements with the Education Department prior to commencement of sponsorship:

- a) Student Accommodation Agreement (Student Housing or Private Accommodation)
- b) Adherence to the High School Room & Board (R/B) Policy
- c) Student rules/regulations as provided by Student Resident Supervisor/Parent or Room & Board (R/B) Parent.
- d) To provide current contact information via mailing addresses, phone numbers, etc. Any changes in contact information are to be provided to the Education Department well in advance, especially when payments are to be rendered on a continual basis throughout the academic year. Any delays in payments to be rendered or received will not be at the fault of the Education Department in any case unless due to technical or unavoidable discrepancies of the Education Department at any given time.
- e) Parent/Guardian must make reasonable effort to be active in the academic performance or selection of courses of son and/or daughter of whom is sponsored by the Education Department. It is important that parent/guardian keep contact with the school administrative/support staff and Student Housing Parent or Private Accommodation Parent regarding the academic standing and personal well-being of son and/or daughter throughout the academic year.
- f) Must provide on-going support to student as much as possible while away from home and at home and to continuously encourage son and/or daughter to excel throughout the academic year.

8) **MONTHLY STUDENT ALLOWANCE:**

- a) Students attending high school (secondary public school system) throughout the academic year will be eligible to receive a **\$ 40.00** monthly student allowance from September 2006 to June 2007 if on good academic standing.
- b) Monthly student allowances will be mailed out on the **25th** of each month to the Student Housing Supervisor / Gingolx Home School Coordinator SD # 52 (PRSS/CHSS) in one payment for distribution on/by the **1st** of each month. There will be no advance payments under any circumstances.
- c) Education Administrator has given authorization to the Student Housing Supervisor (Dawn Hoedt) and the Gingolx Home School Coordinator – SD # 52 (Hazel Stewart) to withhold any student allowances of students who have breached any of the rules/regulations of sponsorship requirements with the Education Department via the school enrolled (as indicated in part in the student responsibilities section). Some examples of temporary discontinuance of student allowance are, but not limited to;
 - i) If a student has **3 or more** unexcused (no valid reason) lates/absents in one month he/she will not be eligible for a monthly student allowance for the month affected or until attendance improves.

- ii) Student gets **suspended** for inappropriate or disruptive behavior to other students, teachers or school support staff throughout the month/year.
- iii) Suspension due to student misconduct while on school property or for vandalizing school property.
- iv) Student fails to upkeep reasonable effort in studies while under sponsorship.
- v) Student abusing the privilege of this monthly allowance for purchase, sale or providing illegal drugs or substance abuse.

9) ROOM & BOARD ALLOWANCE:

- a) In order to be eligible for monthly accommodation financial assistance via the Room & Board (R/B) allowance of \$ 400.00, high school students must be ordinarily resident on Nisga'a Village lands of Gingolx prior to enrollment in full-time studies in New Aiyansh, Terrace or Prince Rupert. Eligibility for continued sponsorship for accommodation will depend upon academic standing, attendance and willingness to complete the academic year.
- b) Student Housing payment for students will be provided directly to School District # 92 upon receipt of invoice each month for those eligible for this coverage under the High School sponsorship program.
- c) Room & Board allowances for private accommodations will be mailed out on the 25th of each month to R/B Parent listed on the application. There will be **no advance** payments under any circumstances.
- d) Students who are temporarily suspended from school due to lack of attendance, or unacceptable academic standing, student misconduct or illegal action during school hours/on school grounds will not be eligible for High School sponsorship for Room & Board coverage, monthly student allowance, bus pass coverage or any form of incentive from the Education Department of Gingolx Village Government for a probationary period of **two months**, student expenses will become the responsibility of his/her parent(s)/guardian(s), or as determined by Education Administrator of Gingolx Village Government. Student expenses will become the responsibility of his/her parent(s)/guardian(s).
- e) In the event that a student is suspended indefinitely from school or for the remainder of the school year, his/her High School sponsorship (all forms of financial assistance) will cease to continue immediately and without question or consideration for temporary financial assistance. Student expenses will become the responsibility of his/her parent(s)/guardian(s).

10) TRAVEL:

- a) Travel will be provided for students attending school in New Aiyansh, Terrace and Prince Rupert throughout the academic year as scheduled by the Education Department.

Eligible travel dates:

- i) **September 2006** – Commencement of academic year
- ii) **December/January** – Christmas Break
- iii) **March 2007** – Spring Break
- iv) **June 2007** – End of academic year

- b) Any travel other than indicated above, will be at the **expense of the student/parent** and not the responsibility of the Education Department.
 - c) Students attending **NESS** (New Aiyansh) will be provided transportation to/from Gingolx every day throughout the school week or on weekends from September to June via the School District # 92 bus, travel schedule is as follows;
 - i) Monday – Friday: Daily school bus run. Dept. at 7:30 from ALC & Return by 4:00 pm.
 - ii) Friday after school – depart from New Aiyansh to Gingolx
 - iii) Sunday Afternoon – depart from Gingolx (Adult Learning Centre) to New Aiyansh
 - iv) The Education Department will not be responsible for any students missing the bus. The students or parents/guardians will be responsible (pay student expenses) for arranging rides to get back to school or to Gingolx.
 - d) Students attending elsewhere (other than NESS) and wanting to travel home on weekends will not be covered by the Education Department for travel expenses, etc. This is the student and parent/guardian responsibility.
- 11) **BUS PASS:** Eligibility for bus pass coverage is based on student living in Prince Rupert and Terrace at a travel distance of 3km or more from location of the school enrolled in. Amount to be provided will be based on current BC Transit rate.
- 12) **INCENTIVE GRANT FOR ELIGIBLE FULL-TIME STUDENTS UNDER SPONSORSHIP FOR THE ACADEMIC YEAR:**
- a) Incentive grant(s) depends upon financial availability to sponsor at any given time or at the time of application via written letter for requested financial assistance.
 - b) Students requesting additional funds must have a 70% (C+ average) or higher in all courses. The Incentive Grant can be used for any extra-curricular activities throughout the school year such as basketball, volleyball, swimming, etc.
 - c) Application process for an incentive grant;
 - i) Complete Incentive Grant Application
 - ii) Support Letter - School Administrative/Support Worker
 - iii) Interim Report/Copy of Report Card (verifying academic standing via progress report)
 - iv) Plus any other supporting documents
 - d) Students who do not complete the chosen program signed up for (paid for) without a valid reason for discontinuing attendance at the extra-curricular/leisure activity will be required to remit all funds (pay back) to the Education for all costs incurred on their behalf.
 - e) Incentives may be cancelled at any time dependent on funding availability.
- 13) **STUDENT SUSPENSION:**
- a) Students will be required to take two counseling sessions during the time out of school.
 - b) Students will be required to attend a “**return to school meeting**” with school administration accompanied by a parent or guardian.
 - c) Students will be required to “meet” with the Education Administration accompanied by a parent or guardian if they have to return home to Gingolx for their suspension.

All costs will be the responsibility of the parent/guardian in getting the student home to Gingolx.

- d) Students suspended or removed out of school/student residence or private accommodation home will not be eligible for any summer employment or student incentives.
- e) In reference to 13 (a), specified Counselor is to document and verify the two counseling sessions for the “return to school meeting” identified in 13 (b).

14) ALCOHOL & DRUGS:

- a) Students caught with any alcohol or drugs will be required to take two counseling sessions.
- b) Students caught with any alcohol or drugs will not be eligible to apply for any financial assistance for student incentives until four drug and alcohol sessions are completed.
- c) Students will be required to attend a “return to school meeting” with school administration, accompanied by a parent or guardian.
- d) In reference to 14 (a), specified Counselor is to document and verify the two counseling sessions for the “return to school meeting” identified in 14 (c).

15) CONTINGENCY FUNDING:

- a) Full-time students may request in writing for an **EMERGENCY GRANT** for travel costs related to unforeseen emergencies. Emergencies eligible and based on funding availability for contingency funding are;
 - i) Bereavement – loss of an “immediate” family member.

16) AMENDMENT PROCESS:

- a) Any amendments made to room & board policies will be brought to the attention of the sponsored students/parents/guardian in advance and will not be implemented until after ratification of these amendments by Gingolx Village Government Chief & Council. Upon ratification of amendments, a copy will be provided to sponsored students/parents/guardian and effective 30 days after ratification date.

☺ **PARENTAL INVOLVEMENT IN
STUDENT’S EDUCATIONAL ENDEAVORS
HAS MANY REWARDS, ESPECIALLY FOR
THE STUDENT OF WHOM WILL APPRECIATE
YOUR CONTRIBUTION IN THEIR SUCCESS** ☺

Imperative reminder: it’s important that each sponsored student, remain in the secondary school enrolled in as of September 30th 2006. This does include R/B Accommodation as well. ***Changes will not be tolerated unless absolutely required and justified*** (any necessary change(s) will be at the discretion and approval of Education Administrator).