

MCLEOD LAKE INDIAN BAND

ELEMENTARY AND SECONDARY EDUCATION POLICY



March 17, 2025

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1. EFFECTIVE DATE

This policy came into effect on 01, 04, 2025 pursuant to approval by Chief and Council of the McLeod Lake Indian Band (MLIB).

2. INTRODUCTION

The *MLIB Elementary and Secondary Education Policy* guides the administration of the MLIB Elementary and Secondary Education program and sets out the specific funding supports available to eligible students attending elementary and secondary education.

This policy has been developed to align with program guidelines of Indigenous Services Canada (ISC) and the First Nations Education Steering Committee (FNESC).

The MLIB Elementary and Secondary Education program is also administered in accordance with the following:

- [BC School Amendment Act, 2023 \(Bill 40\)](#);
- [BC Tripartite Education Agreement: Supporting First Nation Student Success \(BCTEA\)](#); and
- [BC Declaration on the Rights of Indigenous Peoples Act, 2019](#) (Declaration Act).
- [Local Education Agreement between MLIB and the Board of Education of School District No. 57](#).

The funding supports detailed in this policy are separate from the financial assistance provided through the MLIB Education Trust (2017). The Trust provides eligible MLIB members with \$25,000 upon reaching the age of twenty-five (25) years, provided they have obtained a high school diploma or a General Educational Development (GED) diploma. The MLIB Education Department oversees the administration of the Education Trust and verifies eligibility requirements before funding is distributed. For further inquiries or to verify eligibility, please contact the MLIB Education Department.

3. POLICY VISION, OBJECTIVES AND ADMINISTRATION

3.1. Vision Statement

We, the Tse'Khene Nation (People of the Rocks) are a proud people. We believe the Creator put us here as stewards of the land. We will regain our Traditions to cultivate a respected, united, self-sufficient community. We recognize all people as equal regardless of name and ancestry. Our governing body is elected based upon integrity, honor, accountability and transparency to all members. Together we will provide healthy, educated, self-sufficient and prosperous lifestyles for future generations.

3.2. Objectives

The objective of the *MLIB Elementary and Secondary Policy* is to support eligible students throughout the crucial elementary and secondary stages of learning by providing them with access to a variety of funding supports to encourage them to complete their elementary and secondary schooling, to realize their full potential during their elementary and secondary education and to create an opportunity for them to pursue post-secondary education.

Supports for students are who are not eligible under this policy and funding supports beyond those detailed in this policy may also be available through [Jordan's Principle](#). For more information and to contact a Coordinator, send an email to jordansprinciple2@mlib.ca.

3.3. Administration

The Education Department is mandated by Chief and Council to administer the Elementary and Secondary Education program and policy.

MLIB members seeking elementary and secondary education funding can access this policy on the [MLIB website](#) or can be provided a copy upon request to the Education Director at (educationdirector@mlib.ca).

All enquiries about this policy should be directed to:

Title: Education Director
Address: General Delivery McLeod Lake BC V0J 2G0
Email: educationdirector@mlib.ca
Fax: (250) 750-4420

4. DEFINITION OF TERMS AND ACRONYMS

The following section lists and defines all terms and acronyms used throughout the policy.

- **Band Member** - means a person who is lawfully entered on the MLIB List, in accordance with the current McLeod Lake Indian Band Membership Code, but does not include honorary members.
- **Eligible Student** – A registered member of the MLIB, as per the current McLeod Lake Indian Band Membership Code.
- **Excused absences** - Absences due to illness, medical appointments, or family emergencies. These categories of absences will not negatively impact the attendance record, provided they are documented and reported to the school in a timely manner.
- **FNESC** - First Nations Education Steering Committee.
- **Good attendance** – Attendance with not more than 27 days of unexcused absences in a full school year.
- **Guardian** – used to define a person who is responsible for the care and upbringing of a child. Guardianship can involve personal care, health, and wellness, as well as legal and financial interests.
- **ISC** - Indigenous Service Canada.
- **MLIB** – McLeod Lake Indian Band
- **Most Improved** – Within this policy, an incentive is offered to the Most Improved Student at both the elementary and secondary levels. The criteria used to assess 'most improved' is as follows: academic improvement; attendance improvement; behavioural growth; effort and work ethic; and participation and engagement. See Section 6.3.8.
- **Parents** – used to refer to caregivers and adults who are responsible for the guidance and education of children.

- **Private Institution** - an institution, controlled or managed by a body most of whose members are not selected by a public authority. Private institutions do not receive provincial funding.
- **Public Institutions** - an institution controlled or managed by a body most of whose members are elected or appointed by or under the scrutiny of a public authority. Public institutions receive provincial funding.
- **Registered Member** - As per the current McLeod Lake Indian Band Membership Code an individual who is registered on the MLIB list.
- **Top Student** – An annual award to recognize and celebrate the academic achievements of our youth by recognizing an outstanding elementary and secondary student who has demonstrated academic dedication, leadership, and community involvement. The criteria for assessing the recipients of this honour are: academic achievement; attendance; effort and improvement; MLIB community involvement; and positive behaviour and role modelling. See Section 6.3.7.
- **Unexcused absences** – Absences that are not due to illness, medical appointments or family emergencies.

5. ROLES AND RESPONSIBILITIES

This section defines the key roles and responsibilities of Chief and Council, the Education Director, Education Support, Teachers, Finance Department and Parents/Guardians as it relates to the application of the *MLIB Elementary and Secondary Education Policy*. Each role plays a vital part in achieving the MLIB’s educational objectives and supporting the academic and personal growth of students.

5.1. Chief and Council

Chief and Council provide strategic direction and governance for the Education Department, ensuring alignment with the MLIB’s long-term goals and priorities. Responsibilities include:

- **Policy Approval:** Reviews and approves educational policies and updates to educational policies, ensuring they align with community values and address the needs of students and families.
- **Budget Oversight:** Works with the Finance Department and Education Director to monitor and approve the Education Department’s budget, ensuring funds are used effectively.
- **Strategic Guidance:** Engages in planning with the Education Director to identify priorities and future initiatives that advance educational opportunities for the community.
- **Advocacy and Representation:** Advocates for MLIB educational needs with federal, provincial, and external partners to secure resources and support.
- **Community Engagement:** Maintains accountability to community members by providing updates on educational initiatives and seeking feedback to guide program improvements.

5.2. Education Director

The Education Director provides leadership, strategic direction, and management for the Education Department, ensuring all educational programs meet community needs and align with the MLIB’s goals. Responsibilities include:

- **Policy Development and Implementation:** Leads the creation, revision, and implementation of educational policies, collaborating with department staff, community members, and consultants.

- **Budget and Financial Management:** Oversees the department's budget, working with the Finance Department to ensure accurate allocation, tracking, and reporting of funds.
- **Program Oversight:** Manages all education programs, including elementary, secondary, post-secondary, and daycare, to ensure quality and consistency.
- **Reporting and Compliance:** Ensures compliance with ISC and FNEC by completing required reports and maintaining accurate records.
- **Community and Family Engagement:** Represents the Education Department in community forums, addresses educational concerns, and fosters collaboration with parents and guardians.
- **Staff Supervision:** Provides guidance, support, and evaluations for department staff, including Education Support Coordinators and Teachers, to maintain high standards of service.

5.3. Education Support Staff

Education Support staff (including Education Support Coordinators and Teachers) assist with the daily operations of the Education Department and serve as liaison between the Department, students, and families. Responsibilities include:

- **Administrative Support:** Manage record-keeping, scheduling, communications, and document preparation to support the Education Director and departmental initiatives.
- **Student and Family Liaison:** Serve as a primary contact for students and families, responding to questions and providing information on programs, policies, and resources.
- **Data Collection and Reporting:** Collect and manage data needed for reports to ISC and FNEC, and maintains accurate student records related to attendance, academic performance, and funding opportunities.
- **Program Coordination:** Assist with the coordination of resources, programs, and extracurricular activities, ensuring accessibility and efficient program delivery.
- **Event Support:** Support the organization of educational events, workshops, and community gatherings to foster engagement and promote student achievement.

5.4. Teachers

Teachers within the MLIB Education Department play a critical role in delivering quality education and supporting students' academic and personal development. Responsibilities include:

- **Instruction and Curriculum Delivery:** Provide engaging and culturally relevant instruction, following curriculum guidelines and adapting lessons to meet student needs.
- **Student Assessment and Progress Tracking:** Regularly assess student performance and provide feedback, maintain records of academic progress and attendance.
- **Classroom Management:** Create a positive and inclusive learning environment that encourages student participation and fosters respect and responsibility.
- **Communication with Parents and Guardians:** Maintain regular communication with parents and guardians including providing updates on students' academic and behavioral progress.
- **Cultural and Community Integration:** Incorporate Indigenous knowledge, cultural practices, and community resources into the curriculum to foster a strong sense of cultural identity.
- **Professional Development:** Participate in ongoing professional development to enhance instructional practices and remain current on educational best practices.

5.5. Finance Department

The Finance Department provides essential financial oversight, support, and reporting for the Education Department. Responsibilities include:

- **Budget Preparation and Tracking:** Works with the Education Director to prepare, allocate, and monitor the department's budget, ensuring accuracy and compliance with financial policies.
- **Financial Reporting:** Compiles financial data and prepares reports on budget usage, spending, and funding allocations, ensuring transparency and accountability.
- **Funding Disbursement:** Manages the disbursement of funds for educational expenses, such as tuition, resources, and program support, following approved financial procedures.
- **Financial Policy Compliance:** Ensures that all financial activities within the Education Department comply with MLIB financial policies and assists in audits and reviews as needed.
- **Expense Reconciliation:** Reviews and reconciles expenses related to student support to maintain fiscal responsibility.

5.6. Student/Parent/Guardian

The student, parents and/or guardian's play an important role in ensuring this policy can be effectively administered and that policy objectives are met. Responsibilities include:

- **Educational Fund Management:** Accepts responsibility to manage allocated education funds for the purposes intended and described in this policy.
- **Regular Communication with MLIB Education Department:** Provides report cards to the Education Director at the end of each term, ensures monthly attendance reports are completed and submitted to the Education Department on a monthly basis, provides updates on impact and ongoing need for tutoring services.
- **Awareness and Understanding of MLIB Elementary and Secondary Education Program:** Reviews MLIB Elementary and Secondary Education Policy and relevant updates, aware of and reviews all school-related information, contacts MLIB Education Department for any questions and/or need for clarification.

6. POLICY REQUIREMENTS

6.1. Eligibility Requirements

To be eligible for the elementary and secondary education funding supports detailed in this policy, an individual must be a registered member of the MLIB, as per the current [McLeod Lake Indian Band Membership Code](#). Additional eligibility requirements related to each type of education support are specified in the subsections of Section 6.3 of the policy.

To be eligible for funding does not mean that funding is approved or guaranteed. Furthermore, funding support is subject to the limits of available resources. MLIB is not responsible for paying any amounts over and above the limits of assistance specified in this policy.

Supports for students who are not eligible under this policy and funding supports beyond those detailed in this policy may also be available through [Jordan's Principle](#). For more information and to contact a Coordinator, send an email to jordansprinciple2@milib.ca.

6.2. Application Process and Deadlines

Eligible students, or parents and guardians of eligible students, must complete the [MLIB Elementary/Secondary Education Application Form](#) and submit the form to the Education Department to qualify for most of the funding supports available through this policy and to ensure the student is registered with the Education Department.

The form is available on the [MLIB website](#) or at the MLIB Education Department office. Completed forms should be emailed to educationdirector@milib.ca or delivered to the MLIB Education Department.

The form must be completed for each school year and should be submitted at least two weeks before the start of the school year or the school term (Fall, Winter or Spring) to allow for timely processing.

It should be noted that, in addition to the [MLIB Elementary/Secondary Education Application Form](#), there are separate application forms to apply for support related to private school tuition and fees (Section 6.3.2) and tutoring services (Section 6.3.9).

6.3. Student Funding Support

MLIB receives funding from ISC for the delivery of the Elementary and Secondary Education program and the amount provided each fiscal year will determine the amount of funding available to eligible students.

The following elementary and secondary education funding supports are available:

Types of Funding Support	Relevant Policy Section
Public School Tuition and Fees	Section 0
Private School Tuition and Fees	Section 6.3.2
School Supplies Allowance	Section 6.3.3
Attendance Allowance	Section 6.3.4
Effort Allowance	Section 6.3.5
Graduation Incentive	Section 6.3.6
Top Tse'khene Student Incentive	Section 6.3.7
Most Improved Student Incentive	Section 6.3.8
Tutoring Support	Section 6.3.9
Technology Support	Section 6.3.10
Public Transit Funding	Section 6.3.11

6.3.1. Public School Tuition and Fees

Objective

To provide eligible students with equitable access to elementary and secondary education and to ensure eligible students can attend and complete the foundational education necessary for their future career development.

Eligibility

Eligible students (as defined in Sections 4 and described in Section 6.1) who are enrolled at public elementary or secondary institution, including those who have chosen online learning.

Process

Following is the process for obtaining funding for public school tuition and fees for eligible students:

No.	Action	Responsible Party
1	Register eligible child(ren) in an elementary or secondary public school.	Parents/guardians/eligible student
2	Ensure the <u>MLIB Elementary/Secondary Education Application Form</u> has been completed and submitted to the Education Department. See Section 6.2. <i>*Form is available on the MLIB website or at the MLIB Education Department office.</i>	Parents/guardians/eligible student
3	Review the completed <u>MLIB Elementary/Secondary Education Application Form</u> .	Education Department
4	Issue a confirmation letter to the parent/guardian indicating approval of tuition and fee payments.	Education Department

Funding

Refer to A1 of ANNEX A for detail on available funding.

6.3.2. Private School Tuition

Objective

To support eligible students in accessing quality education that meets their unique learning needs including through private institutions and to provide equitable financial assistance to eligible students based on household annual income.

Eligibility

There are two categories of eligibility: student and school.

Student Eligibility

Eligible students (as defined in Sections 4 and described in Section 6.1) enrolled in a recognized private school in British Columbia for whom it can be demonstrated that the student's educational needs cannot be met through the public education system and for whom it can be demonstrated that the student's family requires financial support to cover the costs of private education.

School Eligibility

Private institution/school(s) that is accredited by the British Columbia Ministry of Education. Parents and/or guardians are encouraged to consult the MLIB Education Department to verify that the chosen school meets eligibility requirements.

Process

Following is the process for obtaining funding for private school tuition for eligible students:

No.	Action	Responsible Party
1	Contact the Education Director for information on eligibility criteria for funding for private school tuition.	Parents/guardians/eligible student
2	Complete the <u>MLIB Private School Tuition Support Application Form</u> and submit to the Education Department along with all supporting documentation detailed on the application form that demonstrates the following: <ul style="list-style-type: none"> • A student’s educational needs cannot be met through the public school system; • The student’s family requires financial assistance to cover the costs of private tuition; and • Student enrolment in a private school. <i>*Forms are available on the MLIB website or at the MLIB Education Department office.</i>	Parents/guardians/eligible student
3	Review the completed <u>MLIB Private School Tuition Support Application Form</u> and all supporting documentation to assess eligibility of student.	Education Director
4	Issue a confirmation letter to the parent/guardian (by July 15 th of the upcoming school year) detailing the outcome of the review and assessment and provide details on approved funding if applicable.	Education Director
5.	Ensure funding is issued to approved private education institute based on funding schedule or, if the family has already paid the private school fee, ensure the family is reimbursed based on the funding schedule.	Education Department

Funding

The schedule contained in A2 of ANNEX A provides a detailed approach to funding support for private school tuition. Funding will be considered on a case-by-case basis and is subject to MLIB funding budget. Special consideration may be accorded to extraordinary circumstances including medical emergencies or financial hardships and for students with special educational needs that may warrant additional funding support.

6.3.3. School Supplies Allowance

Objective

To help students start each school year prepared for learning by reducing financial barriers and supporting students and their families to acquire essential school supplies.

Eligibility

Eligible students (as defined in Sections 4 and described in Section 6.1) who are enrolled in public elementary or secondary institutions, including those who have chosen online learning, and eligible students who are enrolled in a private elementary or secondary institution that has been approved by the Education Director.

Process

Following is the process for obtaining an allowance for school supplies.

No.	Action	Responsible Party
1	Ensure the MLIB Elementary/Secondary Education Application Form has been completed and submitted to the Education Department. See Section 6.2. <i>*Form is available on the MLIB website or at the MLIB Education Department office.</i>	Parents/guardians/eligible student
2.	Ensure funding is issued to eligible students based on funding schedule.	Education Department

Funding

Funding for school supplies is provided in accordance with the schedule contained in A3 of ANNEX A. The amounts provided are intended to cover the supply list provided by the school(s).

Applications submitted at least two weeks before the start of the school year will receive payment by the end of August. Applications received after mid-August may result in a delay in the processing of the school supply fee payment.

6.3.4. Attendance Allowance

Objective

Attendance allowance is available to provide an incentive for eligible students to attend school routinely.

Eligibility

Eligible students (as defined in Sections 4 and described in Section 6.1) who attended a public or approved private elementary or secondary institution during the previous school year, including those who have chosen online learning, and for whom monthly attendance forms for the previous school year have been completed and submitted to the Education Director.

Process

Following is the process for obtaining an attendance allowance.

No.	Action	Responsible Party
1	Ensure the <u>MLIB Elementary/Secondary Education Application Form</u> has been completed and submitted to the Education Department. See Section 6.2. <i>*Form is available on the MLIB website or at the MLIB Education Department office.</i>	Parents/guardians/eligible student
2.	Ensure that monthly attendance forms for the previous school year have been completed and submitted to the Education Department.	Parents/guardians/eligible student
3.	Review monthly attendance records submitted to determine funding levels.	Education Department
4.	Ensure funding is issued to eligible students based on funding schedule.	Education Department

Funding

An attendance allowance is provided in accordance with the schedule contained in O of ANNEX A. The allowance is calculated based on attendance during the previous school year, as recorded in monthly attendance forms submitted, and is distributed in June each year.

6.3.5. Effort Allowance*Objective*

Effort allowance is available to provide an incentive to eligible students to put forth effort in elementary and secondary school and to realize academic success relative to their effort.

Eligibility

Eligible students (as defined in Sections 4 and described in Section 6.1) who attended a public or approved private elementary or secondary institution during the previous school year, including those who have chosen online learning, and for whom report cards and monthly attendance forms for the previous school year have been completed and submitted to the Education Director.

Process

Following is the process for obtaining an effort allowance.

No.	Action	Responsible Party
1	Ensure the <u>MLIB Elementary/Secondary Education Application Form</u> has been completed and submitted to the Education Department. See Section 6.2. <i>*Form is available on the MLIB website or at the MLIB Education Department office.</i>	Parents/guardians/eligible student

No.	Action	Responsible Party
2.	Ensure that monthly attendance forms for the previous school year have been completed and submitted to the Education Department.	Parents/guardians/eligible student
3.	Submit report cards for the previous year to the Education Department.	Parents/guardians/eligible student
4.	Review report cards submitted to determine funding levels.	Education Department
5.	Ensure funding is issued to eligible students based on funding schedule.	Education Department

Funding

An effort allowance is provided in accordance with the schedule contained in A5 of ANNEX A. The allowance is calculated by the Education Department based on assessed effort during the previous school year as documented in report cards. The Education Director can exercise discretion in the application of the effort allowance funding schedule to students with an Individual Education Plan or to students with specialized education requirements. Specifically, the Education Director may rely more on the comments included in the student's report card than on the grades themselves. The allowance is distributed in June every year.

6.3.6. Graduation Incentive

Objective

To provide incentive to graduate from secondary school. This incentive is available to offset the costs associated with graduation including formal wear and tickets for a graduation ceremony and/or prom.

The MLIB Education Department organizes an annual Education Celebration to honor the academic achievements of students, including grade 12 graduates who have successfully completed their secondary education. This event may be held at the Annual General Assembly in August but this could vary from year to year. This event serves as an opportunity to acknowledge the hard work and dedication of students, families, and educators within the community.

Eligibility

This incentive is available to eligible students (as defined in Sections 4 and described in Section 6.1) who have, or are scheduled to graduate from a provincially recognized public or private secondary school and who can provide the Education Department with a copy of their grade 12 diploma from the secondary school or produce written proof from the institute, in the form of a letter on the institute's letterhead, that the student is confirmed to graduate.

Process

Following is the process for obtaining a graduation incentive.

No.	Action	Responsible Party
1	Ensure the <u>MLIB Elementary/Secondary Education Application Form</u> has been completed with the request for Graduation Incentive checked off and submitted to the Education Department. See Section 6.2. <i>*Form is available on the MLIB website or at the MLIB Education Department office.</i>	Parents/guardians/eligible student
2.	Provide the Education Department with a copy of the student's grade 12 diploma or written proof from the institute that the student is confirmed to graduate.	Parents/guardians/eligible student
3.	Review proof of graduation and issue a confirmation letter stating the student has been added to the list for graduation incentive.	Education Department
4.	Ensure funding is issued to eligible students based on funding schedule.	Education Department

Funding

The graduation incentive is provided in accordance with the schedule contained in A6 of ANNEX A. Graduation incentives are distributed at the end of June; late submissions will cause delays in processing.

6.3.7. Top Tse'khene Student Incentive

Objective

To recognize and celebrate the academic achievements of our youth by rewarding both an outstanding elementary and secondary student who have demonstrated academic dedication, leadership, and community involvement. It is intended that this incentive will inspire a strong work ethic and pride in accomplishment among young MLIB members, fostering future leaders who embody the values of the Tse'Khene people.

The MLIB Education Department organizes an annual Education Celebration to honor the academic achievements of students, including the recipients of the Top Tse'khene Student. This event may be held at the Annual General Assembly in August but this could vary from year to year. This event serves as an opportunity to acknowledge the hard work and dedication of students, families, and educators within the community.

Eligibility

Eligible students (as defined in Sections 4 and described in Section 6.1) who attended a public or approved private elementary or secondary institution during the previous school year, including those who have chosen online learning, and for whom an Education Elementary/Secondary Application has been completed and submitted and for whom report cards and monthly attendance forms for the previous school year have been completed and submitted to the Education Director.

Process

Following is the process for provision of the Top Tse'khene Student Incentive.

No.	Action	Responsible Party
1	Ensure the <u>MLIB Elementary/Secondary Education Application Form</u> has been completed and submitted to the Education Department. See Section 6.2. <i>*Form is available on the MLIB website or at the MLIB Education Department office.</i>	Parents/guardians/ eligible student
2.	Identify students eligible for this incentive.	Education Director
3.	Assess eligible students at both the elementary and secondary level based on a review of all available supporting documentation and the criteria presented in Table 1 below.	Education Director and Education Support Coordinator
4.	Announce recipients of Top Tse'khene Student Incentive.	Education Director
5.	Ensure funding is issued to eligible students based on funding schedule.	Education Department

Table 1 - Top Tse'khene Student Incentive

Category	Selection Criteria
Academic Achievement	<ul style="list-style-type: none"> Must have achieved consistently high grades (minimum of a B+ (or equivalent) average) across core subjects, including math, language arts, science, and social studies with emphasis on improvement and excellence.
Attendance	<ul style="list-style-type: none"> Must have demonstrated good attendance (see definition in Section 4) and must demonstrate a commitment to regular school participation.
Effort and Improvement	<ul style="list-style-type: none"> There must be evidence of a strong work ethic in the form of consistent effort, dedication, and positive attitude in class and with school assignments. There must also be evidence of academic growth as indicated by a notable improvement over the school year, especially for students overcoming challenges or making progress in particular subjects.
Community Involvement	<ul style="list-style-type: none"> Must have demonstrated MLIB and cultural participation including participating in MLIB events, cultural activities or programs and showing a connection to the MLIB community and demonstrating MLIB community pride. Must have demonstrated school involvement including participation in school-based extracurricular activities, clubs, or volunteer work that demonstrates leadership and positive engagement with peers.

Category	Selection Criteria
Positive Behaviour and Role Modelling	<ul style="list-style-type: none"> Must have demonstrated respectful and responsible behavior at school including following rules and acting as a role model for other students. Must also have demonstrated leadership skills by taking initiative, displaying empathy, and willingness to help others.

Funding

The Top Tse'khene incentive is provided in accordance with the schedule contained in A7 of ANNEX A.

6.3.8. Most Improved Student Incentive

Objective

To recognize and celebrate an elementary and a secondary student who has demonstrated significant personal, academic, or behavioral improvement over the school year. This incentive aims to encourage persistence, resilience, and a positive attitude toward learning, reinforcing the idea that progress and dedication are valued as much as achievement. By acknowledging the hard work and commitment of our students, it is intended that a supportive learning environment is fostered that motivates continuous growth and self-improvement.

The MLIB Education Department organizes an annual Education Celebration to honor the academic achievements of students, including the recipients of the Most Improved Student Incentive. This event may be held at the Annual General Assembly in August but this could vary from year to year. This event serves as an opportunity to acknowledge the hard work and dedication of students, families, and educators within the community.

Eligibility

Eligible students (as defined in Sections 4 and described in Section 6.1) who attended a public or approved private elementary or secondary institution during the previous school year, including those who have chosen online learning, and for whom report cards and monthly attendance forms for the previous school year have been completed and submitted to the Education Director.

Process

Following is the process for provision of incentives for MLIB's Most Improved Student Incentive.

No.	Action	Responsible Party
1	Ensure the <u>MLIB Elementary/Secondary Education Application Form</u> has been completed and submitted to the Education Department. See Section 6.2. <i>*Form is available on the MLIB website or at the MLIB Education Department office.</i>	Parents/guardians/ eligible student
2.	Identify students eligible for this incentive.	Education Director
3.	Assess eligible students at both the elementary and secondary level based on a review of all available supporting documentation and the criteria presented in Table 2 below.	Education Director and Education

No.	Action	Responsible Party
		Support Coordinator
4.	Announce recipients of Most Improved Student Incentive.	Education Director
5.	Ensure funding is issued to eligible students based on funding schedule.	Education Department

Table 2 - Most Improved Student Incentive

Category	Selection Criteria
Academic Improvement	<ul style="list-style-type: none"> • Significant improvement in grades or specific subject areas over the school year. This could be shown by moving up at least one grade level (e.g., from C to B or from B to A) in core subjects. • Demonstrated commitment to overcoming challenges in subjects where the student may have previously struggled.
Attendance Improvement	<ul style="list-style-type: none"> • Notable increase in attendance from previous years, if applicable, or a consistent effort to maintain regular attendance over the school year including showing commitment to school participation.
Behavioural Growth	<ul style="list-style-type: none"> • Demonstrated improvement in behavior, responsibility, and interactions with teachers and peers. This may include better focus, class participation, and cooperation in school activities. • Demonstrated progress in areas of self-management, such as completing assignments on time, being prepared for class, and following school rules.
Effort and Work Ethic	<ul style="list-style-type: none"> • Demonstrated improvement in work ethic, even if it does not always translate into high grades, and a visible desire to succeed and improve. • Received positive feedback from teachers or staff who have noticed the student's efforts to improve academically or behaviorally, even if incremental.
Participation and Engagement	<ul style="list-style-type: none"> • Increased active involvement in classroom discussions, school activities, or MLIB and cultural events over the course of the school year, reflecting a positive attitude towards growth. • Increased connections and/or engagement with MLIB community events or cultural programs, if applicable.

Funding

The Most Improved Student incentive is provided in accordance with the schedule contained in O of ANNEX A.

6.3.9. Tutoring Support

Objective

To support the academic success of students and to help address specific educational challenges by facilitating access to tutoring services. It is intended that the approach to funding proposed by MLIB will enable the Education Departments and families/guardians to work together to meet student learning needs.

Eligibility

Eligible students (as defined in Sections 4 and described in Section 6.1) who are currently enrolled in a public or private elementary or secondary institution, including those who have chosen online education, and who require additional assistance to meet grade-level expectations and/or to enhance their academic skills.

Process

Following is the process for the provision of tutoring support:

No.	Action	Responsible Party
1.	Ensure the <u>MLIB Elementary/Secondary Education Application Form</u> has been completed and submitted to the Education Department. See Section 6.2.	Parents/guardians/ eligible student
2.	Complete the <u>MLIB Application for Tutoring Services Funding</u> and submit to the Education Department. <i>*Forms are available on the MLIB website or at the MLIB Education Department office.</i>	Parents/guardians/ eligible student
3.	Provide the Education Department with proof that the student requires tutoring. Proof may include but is not limited to the following: an Independent Education Plan; an Independent Behaviour Plan; a Psych-Ed Assessment or a recommendation from a Certified Education Assistant or a Teacher.	Parents/guardians/ eligible student
4.	Review proof/documentation that the student requires tutoring and assess whether tutoring financial support should be provided.	Education Department
5.	Review and approve (if appropriate) requested tutoring service/provider.	Education Director
6.	Issue a confirmation letter to the parent/guardian/eligible student indicating approval of tutoring support and approval of tutoring service/provider if applicable.	Education Department
7.	Provide the Education Department with regular updates on effectiveness of tutoring services and on assessment of ongoing need.	Parents/guardians/ eligible student

No.	Action	Responsible Party
8.	Submit receipts for tutoring services.	Parents/guardians/ eligible student
9.	Ensure reimbursement is provided for tutoring services based on receipts submitted in accordance with the funding schedule.	Education Department

Funding

Funding support is provided in accordance with the schedule contained in A9 of ANNEX A.

6.3.10. Technology Support

Objective

To provide eligible secondary students with access to essential technology tools (including but not limited to laptops, tablets, headphones/ear pods and speakers) to enhance learning opportunities and to assist in meeting academic requirements.

Eligibility

Eligible students (as defined in Sections 4 and described in Section 6.1) who are enrolled in a public secondary institution or an approved private secondary institution as well as those who have chosen online education and for whom report cards and monthly attendance forms for the previous school year have been completed and submitted to the Education Director.

Technology items purchased must align with the student's educational needs and be used primarily for school-related activities.

Process

Following is the process for the provision of technology support:

No.	Action	Responsible Party
1	Ensure the <u>MLIB Elementary/Secondary Education Application Form</u> has been completed and the request for Technology Support has been checked off and submitted to the Education Department. See Section 6.2. <i>*Form is available on the MLIB website or at the MLIB Education Department office.</i>	Parents/guardians/ eligible student
2.	Ensure that monthly attendance forms for the previous school year have been completed and submitted to the Education Department.	Parents/guardians/ eligible student
3.	Review monthly attendance records submitted to make assessment of eligibility.	Education Department
4.	Issue a confirmation letter to the parent/guardian/eligible student indicating outcome of assessment and approved funding (if applicable), subject to MLIB budgetary limits.	Education Department
5.	Submit original receipts or proof of purchase showing detail of the item(s) purchased to the Education Department within 30 days of the purchase	Parents/guardians/ eligible student

No.	Action	Responsible Party
6.	Ensure technology funding is issued up to available limit and based on review of receipts/proof of purchase submitted.	Education Department

Funding

Funding may be provided up to a maximum limit for each student's grade 7-12 education period in accordance with the schedule contained in A10 of ANNEX A. Once the maximum is reached, a special request for additional technology funding support must be submitted to the Education Director for consideration on a case-by-case basis.

Funding will be provided upon presentation of original receipts or proof of purchase by students or their parents/guardians to the Education Department within 30 days of the purchase. Receipts must detail the item purchased and the total cost.

6.3.11. Public Transit Support

Objective

To ensure eligible students have a reliable means of accessing educational institutions.

Eligibility

Eligible students (as defined in Sections 4 and described in Section 6.1) who are enrolled in a public or approved private elementary or secondary institution for the upcoming school year who can demonstrate that public transit is required for daily commute to and from school and for whom monthly attendance forms for the previous school year have been completed and submitted to the Education Department.

Process

Following is the process for the provision of public transit support:

No.	Action	Responsible Party
1	Ensure the <u>MLIB Elementary/Secondary Education Application Form</u> has been completed and the request for Public Transit support has been checked off and submitted to the Education Department. See Section 6.2. <i>*Form is available on the MLIB website or at the MLIB Education Department office.</i>	Parents/guardians/ eligible student
2.	Ensure that monthly attendance forms for the previous school year have been completed and submitted to the Education Department.	Parents/guardians/ eligible student
3.	Review monthly attendance records submitted to make assessment of eligibility.	Education Department
4.	Issue a confirmation letter to the parent/guardian/eligible student indicating outcome of assessment and approved funding (if applicable), subject to MLIB budgetary limits.	Education Department
5.	Submit original receipts related to purchase of public transit to the Education Department within 30 days of the purchase	Parents/guardians/ eligible student

No.	Action	Responsible Party
6.	Ensure public transit funding is issued up to available limit and based on review of receipts/proof of purchase submitted.	Education Department

Funding

Funding support is provided in accordance with the schedule contained in A11 of ANNEX A.

Funding will be provided upon presentation of original receipts or proof of purchase by students or their parents/guardians to the Education Department within 30 days of the purchase.

Support is calculated based on typical public transit costs in the region. In cases where unique travel needs arise, such as extended commutes or special circumstances, additional funding may be requested by the student, parent or guardian and will be reviewed on a case-by-case basis by the Education Director.

7. TERMINATION OR SUSPENSION OF FUNDING

MLIB may terminate funding granted to an eligible student in accordance with this policy for the following reasons:

- The student or student's parent/guardian make a misrepresentation or provides false statement when applying for specific funding supports; and/or
- The student does not attend or no longer attends an elementary or secondary educational institute.

If funding for an eligible student has been suspended or terminated, the student or student's parent/guardian must work with the Education Department and take steps to address the breach that caused the suspension/termination of funding. Reinstatement of student financial support is at the discretion of the Education Department.

8. APPEAL PROCESS

Where a student (or a parent/guardian) believes he or she has been unfairly denied access to elementary and secondary education funding opportunities or if there are disagreements regarding the application process or interpretation of this policy, the student, or the parent/guardian must first seek resolution with the Education Department. If the disagreement cannot be resolved, the student has the right to appeal in accordance with the following process:

No.	Action	Responsible Party
1	File a letter of appeal to the Education Director within 14 days of notification of the funding decision (where applicable) or within 14 days of a disagreement regarding the application processes or interpretation of the policy. The letter must clearly state the reason for appeal including all relevant documents. <i>Note: The Education Department can support a student/parent/guardian in producing a letter of appeal.</i>	Parents/guardians/ eligible student
2.	Bring the Appeal to the Band Administrator who will review and respond to the Appeal letter within 20 business days.	Education Director

No.	Action	Responsible Party
3.	Forward the appeal to Chief and Council, at a duly convened meeting if the Band Administrator rejects the appeal.	Parents/guardians/ eligible student
4.	Review the Appeal and all related documents and information and notify the parents/guardians/eligible student in writing of the date and time of the Chief and Council meeting at which the appeal will be presented. <i>Note: The decision of the MLIB Chief and Council will be final and further appeals will not be accepted.</i>	Chief and Council

9. POLICY AMENDMENTS

Amendments and updates to the *MLIB Elementary and Secondary Education Policy* are led and overseen by the Education Director and are subject to approval by the Chief and Council. A quorum must be available to review and approve updates to the policy and changes must unanimously be agreed to before being passed. Approved policy amendments will take effect immediately following the decision.

The most current version of the *MLIB Elementary and Secondary Education Policy* will be posted on the [Education page](#) of the MLIB website.

Recommendations for amendments or updates to this policy can be submitted by any MLIB member to the Education Department for review and consideration.

10. APPROVALS

Version	Chief and Council Approval Name and Title	Chief and Council Approval Signature	Date
1.0			July 25, 2003
2.0			March DD, 2025

ANNEX A – SUPPORT SCHEDULES

A1. Public School Tuition and Fees

MLIB Covers tuition and associated fees for enrollment in public elementary and secondary institutions in accordance with Section 0 of the *MLIB Elementary and Secondary Education Policy*.

A2. Private School Tuition

This schedule corresponds to Section 6.3.2 of the *MLIB Elementary and Secondary Education Policy*.

Families can be reimbursed for private school tuition fees up to the maximum amount available per school year as indicated in Table 3. These maximum amounts are indexed according to annual household income.

Table 3 - Private School Tuition Allowance Schedule

Private School Tuition Support	
Household Annual Income	Maximum Amount Reimbursed per Family per School Year
0 to \$30,000	\$7,500.00
\$30,001 to \$40,000	\$6,750.00
\$40,001 to \$50,000	\$6,000.00
\$50,001 to \$60,000	\$5,250.00
\$60,001 to \$70,000	\$4,500.00
\$70,001 to \$80,000	\$3,750.00
\$80,001 to \$90,000	\$3,000.00
\$90,001 to \$100,000	\$2,250.00
\$100,001 and above	\$1,500.00

A3. School Supplies Allowance

This schedule corresponds to Section 6.3.3 of the *MLIB Elementary and Secondary Education Policy*.

Table 4 - School Supply Allowance Schedule for Grades K-12

Level	Annual Funding Amount
Grade K-6	\$125.00
Grade 7-9	\$150.00
Grade 10-11	\$250.00
Grade 12	\$350.00

A4. Attendance Allowance

This schedule corresponds to Section 6.3.4 of the *MLIB Elementary and Secondary Education Policy*.

Table 5 - Attendance Allowance Schedule for Grades K to 12

Monthly Absences	Monthly Funding Amount			
	Grade K-6	Grade 7-9	Grade 10-11	Grade 12
No Unexcused absences	\$50.00	\$60.00	\$70.00	\$80.00
1 Unexcused absence	\$45.00	\$55.00	\$55.00	\$65.00
2 Unexcused absences	\$40.00	\$35.00	\$35.00	\$45.00
3 Unexcused absences	\$35.00	\$15.00	\$15.00	\$15.00
4+ Unexcused absence	\$0	\$0	\$0	\$0

A5. Effort Allowance

The following schedules correspond to Section 6.3.5 of the *MLIB Elementary and Secondary Education Policy*.

The Education Director can exercise discretion in the application of the effort allowance funding schedule to students with an Individual Education Plan or to students with specialized education requirements. Specifically, the Education Director may rely more on the comments included in the student's report card than on the grades themselves

Table 6 - Effort Allowance Schedule for Grades K to 9

Method of Evaluation per Subject/Courses (as per the British Columbia Provincial Proficiency Scale)	Quarterly Funding Amount	
	Grade K-6	Grade 7-9
Extending <i>(The student demonstrates a sophisticated understanding of the concepts and competencies relevant to the expected learning)</i>	\$50.00	\$60.00
Proficient <i>(The student demonstrates a complete understanding of the concepts and competencies relevant to the expected learning)</i>	\$40.00	\$50.00
Developing <i>(The student demonstrates a partial understanding of the concepts and competencies relevant to the expected learning)</i>	\$20.00	\$25.00
Emerging <i>(The student demonstrates an initial understanding of the concepts and competencies relevant to the expected learning.)</i>	\$0	\$0

Table 7 - Effort Allowance Schedule for Grades 10-12

Method of Evaluation per Subject/Courses (as per the British Columbia Letter Grades Order)	Quarterly Funding Amount	
	Grade 10-11	Grade 12
A (86–100%) <i>Excellent understanding of the subject matter.</i>	\$80.00	\$90.00
B (73–85%) <i>Very good understanding.</i>	\$75.00	\$85.00
C+ (67–72%) <i>Good understanding.</i>	\$55.00	\$65.00
C (60–66%) <i>Satisfactory understanding.</i>	\$30.00	\$35.00
C- (50–59%) <i>Passing, but with limited understanding.</i>	\$20.00	\$25.00
I (Incomplete) or F (Failing) (below 50%) <i>Indicates a lack of understanding and need for further support or intervention.</i>	\$0	\$0

A6. Graduation Incentive

The following schedule corresponds to Section 6.3.6 of the *MLIB Elementary and Secondary Education Policy*. This incentive is available to offset the costs associated with graduation including formal wear and tickets for a graduation ceremony and/or prom.

Table 8 - Graduation Incentive Schedule – Grade 12 only

Graduation Incentive per Student	
Candidate	Amount
Grade 12 Graduate (public or private school or online learning that meets provincial standards)	\$750.00

A7. Top Tse'khene Student Incentive

The following schedule corresponds to Section 6.3.7 of the *MLIB Elementary and Secondary Education Policy*.

Table 9 - Top Tse'khene Student Grant Schedule

Top Tse'khene Student Grant	
Academic Level	Amount
Elementary	\$250.00
Secondary	\$350.00

A8. Most Improved Student Incentive

The following schedule corresponds to Section 6.3.8 of the *MLIB Elementary and Secondary Education Policy*.

Table 10 - Most Improved Student Incentive Schedule

Most Improved Student Incentive	
Academic Level	Amount
Elementary	\$250.00
Secondary	\$350.00

A9. Tutoring Support

In accordance with Section 6.3.9 of the *MLIB Elementary and Secondary Education Policy*, the MLIB Education Department may cover 50% of tutoring fees while parents/guardians are responsible for the remainder. There is no maximum amount of support that can be provided to eligible students.

Funding will be provided upon submission of tutoring invoices by students or their parents/guardians within 30 days of the date the service was provided.

A10. Technology Support

The following schedule corresponds to Section 6.3.10 of the *MLIB Elementary and Secondary Education Policy*. Technology funding is available to students in grade 7-12 only.

Table 11 - Technology Funding Schedule

Technology Funding	
Academic Level	Maximum Amount for Grade 7-12 Period
Secondary	\$1,000.00

A11. Public Transit Support

The following schedule corresponds to Section 6.3.11 of the *MLIB Elementary and Secondary Education Policy*.

Table 12 - Public Transit Funding Schedule

Public Transit Funding	
Academic Level	Annual Limit (based on September to June only)
Elementary	\$800.00
Secondary	\$800.00