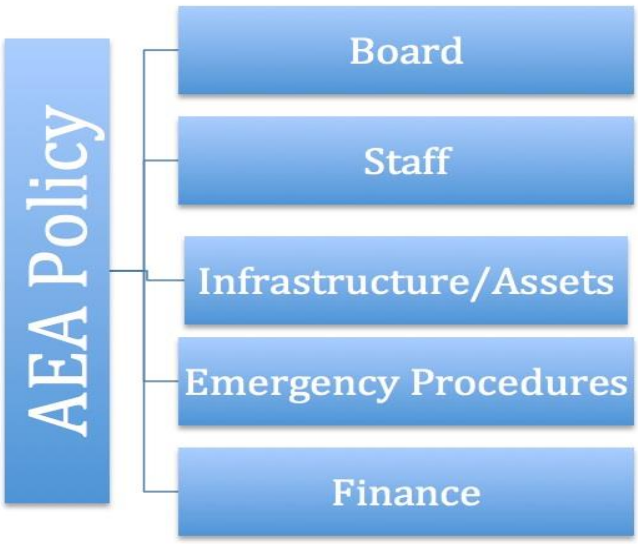
AHOUSAHT EDUCATION AUTHORITY

Policies and Procedures Manual



Updated April 2023

Introduction

Ahousaht Education Authority
Policies and Procedures Manual

The vision of the AEA is that,

"Education is fundamental to individual and community success!"

This Policies and Procedures Manual is provided as a central reference for the general and administrative operations of the Ahousaht Education Authority (AEA).

The specific policies that follow promote the philosophy and commitments of the AEA to empower Ahousaht students and staff, and foster the pursuit of community well-being through education.

These policies and procedures will be amended as necessary to encourage the continued improvement of the AEA and education for Ahousaht and non-Ahousaht people attending AEA schools and programs.

Additionally, it is the intention of the AEA to honor the values of ***inclusiveness, respect and understanding*** in all aspects of the AEA's work.

To achieve this, the AEA has adopted a holistic definition of education that includes and supports the development of students' mental, spiritual, physical and emotional well-being.

We work with Ahousaht Cultural Values, which all AEA staff shall strive to abide by the 4 pillars of Ahousaht values:

- *Iisaakstalth* (respecting one another)
- *Hahuupstalth* (teaching one another)
- *Ya?askstalth* (caring for one another)
- *Huupiitstalth* (helping one another)

On behalf of the AEA, I encourage all staff, volunteers, students, contractors, partners and the Ahousaht community to share in this vision and perspective for the benefit of future generations.

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Signed: _____

Title: _____

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AHOUSAHT EDUCATION AUTHORITY BOARD

Policies regarding the composition and function of the Ahousaht Education Authority Board of directors (AEAB).

1001. Mandate, Roles, and Responsibilities

The AEA is a society incorporated under the laws of British Columbia, created to provide education programs and services to the AHOUSAHT community ("Education Programs and services"). The AEA is an independent school authority under the B.C. *Independent School Act*, operating the independent school at Ahousaht ("the School").

1. The mandate of the AEAB is to define policy, maintain financial control and make administrative decisions that require an authority beyond that of staff.

2. The AEAB is mandated by the Ahousaht Chief & Council to be responsible for all aspects of education as pertaining to Ahousaht.

3. The duties and responsibilities of the AEAB members, elected in accordance with the AEAB Election Regulations, shall include but are not limited to:

    (a) Developing and implementing education policies to ensure that educational programming is meeting the broader education goals of Ahousaht;

    (b) Ensuring that the AEA and other required policies are adhered to and implemented;

    (c) Hiring and assigning duties to the DoE and Principals who share the educational philosophies of the AEA;

    (d) Ensuring that the AEA is following and implementing generally accepted accounting principles in the use and management of all funding received and expended;

    (e) Ensuring the construction, maintenance and use of AEA properties is done so in a safe manner and does not impede educational programming;

    (f) Provide reports as necessary to all parties concerned with the operation of the education systems, with the exception of confidential matters;

    (g) Being familiar with all external agreements, acts, and policies to which the AEA is required or voluntarily adheres;

    (h) Delegating decision making authority and duties to staff as necessary to ensure the efficiency of AEAB and AEA operations; and

    (i) As necessary, suspending sections of the AEA Policy and

Procedures Manual that are not established by law or contract and ensuring that the suspension is duly noted.

1002. Composition

1. The AEAB shall be comprised of five Board members, one of who shall be appointed as a Chairperson of the Board, and another as Co-Chair.

2. The Board Chairperson and Co-chair shall be appointed by a majority of the AEAB members. The Chairperson is responsible for:

   (a) Presiding over all regular meetings of the AEAB;

   (b) Ensuring that agenda items for each meeting are addressed in a timely fashion;

   (c) Ensuring that the duration of AEAB meetings is within reason;

   (d) Ensuring that all members of the AEAB or attending delegation are given the opportunity to express their opinions on a specific topic as appropriate;

   (e) Ruling on questions of order at AEAB meetings;

   (f) Having equal rights as other AEAB members in recommending resolutions, proposing motions, and voting in the result of a tie; and

   (g) Ensuring that meeting minutes, motions, resolutions, tabled items, and other AEAB business has been recorded appropriately.

3. In the absence of the Chairperson, the Co-chair shall assume all the duties of the Chairperson.

4. The AEA quorum shall be a minimum of three (3) members of the AEAB.

   (a) In the event that the AEAB Chair or Co-chair is unavailable, an interim-Chair may be appointed for the decision by the quorum;

   (b) In time sensitive circumstances, when three (3) members of the AEAB are unavailable, quorum may be two (2) members of the AEAB and the DoE acting as the third member of quorum.

   (c) If an AEAB member or DoE cannot be physically present in a meeting; the AEAB member or DoE can join via technology – Zoom, Skype, Facetime or telephone.

5. In any event where the Chairperson or Co-chair is unavailable and Point 4 (a) or (b) is actioned, the Chairperson will be notified in writing.

6. Any decisions made in Point 4 (b) must be reviewed by the AEAB at

the next regular meeting.

1003. Election Regulations

Section 1 Definitions

Ahousaht Education Authority Board	As defined in Policy 1002 of this Manual
Candidate	Means a registered member of Ahousaht who: a) Is at least the full age of eighteen (18) years or older on the day on which the nomination meeting is held; b) Has been a registered member of Ahousaht for a period of not less than twelve (12) months immediately preceding the day on which the nomination meeting is held; c) Has been nominated to be a Candidate pursuant to the provisions of this policy; d) Has not been found to have violated this policy; e) Has not been convicted of an indictable offence within the five (5) years preceding the nomination meeting unless such offence has been deemed by the electoral officer to have been committed in the exercise of an Aboriginal right as determined by the Ahousaht Council or Hawiih; f) Has not been convicted of a summary offence within the two (2) years preceding the nomination meeting unless such offence has been deemed by the electoral officer to have been committed in the exercise of an Aboriginal right as determined by the Ahousaht Council or Hawiih; g) Has not been convicted or participated in circle sentence as the offender in the last three (3) years preceding the nomination meeting; h) Normally resides within the Ahousaht village of Maaqtusiis and has done so for the three (3) months prior to the election; i) Is not employed by the AEA; and j) Is not directly receiving any funding for educational support from AEA.

Candidate's Agent	A person appointed by the candidate to act as his/her representative at the polling station and to observe the voting process and the counting of the votes.
Deputy Electoral Officer	Means a person appointed by the Electoral Officer to assist him or her in the election process. A Deputy Electoral Officer must not be employed by the AEA.
Elector	Means an individual who: a) Is a registered member of Ahousaht; b) Is as least eighteen (18) year of age on or before the day on which the election is held; and c) Normally resides in the Ahousaht village of Maaqtusiis and has done so for the three (3) months prior to the election.
Election	Means a general election held pursuant to this policy.
Electoral Officer	Means a person appointed by the AEA who will be responsible for conducting the nomination meeting and the election. The Electoral Officer must not be employed by the AEA.
Hawiih	A hereditary Chief of the Ahousaht Nation.
Polling Station	Means a building, hall or room selected as the site for voting to take place for an election.
Voter Declaration Form	Means a document that sets out or provides for: a) The name of the Elector; and b) The membership or registry number of the Elector.

Section 2 Pre-Nomination Procedure

1. The Electoral Officer shall be appointed by the AEA not less than thirty (30) days before the date selected by the AEA as the date on which the Nomination Meeting will be held. In the case of a general election, the Nomination Meeting shall be held at least forty-five (45) days prior to the end of the term of the current AEAB.

2. The Electoral Officer shall appoint one or more Deputy Electoral Officers and interpreters as he or she deems necessary and shall document their individual details on the election file.

3. The Electoral Officer must establish an election file and place copies of all documentation associated with the election in this file. The election file shall be kept at the administration office of the AEA and accessed only by members of the Appeal Board.

4. The Electoral Officer shall, at least twenty-eight (28) days before the date on which the Nomination Meeting is to be held, post a notice of the Nomination Meeting around the community, on the AEA website and social media pages, and make regular announcements on the VHF leading up to the Nomination Meeting date.

5. A template for the notice of the Nomination Meeting is attached to this Manual as an ANNEX 1.1 and contains:

   (a) The date, time, duration and location of the Nomination Meeting;

   (b) The date on which the Election will be held and the location of the polling place;

   (c) The name and contact information of the Electoral Officer; and

   (d) A description of the manner in which an Elector may nominate a Candidate.

6. If a death or related tragedy occurs in the community near to the date of the Nomination Meeting or the Election, it shall be at the discretion of the Electoral Officer to postpone the meetings to the next appropriate business day.

Section 3 Nomination Eligibility

1. Only Electors may nominate or second a nomination of a Candidate.

2. An Elector can nominate or second the nomination of a Candidate by:

   (a) Attending the Nomination Meeting and orally nominating or seconding the nomination of a Candidate; and

   (b) Submitting a signed Nomination Form attached to this Manual as ANNEX 1.2 to the Electoral Officer.

2. An Elector may nominate up to the same number of Candidates as there are positions available for election.

3. To be nominated, a Candidate need not be present at the Nomination Meeting.

4. The Electoral Officer will post a list of the nominated Candidates at the schools, the AEA, around the community, on the AEA website and

social media pages, within twenty-four (24) hours after the close of the Nomination Meeting.

Section 4 Nomination Meeting

1. At the time and place advertised for the Nomination Meeting as indicated in the notice, the Electoral Officer shall declare the Nomination Meeting open for the purpose of receiving the nomination of Candidates for the positions advertised.

2. The Electoral Officer shall keep the meeting open for a minimum of three (3) hours.

3. The Electoral Officer shall maintain order at all times during the Nomination Meeting and may cause to be removed any person who, in his or her opinion is disrupting or otherwise interfering with the meeting.

4. Upon receiving a nomination, the Electoral Officer shall record:

   (a) The name of the Candidate;

   (b) The name of the Nominator; and

   (c) The name of the member who seconds the nomination.

5. All nominated Candidates must submit, within seventy-two (72) hours of the nomination results being posted publicly, to the Electoral Officer, a signed letter outlining the Candidate's acceptance of the nomination and confirming his or her eligibility as per this policy.

   (a) If a Candidate fails to formally submit their acceptance in accordance to this policy, the Electoral Officer shall disqualify the Candidate.

   (b) A Candidates Acceptance and Declaration form is attached to this Manual as ANNEX 1.3.

6. If at any time during the election process, the Electoral Officer reasonably determines that a Candidate does not meet the qualifications of eligibility set out by this policy, the Electoral Officer shall disqualify the Candidate and any votes cast in his or her favour shall not be counted.

Section 5 Campaign Period

1. Each Candidate, if he or she chooses to campaign will do so:

(a) Respecting the rights and freedoms of other candidates to organize and campaign;

(b) Respecting the Electoral Officer and Deputy Electoral Officer(s) and not interfere with the performance of their duties;

(c) Respecting the right of voters to obtain information from a variety of sources;

(d) Without coercion, vote buying, smear campaigns, rumour or innuendo;

(e) Non-violently, and without intimidation; and

(f) Accepting and complying with the official election results and the final decisions of the designated appeal board.

2. Each Candidate that accepts nomination must, within seven (7) days after acceptance, provide the Electoral Officer with a biography or resume that shall be shared with Electors who so request.

3. Each Candidate shall spend no more than $500.00 on his or her campaign.

4. If costs were incurred for a Candidate's campaign, that Candidate must submit a financial report to the Electoral Officer, on the day preceding the Election.

(a) If a Candidate fails to formally submit a financial report in accordance to this policy, the Electoral Officer shall disqualify the Candidate.

5. Employees of the AEA shall not work on any campaign material for any Candidates during their working hours.

6. Candidates shall not use AEA resources, supplies or facilities for the purpose of campaigning, unless the resources are regularly available to all Ahousaht members and paid for at fair market value.

Section 6 Pre-election Procedures

1. If number of eligible Candidates nominated and accepted does not exceed the number of positions available for election, the Electoral Officer shall declare the nominated Candidates elected by acclamation at a community meeting organized within five (5) days after the seventy-two (72) hour period for Candidate acceptance has lapsed, and post the results as per this policy.

2. If the number of eligible Candidates nominated and accepted exceeds the number of positions open for election, the Electoral Officer will announce the date of the Election which shall be at least twenty-eight (28) days after the Nomination Meeting, by posting a Polling Notice.

   (a) A Polling Notice template is attached to this Manual as ANNEX 1.4.

3. The Electoral Officer shall on the day following the close of the seventy- two (72) hour acceptance period post a notice setting out the time, place and date for the Election.

4. The Electoral Officer shall prepare ballots setting out:

   (a) The names of the eligible Candidates.

5. AEA will provide all the material necessary to conduct the election at the reasonable request of the Electoral Officer. The Electoral Officer shall obtain sufficient ballot boxes, a sufficient number of paper ballots, instruments for marking ballots, sufficient copies of directions for voting, and all other equipment as necessary to establish and equip the voting locations for the purpose of the election.

6. The Electoral officer shall set-up polling booths at the polling stations so that Elector's privacy is maintained while he or she marks a ballot.

7. Neither the Electoral Officer nor his or her deputies shall be allowed to vote in the Election.

8. Advanced polls will be conducted. Details of advanced polling are at the discretion of the Electoral Officer.

Section 7 Election Poll

1. The Electoral Officer and any Deputy Electoral Officer as deemed necessary by the Electoral Officer shall be in attendance at the polling station at the time set out in the polling notice.

2. The Electoral officer shall immediately before the commencement of the poll, open the ballot boxes and call such person as may be present to witness that they are empty. The ballot boxes shall be placed in plain view for the duration of the Election Poll. Witness names shall be collected by the Electoral Officer and included in the election file.

3. The polling station will open at 8:00am and close at 8:00pm.

4. The Electoral Officer shall maintain order at all times at the polling station and may remove any person who has been deemed to be interfering with or disrupting the orderly conduct of the poll.

5. All Candidates shall be entitled to two (2) Candidate's Agents at the polling station at any time.

6. Voting process:

   (a) Each person wishing to vote shall line up to provide the Electoral Officer with picture identification, along with his or her Ahousaht membership number;

   (b) Once the Electoral Officer is satisfied that the person is an eligible Elector, he or she shall provide the Elector with a ballot and direct them to the polling station;

   (c) The Electoral Officer will note the names of each individual who is given a ballot;

   (d) Each Elector after receiving a ballot shall proceed directly to the polling booth;

   (e) Each Elector shall mark a clear X beside the names of a minimum of one (1) to a maximum of five (5) Candidate's names who they choose to be elected;

   (f) The Electoral Officer will ensure the privacy of all Electors while they mark and submit their ballot, and meet the needs of Electors who are physically unable to meet the process requirements set out in this policy;

   (g) The Elector shall fold their ballot to conceal their choices and place that ballot in the ballot box; and

   (h) The Electoral Officer will note any irregularities during the voting process.

7. A Sample Ballot is attached to this Manual as ANNEX 1.5.

8. An Elector who inadvertently dealt with the paper ballot in such a way that their choice can't be concealed, he or she shall return the ballot to the Electoral Officer who shall write CANCELLED on the ballot paper, include it in the election file, and provide the Elector with another ballot.

9. Any person who receives a ballot but chooses to leave the polling station prior to voting shall forfeit his or her right to vote at the election. If the person chooses to return in an attempt to vote, the Electoral Officer will write DECLINED on the ballot, and include all declined ballots in the election file along with the names of declined Electors.

10. Every Elector who is inside the polling station at the time the station is to close shall be entitled to vote before the poll is closed.

Section 8 Election Tabulation

1. The Electoral Officer will invite a non-Ahousaht person to tabulate the ballots. The person may be an employee of the AEA and must be a person from the community in good standing.

2. The Electoral Officer, in the presence of any Candidates or their Agents, will oversee the designated non-Ahousaht member who was chosen to tabulate the election results.

3. A ballot will be rejected by the Electoral Officer if:

   (a) There is no clear indication of the voter's choice;

   (b) The ballot contains more votes than there are positions available for election; or

   (c) Contains any markings by which the Elector can be identified.

4. All rejected ballots will be marked REJECTED, initialed by the Electoral Officer or the tabulator and included in the election file.

5. Any Candidate's Agent may raise an objection as to the validity of a ballot found in the box.

6. The Electoral Officer shall note all objections and make any final decisions regarding any objections.

7. The non-Ahousaht member chosen to tabulate the ballots shall count the votes given for each Candidate from the ballots not rejected and shall sign a written summary, witnessed and signed by the Electoral Officer, that states:

   (a) The number of votes each Candidate received;

   (b) The number of ballots cast; and

   (c) The number of ballots rejected.

8. After all votes have been counted, the Electoral officer shall:

(a) Declare to the Candidates or Candidates Agents and anyone in attendance who has been elected to the AEAB positions available;

(b) Prepare a list of the names of each candidate in the order of number of votes received from highest to lowest;

(c) Make the summary prepared according to Point 7 available to all Candidates;

(d) Post copies of the written summary in conspicuous places around Maaqtusiis, on the AEA website page, on AEA social media accounts, and announce the results over the VHF.

9. Following the election announcement, the Electoral Officer shall complete and sign an election report that includes:

(a) A list of all Candidates;

(b) The number of votes cast for each Candidate;

(c) The total number of ballots cast;

(d) The number of spoiled ballots;

(e) The number of rejected ballots; and

(f) The number of accepted ballots.

10. The Electoral Officer will provide the election report directly to:

(a) The DoE;

(b) Ahousaht Chief & Council;

(c) The Hawiih; and

(d) Any Ahousaht member who requests a copy.

11. In the event of a tie between Candidates, the elected Candidates will meet within five (5) working days of the Election to convene a special meeting and cast a vote by secret ballot to end the tie.

12. The Elected Candidates shall be provided a copy of this Manual, and sign the Code of Ethics and Oath of Confidentiality for submission to the DoE at the first regular AEAB meeting.

Section 9 Election Appeals

1. The Elections Officer shall supervise and administer all election appeals in accordance with the provisions of this policy.

2. The Elections Officer shall review, administer, investigate and decide upon election appeals.

3. Any Candidate or Elector may, within twenty-one (21) days of the date of the Election, launch an appeal, if he or she has reasonable grounds to believe that there was an error or a violation of this policy committed during the election process that might have affected the outcome of the election.

   (a) The appeal of an election must be submitted in written format containing details of the alleged error or violation of the policy.

   (b) The appeal shall first be delivered to the Elections Officer in care of the AEA.

4. Where appeals are received by the Elections Officer, the Elections Officer shall:

   (a) Within seven (7) days of the end of the appeal period forward a copy of all appeals received and all supporting documentation to each Candidate; and

   (b) Within seven (7) days after receiving the appeal documents, Candidates may deliver to the Elections Officer a written response to any allegation including any supporting documents.

5. In a closed meeting to review all the evidence received, the Elections Officer shall:

   (a) Deny the appeal on the grounds that the evidence presented did not reveal a violation of this policy, or on the grounds that the violation that was revealed did not affect the results of the election; or

   (b) Uphold the appeal and call for a new election for the position(s) affected. The new election shall be conducted pursuant to this policy. The Elections Officer shall, if necessary, correct and prevent the problems identified in the appeal from re-occurring.

   (c) Where it appears that a procedural error has resulted in a candidate being declared elected who should not have, the Elections Officer will declare elected a Candidate who rightfully should have been so declared.

6. The Elections Officer will notify the appellant of the decisions and make this information available to Electors through appropriate postings.

Section 10 Vacancies

1. An AEAB position shall become vacant if, while in office a Board member:

   (a) Misses three (3) consecutive regular AEAB meetings without just cause;

   (b) Is convicted of an indictable offence, excluding convictions committed in exercise of an Aboriginal right as determined by the AEAB;

   (c) Was deemed through appeal to have been an ineligible Candidate during the Election process;

   (d) Ceases to primarily reside in the Ahousaht village of Maaqtusiis;

   (e) Passes away or becomes incapable of fulfilling the duties of office due to long-term illness;

   (f) Becomes an employee of the AEA;

   (g) Provides the AEAB with a written letter of resignation; or

   (h) Receives a vote of no confidence from a quorum of the AEAB.

2. If an AEAB member is charged with an indictable offence while serving in office, the AEAB may by resolution suspend the member in question or request his or her resignation.

3. If a situation described in Point 1 arises, then an AEAB resolution must be passed at a duly convened regular AEAB meeting by a quorum of the AEAB declaring the position vacant.

4. If there is less than twelve (12) months remaining in the Board's term of office and a seat becomes vacant, the seat will remain vacant

5. If there is more than twelve (12) but less than twenty-four (24) months remaining in the Board's term of office and a seat becomes vacant, the vacancy may be filled by the eligible Candidate with the next highest number of votes.

6. If more than twenty-four (24) months remains in the Board's term of office, or if there was not an eligible Candidate with the next highest number of votes, and a seat becomes vacant, the vacancy shall be filled by the way of a by-election.

Section 11 By-Election

1. If a by-election is to be held, it will be conducted in an expedited time-frame at the discretion of the current AEAB.

Section 12 Special Provisions

1. Within sixty (60) days after the completed Election, the newly elected AEAB are required to attend a mandatory one-day orientation session on this Manual and other provisions.

Section 13 Term of Office

1. The term of office for the AEAB shall be four (4) years from the date of the election for a staggered term for 3 AEAB members & 2 AEAB members.

2. In the event of a by-election, the successful Candidate's term will be only for the remainder of the original term of the vacated position.

1004. Code of Conduct

1. The proper operation of the AEA requires that all elected officials, staff and contractors be independent, impartial, and duly responsible to the students and members of the Ahousaht Nation invested in education. To this end, it is imperative that all elected officials, staff and contractors:

   (a) Shall conduct themselves in a professional and respectful manner;

   (b) Shall be prompt in the performance of their duties;

   (c) Shall speak and interact with students and others with respect and dignity, and dealing judiciously with them, being mindful of individual rights and freedoms;

   (d) Shall not engage in public or internal criticism that is intended to intimidate, humiliate or cause fear to students, employees, or the AEA;

   (e) Shall use initiative to find ways of fulfilling their duties effectively and economically;

   (f) Shall attend meetings required of their regular duties;

   (g) Shall respect and support resolutions that have been passed by the AEAB or membership at any meetings that have been convened by a quorum of the AEAB;

   (h) Shall uphold formal commitments made by the AEA;

   (i) Shall uphold formal contracts approved by the AEA;

   (j) Shall ensure prudence and probity in spending AEA funds;

   (k) Shall not knowingly engage in unlawful activity unless in the exercise of an Aboriginal right; and

   (l) Shall maintain the highest ideals of honour and integrity in public, and personal relationships and discharge faithfully the duties of office.

2. AEA elected officials shall not assume that any unethical activities not covered by or specifically prohibited by these ethical standards of conduct, or by any legislation, are therefore condoned.

1005. Confidentiality

1. The AEA is bound by privacy legislation with respect to the collection, disclosure and dissemination of personal student and staff information. Staff who receive confidential or personal information of students' and staff through their work must not divulge that information to anyone other than persons authorized by the AEA.

2. Any requests for the release of information must be directed to an immediate Supervisor. The decision to release information is at the discretion of the Principals, the DoE and the AEAB.

3. All elected officials, employees and contractors of the AEA shall adhere to the following:

    (a) All information that is acquired as a result of their roles and responsibilities in their positions shall be confidential; except when such information is required to be communicated in order to properly carry out their duties, uphold Ahousaht, provincial and federal law, or is duly authorized to be shared.

4. Each elected member of the AEAB shall sign an Oath of Conduct and Confidentiality, which shall be kept by the AEA.

    (a) The Oath of Conduct and Confidentiality is attached to this Manual as an ANNEX 1.6.

1006. Conflict of Interest

This conflict of interest policy is designed to help the AEAB identify potential conflict of interest situations or transactions. A conflict of interest is deemed to arise in any situation where an elected AEAB member's interests or those of a member's immediate family could influence the decisions of an AEAB member's ability to act in the best interest of AEA or to represent the AEA fairly, impartially and without bias. For the purpose of this policy, immediate family is defined as: father, mother, son, daughter, husband, wife, brother, sister, stepchildren, stepsiblings, and stepparents.

1. The AEAB members:

   (a) Shall not use information obtained as a result of their position as an elected official for personal gain;

   (b) Or any member of their immediate family shall not financially benefit from contracts, agreements or other undertakings that are associated with AEA; unless such awards are through an open and fair competition or deemed to be in the best interests of the AEA by a Quorum of AEAB;

   (c) Shall not take part in discussions or vote on resolutions that would directly benefit himself, herself or any member of their immediate family without first declaring their conflict of interest;

   (d) Upon becoming aware of a potential or existing conflict of interest must immediately declare their conflict and must remove themselves from decision making, or if agreed to by a quorum of the AEAB that their participation is necessary, formally declare their conflict of interest;

   (e) All conflict of interest declarations must be duly noted during or at the next regular proceeding of the AEAB.

2. A Conflict of Interest Declaration form is attached to this Manual as ANNEX 1.7.

1007. Meetings and Meeting Procedures

1. Regular meetings:

   (a) Regular AEAB meetings shall be held at a minimum twice (2) per month;

   (b) The meetings shall be held at a time a place designated by the Chairperson;

   (c) The Chairperson may postpone or cancel any meeting due to extraordinary causes.

2. Emergency meeting:

   (a) Any AEAB member and/or DoE may call an emergency meeting;

   (b) Emergency meetings will follow the same format as a regular meeting and may include an in-camera session;

   (c) If the emergency meeting is time sensitive, the composition of quorum may be as defined in Policy 1002;

   (d) Emergency meetings may only be called for extraordinary circumstances where there is a critical requirement for the AEAB to address concern(s) immediately.

3. The AEAB may hold in-camera sessions at any time during any regular meeting for any of the following reasons:

   (a) To discuss any confidential matters related to human resources;

   (b) To consider matters regarding student wellbeing;

   (c) To discuss any matters that are deemed confidential in accordance with this policy, law, or as a decision made by the AEAB.

4. All in-camera sessions will, at its conclusion, re-convene as a regular meeting for the purpose of duly recording any motions or decisions approved during the in-camera session in official AEAB meeting minutes.

5. An in-camera session is defined as a meeting of the AEAB only, with external participants including all AEA staff only being able to attend at the approval of the AEAB.

6. AEAB notification of meetings:

(a) Notice of each regular meeting will be given to members of the AEAB by the Chairperson no later than one (1) week before the date of the meeting;

(b) Notice of each emergency meeting will be given to members of the AEAB by the Chairperson immediately.

7. Public notification of meetings:

(a) The AEAB will provide to the Ahousaht community at the beginning of each fiscal year a schedule of the anticipated dates for all regular meetings;

(b) The purpose, date, time, and location of each AEAB meeting will be announced to the Ahousaht community no later than five (5) days prior to the meeting date;

(c) Public notification of meeting details shall be announced in the following ways: over the VHF, at any major community event, by posters which will be posted at all education facilities and the Ahousaht administration office, on the AEA website, and on appropriate social media channels;

(d) The AEAB will notify the Ahousaht public of emergency meetings no later than five (5) days after the meetings have concluded only when necessary and when the nature of the meeting or decision was not confidential.

8. All regular AEAB meetings shall be open to members of the public, however, the AEAB retains its right to caucus privately in an in-camera session as deemed necessary by the AEAB.

9. The format for all AEAB meetings will be as follows:

(a) Prayer

(b) Adoption of agenda

(c) Adoption of minutes from previous meeting

(d) Introduction of delegates and guests

(e) Unfinished or tabled business

(f) New business (may include staffing, reports, and special presentations)

(g) Adjournment

10. The duration of any AEAB meeting should be within reason, and not extend beyond a total of seven (7) hours, unless otherwise agreed to by the AEAB.

11. At the beginning and end of each school year the AEAB will host a Departments Update Meeting.

    (a) The purpose of the Meeting is to allow all departments to provide an informal update to the AEAB; and

    (b) The AEAB will set the date, time, location and agenda of each Departments Update Meeting.

1008. Representation

1. As required, the AEAB may appoint any member of the Board to represent the AEAB or the AEA on a project or special committee. The authority of the representative will be defined by the AEAB.

2. Any AEAB representative appointed to a special committee does not have the power to bind the AEA to any commitment without full authority from the AEAB received through due process.

3. The AEAB Chair will be the spokesperson on behalf of AEAB & AEA, in the absence of the Chair the Co-Chair will fill in.

1009. Remuneration

1. Members of the AEAB will be paid an honorarium for meetings attended as per AEA finance policy.

2. The rates-of-pay will be reviewed annually during the AEA budget review and may be amended as necessary.

3. The AEAB members will be advanced and/or reimbursed for all reasonable travel expenses, including time incurred while travelling to fulfil AEAB duties as per the AEA finance policy.

4. If an AEAB member is appointed to a project or special committee as per Policy 1008 they may be entitled to additional honorarium and expenses where a project or special committee budget is available.

    (a) The AEA will make every effort to retrieve funds to offset the costs of additional honoraria and expenses.

1010. Community Consultations

1. The AEA will inform members of the Ahousaht community of changes in school programs through:

   (a) Community meetings;

   (b) Special interest groups;

   (c) Social media and websites; and

   (d) Newsletters and notices.

ANNEXES

Documents that support the implementation of this manual.

ANNEX 1.1	Nomination Meeting
ANNEX 1.2	Nomination Form
ANNEX 1.3	Candidates Acceptance and Declaration
ANNEX 1.4	Polling Notice
ANNEX 1.5	Sample Ballot
ANNEX 1.6	Oath of Conduct and Confidentiality
ANNEX 1.7	Conflict of Interest Disclosure

STAFF

Manual 2

SECTION 2000

ADMINISTRATION ROLES AND RESPONSIBILITIES

Policies regarding the functions and authorities of the AEA staff who are responsible for the management of available resources to create and foster an environment in which effective learning may take place.

2001. Code of Conduct

1. The proper operation of the AEA requires that all elected officials, staff and contractors be independent, impartial, and duly responsible to the students and members of the Ahousaht Nation invested in education. To this end, it is imperative that all elected officials, staff and contractors:

    (a) Shall conduct themselves in a professional and respectful manner;

    (b) Shall be prompt in the performance of their duties;

    (c) Shall speak and interact with students and others with respect and dignity, and dealing judiciously with them, being mindful of individual rights and freedoms;

    (d) Shall not engage in public or internal criticism that is intended to intimidate, humiliate or cause fear to students, employees, or the AEA;

    (e) Shall use initiative to find ways of fulfilling their duties effectively and economically;

    (f) Shall attend meetings required of their regular duties;

    (g) Shall respect and support resolutions that have been passed by the AEAB or membership at any meetings that have been convened by a quorum of the AEAB;

    (h) Shall uphold formal commitments made by the AEA;

    (i) Shall uphold formal contracts approved by the AEA;

    (j) Shall ensure prudence and probity in spending AEA funds;

    (k) Shall not knowingly engage in unlawful activity unless in the exercise of an Aboriginal right;

    (l) Shall maintain the highest ideals of honour and integrity in public, and personal relationships and discharge faithfully the duties of office.

2. AEA employees shall not assume that any unethical activities not covered by or specifically prohibited by these ethical standards of conduct, or by any legislation, are therefore condoned.

3. The AEA expects all employees to present themselves in a professional manner, which includes clothing and attire. Dress code minimum is business casual, unless the day's tasks require otherwise. Clothes that are not acceptable include: revealing, excessively ripped, gym clothes, offensive or inappropriate designs/images, or unsafe clothing.

4. Employees who perform outdoor physical labour or must deal with specific environmental conditions on the job should dress appropriately for those conditions, with safety in mind.

5. If an employee is deemed to be wearing inappropriate attire, their Manager or Supervisor is responsible for coaching the employee accordingly. All measures necessary to ensure compliance will be applied:

    (a) Fairly, equitably and without bias to all staff regardless of age, gender, position or appearance;

    (b) With respect, in the spirit of improving understanding about attire requirements;

    (c) In a reasonable manner, without excessive restriction.

2002. Confidentiality

1. The AEA is bound by privacy legislation with respect to the collection, disclosure and dissemination of personal student and staff information. Staff who receive confidential or personal information of students' and staff through their work must not divulge that information to anyone other than persons authorized by the AEA.

2. Any requests for the release of information must be directed to an immediate Supervisor. The decision to release information is at the discretion of the Principals, the DoE and the AEAB.

3. All elected officials, employees and contractors of the AEA shall adhere to the following:

    (a) All information that is acquired as a result of their roles and responsibilities in their positions shall be confidential; except when such information is required to be communicated in order to properly carry out their duties, uphold Ahousaht, provincial and federal law, or is duly authorized to be shared;

4. All AEA staff shall sign an Oath of Conduct and Confidentiality, which shall be kept by the AEA.

    (a) The Oath of Conduct and Confidentiality is attached to this Manual as an ANNEX 2.1.

2003. Conflict of Interest

This conflict of interest policy is designed to help the AEA staff identify potential conflict of interest situations or transactions. A conflict of interest is deemed to arise in any situation where an AEA Employee's interests or those of their immediate family could influence the employees ability to act in the best interest of AEA or to represent the AEA fairly, impartially and without bias. For the purpose of this policy, immediate family is defined as: father, mother, son, daughter, husband, wife, brother, sister, stepchildren, stepsiblings, and stepparents.

1. AEA Staff:

   (a) Shall not use information obtained as a result of their position as an AEA employee for personal gain;

   (b) Or any member of their immediate family shall not financially benefit from contracts, agreements or other undertakings that are associated with AEA; unless such awards are through an open and fair competition.

   (c) Shall not take part in discussions or decision making that would directly benefit herself, himself or any member of their immediate family without first declaring their conflict of interest;

   (d) Upon becoming aware of a potential or existing conflict of interest must immediately declare their conflict and must remove themselves from decision making, or if agreed to by supervisor's that their participation is necessary, formally declare their conflict of interest;

   (e) All conflict of interest declarations must be duly noted during or at the next regular proceeding of the AEAB or staff meeting.

2. A Conflict of Interest Declaration form is attached to this Manual as ANNEX 2.2.

2004. Director of Education (DoE)

1. The DoE is appointed by the AEAB as the Executive Officer of the AEAB and is the most senior member of the AEA staff.

2. As the Executive Officer, the DoE's responsibilities include, but are not limited to:

   (a) Advising and reporting directly to the AEAB on matters related to policy development, curriculum development, staffing, finances, infrastructure maintenance, communications, governance and other matters requiring AEAB attention;

   (b) Implementing all policies enacted by the AEAB;

   (c) Ensuring organizational financial efficiency and accountability;

   (d) Enacting all authorities delegated by the AEAB;

   (e) Maintaining senior administrative oversightover all AEA operations and facilities;

   (f) Acting as the senior communicator and liaison between the AEA and First Nation, municipal, provincial, federal and international governments, and any AEA partner, or third party education authority or institution; and

   (g) Ensuring that all agreements to which the AEA adheres are implemented.

3. In cases where action must be taken within the AEA education system where the AEAB has provided no guide for administrative action, the DoE shall have the power to authorize action. The decisions in this case shall be subject to review by the AEAB at its next regular meeting. It shall be the duty of the DoE to inform the AEAB Chair and Directors promptly of such action and recommend the development of specific policies.

4. DoE will have authority to speak to media regarding daily routine school topics and issues.

2005. Principals

1. The Principals are hired as the school Administrators, directed by, and report directly to the DoE.

2. The Principals shall, in no particular order of priority:

   (a) Provide instructional leadership that reflects best practices in education;

   (b) Promote student success, safety and wellbeing;

   (c) Ensure the efficient and effective administration of the schools; and

   (d) Promote, reflect and integrate the cultural values of the Ahousaht community.

3. The Principals provide a link between the DoE as the Executive Officer and are considered the Managers of all other staff including: teaching staff, education assistants, counsellors, receptionists, janitorial staff and other support staff.

4. Principals will make every effort to accommodate the requests of students' parents where the requests are reasonable and do not significantly impact school operation and student wellbeing.

5. Other duties may be required of the Principals as directed by the DoE or AEAB.

2006. Teachers

1. The Teachers are hired by the AEAB, and directed by, and report directly to the Principals.

2. The Teachers shall, in no particular order of priority:

   (a) Provide instruction that reflects best practices in education;

   (b) Promote student success, safety and wellbeing;

   (c) Ensure the efficient reporting and collection of data; and

   (d) Promote, reflect and integrate the cultural values of the Ahousaht community.

3. Teachers are expected to make a personal commitment to professional growth.

4. All Teachers must meet the requirements of the teacher regulation branch of the Ministry of Education.

5. Where they have been delegated the responsibility by senior staff or are required to as a function of their job duties and the accepted AEA organizational chart, Teachers may at times play the role of Supervisor to Educational Assistants and line staff.

2007. Education Assistants (EA)

1. Education Assistants are hired by the AEAB, and directed by, and report directly to the Teachers they are working directly with.

2. The Education Assistants shall, in no particular order of priority:

   (a) Support instruction;

   (b) Promote student success, safety and wellbeing;

   (c) Ensure the efficient reporting and collection of data; and

   (d) Promote, reflect and integrate the cultural values of the Ahousaht community.

3. All Education Assistants will work towards meeting the professional requirements expected by the AEAB.

2008. Reporting Accidents and Injuries

1. The Principal of each school shall ensure that the following telephone and radio numbers are posted in the main offices and in each classroom:

    (a) Emergency: 911

    (b) Tofino Hospital: 250-725-4010

    (c) Ahousaht Administration: 250-670-9531

    (d) Ahousaht Community Health Services: 250-670-9558

    (e) Ahousaht RCMP Detachment: 250-670-9612 (Channel 71)

2. Excepting superficial scratches, reasonable efforts should be made to contact parents in the event of their child's injury.

    (a) In the case of head injuries, parents must be notified.

3. Excepting superficial scratches, all accidents must be reported to the Principal.

4. All accidents considered as serious and which may lead to medical or legal complications must be reported to the DoE.

SECTION 3000

HUMAN RESOURCES

Policies regarding all human resource requirements of the AEA.

3001. Staff General

1. ALL staff will remain in the school building during recess breaks and during their preparation periods, except under special circumstances approved by the appropriate Manager or Supervisor.

2. All staff will note and report to the Principals all signs of vandalism on or around school property.

3. To ensure student safety all staff are expected to participate in the supervision of students during regular school hours, if chaperoning or leading a student group on or off of school grounds during official school activities, events, or functions in accordance with the school activity policy.

4. Other duties or extracurricular activities may be required of all staff as directed by the community, Teachers, Principals, DoE or AEAB.

5. Staff will advise their Manager or Supervisor of any unexpected absences as soon as possible prior to the school day.

    (a) All staff will prepare and maintain an activities substitute plan for use in the event of absence;

    (b) Staff will adhere to leave policies.

3002. Organizational Chart

1. The AEA will develop and maintain an organizational chart that outlines the lines of authority and the titles of all positions within the AEA.

2. The organizational chart will be updated every time there is a change in staffing which could include, but is not limited to: hiring, firing, transfer, the creation of a new position or the removal of a position.

3. The DoE will be responsible for maintaining and enforcing the organizational chart.

4. The AEAB will review the organizational chart semi-annually.

3003. Teaching Contracts

1. All Teachers will be required to sign a teaching contract with the AEA.

3004. Letter of Offer

1. All new employees will be issued and are required to sign a letter of offer before they begin a term of employment.

2. The letter of offer will include the job description, conditions of employment, term of employment, rate of pay, and organizational values.

    (a) A Letter of Offer template is attached to this Manual as ANNEX 2.3.

    (b) The letter of offer is issued by the AEAB and Manager.

3005. Job Descriptions

1. The template for the format of all AEA staff job descriptions is provided as an ANNEX 2.4 to this manual. All AEA job descriptions must be prepared in this format:

   (a) All job descriptions must reference an adherence to the AEA Policy and Procedures Manual, and any other relevant AEA policies.

   (b) All job descriptions must be signed and accepted by the employee.

2. The DoE, Principals, and Day Care Manager will have the responsibility of developing and enforcing job descriptions.

3006. General Hiring

1. The AEA will make every effort to attract and keep the highest qualified candidates for every employment position regardless of race, nationality, ethnicity, religion, age, sexual orientation, marital status, family status, or disability as outlined in the Canadian Human Rights Act.

2. The AEA is committed to continuously improving hiring practices.

3. All hiring will be done based on merit and qualifications. However, the AEA reserves the right to give preference to any qualified candidate who is a member of Ahousaht.

    (a) The DoE will be responsible for ensuring that the AEA make annual application to the Canadian Human Rights Board through the First Nations Education Steering Council (FNESC) for the right to give preference to Ahousaht members.

4. The DoE shall be informed and approve of all job postings, who will notify the AEAB of each posting.

5. Prior to employment, any person who will be employed to work, or volunteer with students must provide a criminal record check issued by the Ministry of Justice.

    (a) The AEA may pay for Ministry of Justice check.

6. The AEAB reserves the right to accept or deny an application for employment based on the individual's criminal record check.

7. The AEAB reserves the right to request a criminal record check from any employee at any given time.

8. Hiring committee will consist of a minimum of three (3) members that will include a minimum of one (1) to any number of AEAB members, the DoE, and the Principal, or their designates. The AEAB representatives on the hiring committee are responsible for approving designates if proposed. The hiring committee may appoint additional members to the committee if they deem necessary. The following process will be adhered to by the hiring committee after an interview has been conducted and the decision to hire or not-hire needs to be made:

    (a) Hold a round table discussion facilitated by a member of the AEAB or their designate where every committee member has a right to share their thoughts about the candidate;

(b) The committee will consider the candidate's eligibility based on the pre-established hiring criteria;

(c) The candidate who clearly ranked highest against the hiring criteria will be offered the position in question;

(d) If the successful candidate is unable to fulfil or is released the position within three (3) months, the hiring committee may offer the position to the candidate who scored second highest against the original hiring criteria; however, the hiring committee reserves the right to re-post the position as necessary.

(e) The hiring committee will notify the AEAB of all hires.

9. All long-term employment opportunities shall be posted for a minimum of fourteen (14) days, and shall be posted electronically and physically in appropriate locations.

10. All teaching staff must provide the following, which will determine rates of pay:

    (a) Proof of British Columbia teaching certification;

    (b) Teachers Qualification Service category; and

    (c) Years of experience.[1]

11. Temporary vacancies are defined as short-term positions that are for a period of not more than six (6) weeks.

12. Temporary positions will be filled at the discretion of the DoE and do not require AEAB approval. The DoE may delegate his or her authority as necessary.

13. Where possible, temporary positions will be filled from a substitute list kept by the AEA.

[1] AEA recognizes years of experience teaching in schools within Canadian borders, as well as BC recognized accredited schools overseas (as per section 168 paragraph 3 of the BC schools ACT). Years of experience will be determined and accepted by AEA, and outlined in the contract.

3007. Authorities

1. All staff will adhere to the lines of authority as defined by the AEA organizational chart, job descriptions and this Manual.

2. The lines of authority recognized by the AEA in this Manual are as follows:

   (a) Board Members and Quorum of the Board.

   (b) Director of Education.

   (c) Principals and Managers.

   (d) Teachers and Supervisors.

   (e) Line Staff.

3. The AEAB delegates authority to the DoE, Principals and Day Care Manager to make decisions regarding the operations of AEA schools where there is an absence of policy and where policy is not directly contradicted, or where operational requirements permit.

3008. Employee Growth

1. Classroom observations, self-reflections and on-going feedback will be provided by the Principals and Daycare/Head Start Supervisors, to ensure that staff are supporting student well being in a way that is congruent with AEA values.

3009. Employee Evaluation

1. The Principals will complete a formal evaluation of teaching staff once during the term of each employee's contract.

2. A formal evaluation of the Principals shall be completed during the term of each one's contract.

3. A formal evaluation of the DoE shall be completed once every three (3) years.

4. Administrative staff, line staff and EA evaluations based on job description to be completed by their manager on an annual basis. The form for line staff and EA evaluation is provided as an ANNEX 2.5.

5. The evaluations will be submitted to the AEAB at the AEAB's request, or when the Principal(s) or DoE deems it necessary that a decision regarding an evaluation requires AEAB attention.

6. All individuals being evaluated will be provided a copy of the evaluation criteria.

7. All individuals being evaluated will have the right to review and appeal the evaluation decision by submitting the appeal in writing to the evaluator within five (5) days after receipt of the evaluation decision.

    (a) The evaluator will render the final decision ten (10) days after receiving the appeal.

    (b) If the appellant refuses to accept the evaluator's final decision, he or she may file a complaint as outlined in Policy 3010.

3010. Staff Complaint Submission Process

1. Employee Disputes The following steps are to be taken if you are experiencing problems with another employee:

    a. Talk professionally with the other employee in a private and comfortable setting in an effort to resolve the situation at the earliest opportunity;

    b. If the situation is not resolved after this meeting discuss the matter with your direct supervisor/manager who will advise appropriate actions to take or facilitate/mediate a discussion with the other parties.

    c. If the situation remains unresolved after the meeting with the direct supervisor/manager and pursuing the actions, discussed the matter with the Administrator who will facilitate a discussion of the parties.

    d. If the problem remains unresolved with the previous steps a letter must be submitted to the DoE informing them of the situation. The DoE shall be only responsible for resolving the matter if all previous steps have been exhausted.

    e. If the problem continues to remain unresolved with the previous steps a letter must be submitted to AEAB informing them of the situation. The AEAB shall be only responsible for resolving this matter if all previous steps have been exhausted.

    f. Employees of AEA breaching this policy shall be subject to disciplinary action.

2. All complaints will be dealt with and handled in confidence.

3011. Employee Termination and Appeal

1. All Managers have the right to recommend to the AEAB the termination of employment:

   (a) With cause (according to the provisions of the B.C. Employment Standards Act);

   (b) Without cause (according to the provisions of the B.C. Employment Standards Act); or

   (c) As mutually agreed between employer and employee.

2. Any employee that has been terminated may appeal the decision by submitting a written appeal addressed to the AEAB Chair within one (1) calendar week of receiving their notice of termination. The AEAB has thirty (30) calendar days to review the appeal and render a decision.

3. Any terminated employee will return all AEA equipment, all keys to any AEA property, supplies, and any other AEA property immediately upon dismissal.

4. An Employee Appeal form is attached to this Manual as an ANNEX 2.7.

3012. Vacation Leave

1. Custodial and administrative staff who meet the qualifications for general holiday pay under B.C. Employment Standards Act Part 7, as amended from time to time are entitled to a holiday with pay on days defined as “general holidays” in the B.C. Employment Standards Act Part 7.

2. Employees who are entitled to vacation leave accumulate leave credits at the following rates, in accordance with the employee’s hours of work:

   (a) Two (2) weeks at one (1) to three (3) years of employment.

   (b) Three (3) weeks at four (4) to five (5) years of employment.

   (c) Four (4) weeks at six (6) to eight (8) years of employment.

   (d) Five (5) weeks at nine (9) to ten (10) years of employment.

   (e) Six (6) weeks at eleven (11) plus years of employment.

3. Any request for vacation leave with pay must be submitted five (5) days prior to the leave commencing to an immediate Manager or Supervisor.

4. Approval of vacation leave with pay is subject to operational requirements and at the discretion of the responsible Manager or Supervisor.

5. An Employee Leave Request form is attached to this Manual as an ANNEX 2.8.

3013. Personal Leave

1. The intent of this policy is to provide staff with flexible leave options. However, it is encouraged that staff only use leave when absolutely necessary, when operational requirements permit, and when the leave has the least amount of impact on student learning.

2. All staff who are employed only during the school year have access to a total of seventeen (17) days of personal leave with pay:

    (a) Staff are advanced eight (8) days of personal leave on the first day of school; and

    (b) Staff are advanced the remaining nine (9) days of personal leave on February 1 of the same school year.

3. All staff who are employed year-round are entitled to twenty (20) days of personal leave with pay:

    (a) Year-round staff are advanced ten (10) days of personal leave on the first day of school; and

    (b) Year-round staff are advanced the remaining ten (10) days of personal leave on March 1st of the same school year.

4. All personal leave requests must be submitted to the appropriate Manager or Supervisor with as much notice as possible.

5. Personal leave may only be carried forward in the same school year.

6. Personal leave may be used for the following purposes:

    (a) Sickness;

    (b) Bereavement;

    (c) Family; and

    (d) Discretionary.

7. Family and discretionary leave may only be taken where operational requirements permit, at the discretion of the Manager or Supervisor.

3014. Unauthorized Absence

1. An employee who is absent from work for three (3) consecutive days without notifying his or her immediate manager or the DoE shall be deemed to have resigned from employment effective at the close of business on the third day of absence.

    (a) It is the employee's responsibility to ensure that notification of absence has been confirmed as received by their manager or the DoE.

    (b) If the employee was incapacitated due to unavoidable circumstances, the acceptable time for absence may be extended at the discretion of the AEAB.

3015. Accumulated Time Off With Pay

1. An employee’s immediate Manager must pre-approve all overtime.

2. Employees who accumulate overtime may be granted accumulated time off with pay in lieu of pay for overtime.

3. Requests for accumulated time off with pay must be submitted in writing to the appropriate manager with as much notice as possible.

4. Approval of accumulated time off with pay is at the discretion of the employee’s immediate Manager and approval is subject to operational requirements.

3016. Unpaid Leave

1. The AEA follows the Provincial Employment Standards Act in granting unpaid leave to staff.

3017. Leave to Attend Treatment Centre

1. Employees should voluntarily request leave to attend treatment. However, AEA may be the initiator in pursuing such action with the employee.

2. The employee must identify the treatment plan he/she wishes to pursue. The plan must include posttreatment support services, i.e. Alcohol and Drug counselling.

3. Requests must be in writing and shall be presented to the employee's immediate Department Manager who shall review details with the employee. The Department Manager shall immediately forward the written request to the DoE who shall present to the AEAB Requests for Leave of Absence to attend treatment may be for "Leave with Pay" or "Leave without Pay".

4. Leave of absence without Pay shall mean suspension of pay to the employee for the duration of the absence, but shall protect the employee's position until his/her return from treatment.

5. The employee's earnings will be reduced to (1/2) half pay for the remainder of the treatment period. The maximum allowable treatment period is 6 weeks. Upon approval, the employee may take a longer time away from work to continue to receive treatment, but this time will be unpaid. Leave of absence with Pay shall mean; the employee can use their vacation and sick days at the discretion of the DoE and manager.

3018. Ahousaht Cultural Values

1. All AEA staff shall strive to abide by the 4 pillars of Ahousaht values:

   (a) *Iisaakstalth* (respecting one another);

   (b) *Hahuupstalth* (teaching one another);

   (c) *Ya?askstalth* (caring for one another); and

   (d) *Huupiitstalth* (helping one another).

2. All AEA staff shall strive to respect the Ahousaht world-view that, *Heshook-ish Tsawalk* (everything is one).

3. The AEA is a firm supporter of all Ahousaht cultural events and practices and encourages all members of the AEA to participate in Ahousaht cultural events where the performance of their work at the AEA is not negatively impacted by their attendance at such events.

4. As a gesture of respect for the families of the deceased, the Schools and AEA office will be closed.

   (a) For the period of time upon arrival of the casket in Ahousaht and;

   (b) On the day of the funeral until the end of the service and meal. Offices will re-open thereafter.

   (c) This time is not considered leave from work. At those times, employees have the option to attend the funeral, stay in the community or attend to their work duties. Using this time for any other purpose is considered an unauthorized absence and is subject to appropriate disciplinary measures.

3019. Acceptance of Policy and Philosophy

1. All staff upon accepting employment agree to abide by the policies, values, vision and philosophies of the AEA.

2. AEA upholds the right of students, employees and visitors to feel safe and secure, therefore, all forms of violence, including direct or indirect abuse, whether physical, emotional, verbal, psychological will be addressed accordingly.

3. All staff must adhere to the following:

   (a) Be proactive and take personal responsibility to meet the needs of students;

   (b) Maintain an acceptable level of professionalism by being punctual, devoted to their roles and responsibilities, respectful, and adhering to AEA policies and procedures;

   (c) Be mindful of individual rights and feelings, and treat others with respect and dignity;

   (d) Ensure that all sensitive information acquired as a result of their position will remain confidential and shall not be disclosed in any manner except with those individuals directly involved and in private;

   (e) Uphold the integrity of the AEA, its education systems, programs, employees and students;

   (f) Conduct themselves publicly in a manner that reflects the AEA's image favourably;

   (g) Be creative, effective, efficient and economical in carrying out their duties;

   (h) Actively and positively participate in and encourage teamwork to ensure high standards of productivity and effectiveness;

   (i) Must not engage in criticism that has the effect of intimidating, humiliating or causes AEA staff to be fearful;

   (j) Interact respectfully with all visitors or partners of the AEA; and

   (k) Treat all AEA property with respect.

4. All staff shall not assume that any unethical activities not covered by or specifically prohibited by these ethical standards of conduct, or by any legislation, are therefore condoned.

5. All staff who are not registered members and do not have children or spouses who are registered members of the Ahousaht Nation will refrain from engaging in the political affairs of the Ahousaht Nation unless requested by the AEAB.

6. The AEA recognizes every staff's individual right to spiritual and religious freedom of choice.

3020. Public and Social Media Conduct

1. Public is defined as any scenario in which a person's communication is open and accessible to other people outside of the working environment. This includes, but is not limited to communication via any radio frequency, in a public community gathering, over Facebook, Twitter, other social media sites, and most web-based applications excluding private emails.

    (a) Employees and contractors must not engage in any activity or speak publicly where this could be perceived as an official act or representation of the AEA outside of their regular duties without appropriate written or implied authority from the AEAB.

    (b) Employees and contractors must not jeopardize the perception of impartiality in the performance of their duties through making public comments or entering into public debate regarding AEA policies or practices.

    (c) Employees and contractors must not use their position within the AEA to lend weight to public debate.

    (d) Employees and contractors must provide service to the public in a manner that is courteous, professional, equitable, efficient and effective.

2. Employees and contractors shall not, at any time off-duty or on-duty, publicly post or release any information about the AEA, an employee or contractor of the AEA, a student of the AEA or student family member that:

    (a) Is considered confidential;

    (b) Harms image or identity;

    (c) Is slanderous;

    (d) Is dishonest and not in good faith; or

    (e) Is considered bullying, harassment or discrimination.

3. The AEA reserves the right to interpret the public communication of its employees and contractors.

4. Any infraction committed against this policy may result in disciplinary or action as outlined in this Manual.

3021. Bullying, Harassment and Discrimination

1. The AEA is committed to providing a working environment where all employees are treated with dignity and respect. Every employee of the AEA has the right to work in an atmosphere that is free from bullying and harassment and/or discrimination.

2. Bullying and harassment and/or discrimination in our workplace is unacceptable and will not be tolerated. All incidents of bullying and harassment and/or discrimination must be reported and will be taken seriously regardless of whom the offender may be. Members of the AEA who engage in such behaviour will be subject to discipline or corrective action.

3. Definitions:

   (a) "Discrimination" means discrimination in employment based on a person's sex, race, colour, ancestry, national or ethnic origin, political belief, religion, marital status, family status, physical or mental disability, sexual orientation, gender identification, age, or criminal conviction which is unrelated to the person's employment. Discrimination includes Sexual Harassment, as defined below.

   (b) "Bullying and Harassment" includes any inappropriate conduct or comment by a person towards an employee of the AEA that the person knew or reasonably ought to have known would cause that individual to be humiliated or intimidated, but excludes any reasonable action taken by an employer, Manager or Supervisor relating to the management and direction of employees of the AEA or the place of employment.

   Examples of bullying and harassment include, but are not limited to, such things as:

   - Words, gestures, actions or practical jokes, the natural consequence of which is to humiliate, ridicule, insult or degrade;
   - Threats or intimidation;
   - Cyber bullying;
   - Physical assault; or

- Persistent rudeness, taunting, malicious gossip, patronizing behaviour, vandalizing belongings or other conduct which adversely affects working conditions or work performance.

(c) “Sexual Harassment” means conduct or comments of a sexual nature that is unwelcome, and that detrimentally affects the work environment or leads to adverse job-related consequences. Sexual harassment includes, but is not limited to, such things as:

- Unwanted touching;
- Unwelcome sexual flirtations, advances or propositions;
- Sexually suggestive, obscene or degrading comments or gestures;
- Offensive jokes of a sexual nature;
- Leering or staring;
- Displaying or circulating pictures or other material of a sexual nature; or
- Unwelcome questions or remarks about a person’s sex life, appearance, clothing.

4. As these policies apply to all employees of the AEA, all employees of the AEA must:

(a) Not engage in the bullying and harassment of or discrimination against other employees of the AEA;

(b) Report using the following procedures if bullying, harassment and/or discrimination is observed and experienced; and

(c) Apply and comply with these policies.

5. Informal Resolution:

(a) An employee of the AEA who feels that he or she has been subject to, or who has observed, bullying and harassment and/or discrimination in our workplace (the “Complainant”) is encouraged to begin by approaching the respondent, informing the respondent of his/her discomfort with the behaviour, and asking the respondent to stop. While this is often the simplest and most effective way to end the Bullying and Harassment and/or Discrimination, the Complainant is not obligated to confront the respondent.

(b) If the bullying and harassment and/or discrimination does not stop, or if the Complainant does not feel comfortable approaching the respondent directly, the Complainant must proceed to file a formal complaint or report.

6. Formal Complaint or Report:

(a) Employees at the AEA can report incidents or complaints of workplace bullying and harassment verbally or in writing. When submitting a written complaint, please use the workplace bullying and harassment complaint form. When reporting verbally, the reporting contact, along with the complainant, will fill out the complaint form.

(b) Incidents or complaints should be reported as soon as possible after experiencing or witnessing an incident. This allows the incident to be investigated and addressed promptly.

(c) Employees will report any incidents or complaints to their department Manager or Supervisor. If the Manager or Supervisor is the person engaging in bullying and harassing behaviour, the employee will contact the AEAB to address the complaint.

(d) Employees must provide as much information as possible on the Bullying and Harassment Complaint form, such as the names of people involved, witnesses, where the events occurred, when they occurred, and what behaviour and/or words led to the complaint. It is important that any supporting documentation, such as emails, handwritten notes, or photographs are attached to the “Bullying and Harassment Complaint form.”

(e) The Bullying, Harassment and Discrimination Complaint form is attached as ANNEX 2.9 to this Manual. The forms can also be obtained from the AEA.

(f) All complaints and reports will be taken seriously, and will be dealt with fairly and promptly.

7. Investigation Procedure:

(a) If the subject matter of a complaint or report fits within the definition of bullying and harassment and/or discrimination it will be investigated. The investigation will be approached in an unbiased manner.

(b) Investigations will be conducted by either the individual who received the complaint or report, or his or her designate, which may include an external investigator.

(c) Both the Complainant and the respondent are entitled to a fair hearing. The investigator will interview the Complainant, the respondent, and any other witnesses the investigator believes may have information relevant to the complaint or report. The investigator will review any documents he or she considers relevant. The respondent will be given the details of the complaint or report, and will be provided with a reasonable opportunity to respond.

(d) All investigation proceedings will be documented and upon completion of the investigation, the assigned investigator will prepare a report of findings with recommendations. The investigation report will be forwarded to the DoE who will ensure that it is stored in a manner that maintains the confidentiality of the report.

(e) If a complaint or report is found to have merit, then appropriate remedial, corrective or disciplinary action will be taken. This action may include education and training or formal restorative, disciplinary, or corrective action.

(f) In appropriate circumstances individuals may be referred to counselling support or be encouraged to seek medical advice.

(g) A Bullying, Harassment and Discrimination Investigative Procedure checklist is attached to this Manual as an ANNEX 2.9.

8. Confidentiality:

(a) Complaints and reports of bullying and harassment and/or discrimination involve confidential and sensitive matters. Confidentiality is required so those who may have experienced bullying and harassment and/or discrimination will feel free to come forward, and the reputations and interests of those accused are protected.

(b) All individuals involved in a bullying and harassment and/or discrimination complaint or report must maintain the confidentiality of any information they receive during the course of the investigation process. Any individual breaching confidentiality may be subject to disciplinary or corrective action.

(c) Subject to disclosure, which is required by law or is necessary to investigate or resolve a complaint or report, the AEA will make every effort to keep confidential any information pertaining to the complaint.

9. Retaliation:

(a) Retaliation of any kind against an employee of the AEA who, in good faith, files a complaint or report of bullying and harassment and/or discrimination will not be tolerated.

10. Frivolous Complaints or Reports:

(a) Complaints or reports of bullying and harassment and/or discrimination are serious matters. Employees of the AEA who are found to have made frivolous, vexatious, or malicious complaints of bullying and harassment and/or discrimination may be subject to disciplinary or corrective action.

3022. Child Abuse and Neglect

1. The AEA recognizes both the need and the legal obligation to protect our students from persons who may sexually, physically, psychologically or emotionally abuse children.

2. All staff who have reasonable grounds to suspect abuse or neglect, or that a child needs protection are required by law to report their suspicions to the local Ministry of Social Services office, USMA (250) 724-3232.

   (a) Staff must notify the Principals when the local Ministry of Social Services office is contacted. Staff are not required to but may disclose details of the incident to the Principals.

   (b) If the suspected abuser is a contractor or employee of AEA, the witness is required to complete the Employee Infractions Against Student Report Form and submit the Form directly to the DoE, or a member of the AEAB if the DoE is the suspected abuser.

   (c) If the incident in question involves a Principal, the staff member is then required to notify the DoE rather than the Principal.

   (d) The Infractions Against Students Report Form is attached to this Manual as ANNEX 2.10.

3. A statement made by a student should be recorded in his/her own words to an AEA staff member. AEA Staff members offering support, should refrain from interviewing the child after becoming aware of grounds for suspicion or after receiving a disclosure. Police and/or Ministry of Social Services' personnel will conduct interviews. When there is reason to believe that an abusive situation exists, employees must not contact parents unless specifically requested to do so by the investigating social worker or police officer. The responsibility for contacting the parents of the child who is allegedly abused or neglected rests with the investigating social worker or police officer.

3023. Conviction of a Criminal Offence

1. An employee or potential employee who is convicted of a criminal offence or who engages in criminal activity such that the offence or activity harms the reputation or compromises the reputation of the AEA or where the activity or offence interferes with an employee's ability to perform his/her tasks may be denied employment, or have his/her employment terminated at the discretion of the AEAB.

2. If an employee has been charged with a criminal offence, or has allegedly committed an offence, the AEAB may issue a suspension with pay pending the outcome of the charges.

3024. Designated Paid Holidays

1. An employee absent without pay on both his/her full working day immediately preceding and his/her full working day immediately following a designated holiday is not entitled to pay for the holiday.

2. The AEA recognizes the following days as designated paid holidays for employees:

   (a) New Year's day;

   (b) Family Day (BC);

   (c) Good Friday;

   (d) Easter Monday;

   (e) Victoria Day;

   (f) Aboriginal Day;

   (g) Canada Day;

   (h) BC Day;

   (i) Labour Day;

   (j) Thanksgiving;

   (k) Remembrance Day;

   (l) Christmas Day; and

   (m) Boxing Day.

3025. Philosophy Regarding Infractions and Discipline

1. The AEA believes in progressive discipline intended to correct unacceptable behaviour and conduct rather than enforcing strong punishments.

2. In the event of an infraction necessitating disciplinary action, senior members of staff will exercise their judgement in deciding the appropriate course of action within their levels of authority. An infraction is defined as, but not limited to:

    (a) Physical, emotional, verbal, sexual or psychological abuse;

    (b) Sexual harassment;

    (c) Discriminatory and racial abuse;

    (d) Bullying and abuse of authority;

    (e) Disclosure of confidential information;

    (f) Insubordination;

    (g) Neglect or failure to perform duties;

    (h) Habitual tardiness or unauthorized absence;

    (i) Falsifying information on employment application;

    (j) Falsifying records, timesheets, purchase orders or reports;

    (k) Bootlegging or drug trafficking, or providing alcohol or drugs to minors;

    (l) Abuse of alcohol or drugs which negatively affects job performance;

    (m) Theft or abuse of AEA property; and

    (n) Breaching the Staff Code of Ethics or the Independent Schools Act.

3. In cases where disciplinary action is required, the following process applies:

    (a) A verbal reprimand that is noted in writing by the Manager or Supervisor.

    (b) Written letters of reprimand and performance management for up

to three (3) months with the possibility of extension. The letter of reprimand must be signed by the offender, and noted in the offender's personnel file.

(c) Immediate dismissal.

4. If the situation is of a serious or severe nature any number of the disciplinary steps may be bypassed.

5. The following positions have authority corresponding with disciplinary actions:

   (a) Verbal Reprimand: Day Care Manager, Principals and the DoE.

   (b) Written Reprimand and Performance Management: Day Care Manager, Principals and the DoE.

   (c) Dismissal: AEAB by referral from the DoE, Principals, or Day Care Manger.

6. A Manager or Supervisor may at any time recommend disciplinary action to the appropriate authority.

7. The disciplinary authorities must always consult with the offender's immediate Manager or Supervisor.

8. An Employee Discipline form is attached to this Manual as ANNEX 2.11.

9. All disciplinary actions will be recorded in the employee's personal file.

3026. Infractions Against Students

1. Members of staff and contractors are obligated by law to report any suspected or known abuse of students by employees or contractors of the AEA.

2. In a case where it is suspected or known that a member of staff or a contractor abuses a student, the suspecting or witness party must report the concern as per the procedures set out in Policy 3020.

3. An Infractions Against Students Report Form is attached to this Manual as ANNEX 2.10.

3027. Health and Safety Guidelines

1. The AEA is committed to reducing the potential for human and domestic animal or wildlife conflict.

2. The AEA will identify designated drop-off, and pick-up areas for the Day Care and all schools.

3. Any small business or owner/operator vehicles used to transport students outside of Maaqtusiis on land or water must provide proof of liability insurance and driver licensing. A copy of these will be kept on file at AEA offices.

4. All drivers of AEA vehicles must have a valid driver's license.

5. Classroom temperature will be maintained above 19 C and below 25 C.

6. Potable drinking water shall be available for drinking and washing purposes.

7. Washrooms must be functional, sanitary and within reasonable access.

   (a) Adequate supplies of soap, towelling and tissues shall be maintained.

8. Waste receptacles shall be provided in each classroom area and in the major outdoor areas.

   (a) Waste shall not be allowed to accumulate in such a way as to cause unsanitary conditions.

9. All classrooms, halls and exits must be adequately lit.

10. Rooms designated as lunchrooms and or cafeterias must be maintained in a sanitary condition.

11. Dust and fume levels shall be at a level in accordance with WorkSafe BC standards and there is no prolonged discomfort for students and staff.

12. Combustible materials shall be kept in containers and areas designated for such storage.

13. Fire exits must remain clear.

14. If any of the standards outlined in this policy are considered compromised, the following procedures apply:

(a) The teacher in charge of the teaching area shall report the problems to a Principal.

(b) The Principal shall assess the situation; attempt to rectify the problem; failing to do so, shall report the matter to the Maintenance Department.

(c) The Maintenance Department shall jointly assess the situation with the Principal in charge, attempt to rectify the situation and failing to do so, shall report the matter to the DoE.

(d) The DoE or designate and the Principal shall determine whether the classroom or facility shall be closed until the problem is remedied, including the relocation and/or dismissal of the classes affected.

3028. Employee Accident and Injury Procedures

1. Staff involved in a reportable injury are to report the occurrence as soon as practical to their immediate Supervisor.

    (a) The Supervisor is required to report the injury to WorkSafe BC within three (3) days of the occurrence of the injury.

2. WorkSafe BC defines injury as follows:

    (a) The worker loses consciousness following the injury; or

    (b) The worker is transported or directed by a first aid attendant or other representative of the employer to the hospital or other place of medical treatment, or is recommended by such person to go to such place; or

    (c) The injury requires medical treatment; or

    (d) The worker states that he/she intends to seek medical treatment; or

    (e) The worker has received medical treatment for the injury; or

    (f) The worker is considered unable, due to reason of the injury, to return to his/her usual job function on any working day subsequent to the day of injury; or

    (g) The injury or accident resulted or is considered to have resulted in the breakage of a prosthetic , eyeglasses, dentures, or a hearing aid.

3. Supervisors are to prepare notes related to each injury as appropriate for submission to the DoE.

4. The AEA is required to report an injury to WorkSafe BC when a supervisor, first aid attendant or other representative of the AEA becomes aware of any one of the conditions listed in the WorkSafe BC definition of injuries as outlined in this Policy.

SECTION 4000

EXTERNAL POLICIES AND AGREEMENTS

Policies regarding what external policies and agreements are adopted and implemented by the AEA.

4001. The Independent Schools Act

2. The AEA adheres to Independent Schools Act and the administrative regulations outlined within, and is committed to maintaining Independent School accreditation certification as defined in the Act.

3. Nothing in this manual is intended to in any way contradict or supersede the administrative regulations outlined in the Independent Schools Act.

4. The AEA will at all times maintain the most recent version of the Act attached to this Manual as ANNEX 2.12.

4002. B.C Tripartite Education Framework

1. The AEA adheres to the B.C Tripartite Education Framework Agreement and is committed to ensuring that the AEA meets or exceeds the education standards outlined in the Agreement.

2. Nothing in this manual is intended to in any way contradict or supersede the B.C Tripartite Education Framework Agreement.

3. The AEA will at all times maintain the most recent version of the Agreement attached to this Manual as ANNEX 2.13.

SECTION 5000

ADMISSIONS AND CURRICULUM DEVELOPMENT

Policies regarding AEA admissions and the development and instruction of AEA specific curriculum.

5001. Ministry of Education Curriculum

1. The AEA is committed to ensuring that instruction under the AEA meet or exceed the education standards for students in grades K to 12 as set by the BC Ministry of Education through Prescribed Learning Outcomes (PLOs).

5002. Ahousaht Culture, Language and Governance

1. The AEA will ensure the teachings of Ahousaht culture, language and core values be developed for curriculum instruction in all AEA schools.

5003. Curriculum Development

1. The AEAB has the authority to direct and approve the development of local curriculum in areas where provincial curriculum does not exist.

2. The development and approval of curriculum must be done in consultation with the local resource person(s), Principals, and Teachers.

5004. Textbooks and Materials

1. Textbooks prescribed and approved by the Ministry of Education will be used in all subject areas to form the basis for instruction.

2. The AEA will ensure that there are sufficient textbooks for all students.

3. The Principals may approve or deny the use of textbooks or materials not approved by the Ministry of Education at the request of Teachers provided the textbooks or materials meet the educational goals of AEA.

4. Supplementary programs and materials will be selected accordingly if they meet the interests of and enlighten students of all ages, present contemporary points and views and issues on a local, regional and global scale, and are accepted by the AEA.

5005. The School Year

1. The length of the school year shall be in accordance with the Ministry of Education in the Province of British Columbia, except for those holidays that are accepted by the AEA or any special circumstances identified by the DoE or AEAB.

2. A calendar of the school year shall be prepared annually and shall indicate the opening and closing dates, the number of days the school will be in session for Teachers and students, and the accepted statutory and school holidays.

5006. The School Day

1. The elementary school day will be scheduled to meet the Ministry of Education yearly hour requirements.

2. The high school day will be scheduled to meet the Ministry of Education course hour requirements.

3. The school day may be shortened at the discretion of the AEAB or DoE, or Traditional Leadership in emergency situations.

5007. Student Age for Entry

1. A student must be four (4) years of age to be admitted into the kindergarten program.

ANNEXES

Documents that support the implementation of this manual.

ANNEX 2.1	Oath of Conduct and Confidentiality
ANNEX 2.2	Conflict of Interest Disclosure
ANNEX 2.3	Letter of Offer
ANNEX 2.4	Job Description
ANNEX 2.5	Employee Evaluation
ANNEX 2.6	Employee Complaint
ANNEX 2.7	Employee Appeal
ANNEX 2.8	Employee Leave Request
ANNEX 2.9	Bullying, Harassment and Discrimination Complaint
ANNEX 2.10	Infractions Against Students Report
ANNEX 2.11	Employee Discipline
ANNEX 2.12	Independent Schools Act
ANNEX 2.13	Tri-partite Education Framework

INFRASTRUCTURE

Manual 3

SECTION 6000

INFRASTRUCTURE AND ASSETS

Policies regarding the management, construction and maintenance of AEA infrastructure and assets.

6001. Property Maintenance

1. All maintenance staff (which include custodians) are responsible for ensuring that all AEA facilities are maintained properly and that provisions are made for facility security and safety.

6002. Equipment and Supplies

1. All staff are responsible for maintaining an inventory of all AEA equipment and supplies held within their authority.

2. All Managers and Supervisors are responsible for ensuring that any staff going on extended leave, leaving for summer break, or facing termination return all AEA property prior to leaving.

3. All Teachers will have access to school facilitates and equipment outside of school hours for educational purposes at times agreed upon and established by the Principals.

    (a) The Principals will be notified of equipment being signed out via a logbook.

6003. Accommodation

1. Accommodation will be provided for with preference to professional teaching staff at the discretion of the Deputy Director of Education and Executive Assistant.

6004. Rental Agreement

1. A rental agreement must be signed with the AEA and include the following:

   (a) The provision of a one-time damage deposit in the amount of ½ a month's rent;

   (b) Commitment to no-smoking in the units;

   (c) Acceptance of mandatory inspections; and

   (d) Additional one-time charges for pets in the amount of ½ month's rent.

2. Rental rates will be set by the AEAB and may be increased from time-to- time.

3. Any notice of rental rate increase, or inspection must be delivered to the renter with thirty (30) days notice.

4. Only teaching staff and their families are allowed to occupy the accommodation provided by the AEA.

5. Renters will be required to pay for any damage beyond normal wear and tear to the unit or the AEA's property.

6. Once per-year and at the conclusion of a rental agreement, a representative of the AEA will conduct a mandatory walk-through and inspection of the unit with the tenant.

7. A standard Rental Agreement is attached to this Manual as ANNEX 3.1.

6005. Vandalism to School Property

1. When vandalism is discovered, the following procedure should be followed:

   (a) Contact the school Principal.

   (b) The school Principal will be responsible for contacting the RCMP if the extent of the vandalism warrants contacting law enforcement.

2. If the individual(s) responsible are identified as students, the following alternative measures may be used at the discretion of the Principal:

   (a) Letter to parents requesting necessary payment for repairs; and/or

   (b) Assignment of service work for the school; and/or

   (c) Redress to Small Depts. Court; and/or

   (d) Restorative justice; and/or

   (e) Suspension or dismissal from school.

3. If the individual(s) responsible are identified as non-students, the following alternative measures may be used at the discretion of the Principal:

   (a) Letter requesting necessary payment for repairs; and/or

   (b) Agreement to perform service work for the school; and/or

   (c) Restorative justice; and/or

   (d) Initiation of criminal charges in conjunction with the RCMP.

ANNEXES

Documents that support the implementation of this manual.

ANNEX 3.1 Rental Agreement

EMERGENCY

Manual 4

SECTION 7000

EMERGENCY DISASTER PROCEDURES

Policies regarding the AEA emergency preparedness and response procedures in the event of an emergency.

7001. General

1. Adequate emergency first aid supplies including flashlights, food, water and blankets to sustain students and employees for a minimum of 24 hours shall be kept at the school.

2. A VHF radio will be provided to each classroom that has a teacher or staff member assigned to it.

3. Drill schedule will be a minimum of the following:

    (a) Fire: three (3) times a year.

    (b) Earthquake: three (3) times a year including during ShakeOut BC.

    (c) Tsunami: one (1) time a year including during ShakeOut BC.

    (d) Lockdown: one (1) time a year.

7002. School Security Threat

1. When a person or persons is on or near AEA property with the intent to harm others physically or emotionally.

2. **Lock In** – occurs where a serious incident is taking place in the community which poses no immediate danger to students or staff unless they leave the school. There is minimal interruption to daily school routines, however, movement between classes may be restricted.

3. **Lock Down** – where the danger exists immediately outside or inside the school. All regular school routines are suspended. Follow procedures listed below:

    (a) Take action at the first sign of an agitated intruder who may pose a threat to the safety of staff and students.

    (b) If possible call 911 immediately. If possible, contact the school office. Use any means of communication to contact the local RCMP or local emergency response services.

    (c) When calling 911, the person who calls stays on the line with the dispatcher and provides the following information if possible: name and location of school; location of the incident/intruder; and the best entrance for the police to enter unobserved.

4. In preparation for a Lock Down, administration are to:

    (a) Ensure adequate materials are in classrooms to create ‘invisible’ areas in the classroom that cannot be seen from the hall;

    (b) Identify an off-site gathering point for staff and students who are not in the building during a lockdown;

    (c) Ensure that all teaching staff outside the building have a method of communication with the office (VHF, cell phone or walkie talkie);

    (d) Arrange a second landing spot for transportation;

    (e) Communicate the AEA Emergency Guide plan to staff, students and parents in September each year.

5. In preparation for a Lock Down, staff are to:

    (a) Ensure there is an ‘invisible’ space in the classroom large enough to fit all students and staff plus several extra spaces in the event a student or staff member from the hallway needs a secure place.

6. During a Lock Down:

   (a) Gather students into closest classroom.

   (b) Check the hall for passing students and direct them in.

   (c) Lock classrooms doors (if they lock) and stay put.

   (d) Instruct students to stay away from windows, doors and outside walls.

   (e) Instruct students to duck and cover and remain quiet.

   (f) Admit no one.

   (g) Should a fire alarm sound during lockdown, staff and students should remain in their classroom unless obvious smoke and fire are visible.

   (h) Close windows and blinds.

   (i) Turn out lights.

   (j) No phone calls out.

   (k) Adult answers phone.

   (l) Write down all names of persons in room.

   (m) Follow direction from RCMP.

   (n) Classes will only exit the classroom in one of two ways: an ‘all clear’ announcement is made from the school PA or RCMP PA; an RCMP member unlocks the classroom using master keys or in the event of an urgent evacuation the RCMP may forcibly enter the classroom.

   (o) At “all clear” announcement, exit room:

   “Attention staff and students, this is an all clear announcement. Lockdown is over. Please return to regular school routines.”

   (p) Bring students to off-site assembly area.

   (q) Write down names again at off-site assembly area and report them to office staff.

   (r) Direct students to return to classes as advised.

7. In preparation for a Lock Down, students and staff outside of the school buildings:

   (a) Must have a means of communication with the office (cell phone, walkie talkie, or radio).

8. During a Lock Down, students and staff outside of the building:

   (a) Must not enter the building.

   (b) Go directly to off-site assembly area.

   (c) Stay put.

   (d) Write down names of persons in staff care.

   (e) Wait until “all clear” announcement is given or communication indicates that the lockdown is over.

7003. Earthquake Plan

1. All students and staff shall follow the Emergency Management BC recommendations to ‘drop’, ‘cover’ and ‘hold’ during an earthquake.

2. Staff should discuss the earthquake procedure with students regularly:

   (a) Review the evacuation process; and

   (b) Reduce the danger of falling objects by ensuring classrooms are tidy and heavy objects will not fall on occupants.

7004. Tsunami

1. Principals shall ensure that staff and students are aware of the Ahousaht Tsunami Emergency Plan.

7005. Fire

1. Staff are responsible for:

    (a) Reviewing the fire evacuation plan with students regularly;

    (b) Following all expectations outlined in the fire evacuation plan; and

    (c) Ensuring classrooms and workspace exists are free from obstructions.

7006. Hazardous Materials Spill

1. A hazardous material spill near a school will result in the following actions:

   (a) The school will be placed in a ‘locked in’ situation where people can move freely within the building but no one may exit the building; or

   (b) The school will be evacuated.

7007. Severe Weather

1. Early dismissal due to severe weather will come at the discretion of the Principals.