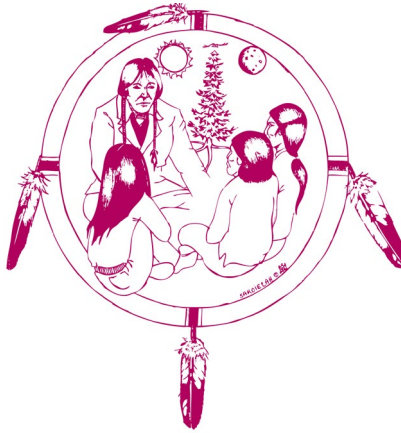


# *Ahkwesāhsne Mohawk Board of Education*



## **POLICY 412**

### **OTHER CONTRIBUTORS TO SCHOOL COMMUNITY**

#### **Please Note:**

AMBE policies are governance documents that state the Board's decision related to an area of operation by stating purpose, guiding principles, basic procedures, and key responsibilities.

AMBE senior management is accountable for implementing Board policies and is expected to exercise good judgment when implementing the policies in the context of day-to-day operations. Where appropriate, senior management may decide to develop specific guidelines and procedures, Administrative Frameworks, to ensure the appropriate implementation of Board policy.

This policy was adopted for the first time by the Ahkwesāhsne Mohawk Board of Education (AMBE) on:  
May 19, 2021

Subsequent amendments:  
\_\_\_\_\_, 20\_\_

# Contents

<b>1. Purpose</b> .....	<b>2</b>
<b>2. Definitions</b> .....	<b>2</b>
<b>3. Principles &amp; Guidelines</b> .....	<b>3</b>
3.1. Value of Other Contributors to School Community .....	3
3.2. Importance of Student and Staff Safety and Security .....	4
<b>4. Procedures</b> .....	<b>4</b>
4.1. Needs Identification .....	4
4.2. Recruitment .....	4
4.3. Security .....	4
4.4. Support and Supervision .....	5
4.5. Recognition .....	5
<b>5. Roles &amp; Responsibilities</b> .....	<b>6</b>
5.1. Board Members will ensure that: .....	6
5.2. The Director of Education will: .....	6
5.3. Principals will: .....	7
5.4. Teachers or any AMBE Staff in charge of Other Contributors to School Community will: .....	7
5.5. Volunteers will: .....	8
5.6. Community Coaches and Student Supervisors will: .....	8
5.7. AMBE Communications Officer .....	9
<b>6. Policy Review and Revision</b> .....	<b>9</b>
6.1. Principles and Directives: .....	9
6.2. Procedures: .....	9
6.3. Roles and Responsibilities: .....	9
<b>Annex A: Other Contributors to School Community Submission Form:</b> .....	<b>10</b>
<b>Annex B: Other Contributors to School Community Submission Form:</b> .....	<b>11</b>
<b>Annex C: Other Contributors to School Community Feedback Form:</b> .....	<b>12</b>

## 1. Purpose

The purpose of *Policy 412, Other Contributors to School Community* is to ensure that individuals, who are not employees of the Akwesasne Mohawk Board of Education (AMBE) and who contribute to the AMBE mission by interacting with Akwesasne students and staff in the school setting, are provided with clear expectations for their conduct and treated with respect and appreciation. Our goal is to enrich school community while creating a safe and secure setting for our students, staff and all others that contribute to school community.

## 2. Definitions

---

<b>2.1 Akwesasne Students</b>	All children and young adults under the jurisdiction of the <i>Mohawk Council of Akwesasne</i> who have access to <i>AMBE</i> early childhood, elementary, secondary and post-secondary programs and services.
-------------------------------	--

---

2.2 <b>The Board or AMBE</b>	The <i>Ahkwesāhsne Mohawk Board of Education</i> , which includes both the governance structure, the <i>Board of Trustees</i> , and the administrative.
2.3 <b>Mohawk Council of Akwesasne (MCA)</b>	The <i>Mohawk Council of Akwesasne</i> is a Community Government, which is elected by the residents of the Mohawk Community of Akwesasne. The AMBE is the only department of the MCA that has its own governance structure, the <i>Board of Trustees</i> .
2.4 <b>Director of Education</b>	The executive officer and lead manager of the AMBE who is directly accountable to the Board for the administration of the Board’s schools, centers, programs and services and the management of its human, financial and material resources.
2.5 <b>Other Contributors to School Community</b>	Any individual that is not an employee of the AMBE who contributes to the richness of the school community by providing support for the school mission by sharing their time, knowledge, skills, talents and/or experiences. Normally, this would include volunteers, community coaches, student supervisors, Knowledge Keepers, and others.
<b>2.5.1. Volunteers</b>	Any individual who freely offers to take part in school related activities, interacting with students and staff in support of the school mission. This may include parents/guardians, Elders, community members, local business partners and any others that offer their support and services to further students’ education.
<b>2.5.2. Community Coaches</b>	Any individual who is not an employee of the AMBE, who may be remunerated for their services, and is involved in the direction, instruction and training of a school’s sports team over the course of a season or school year. The responsibilities of Community Coaches normally include: leading, coaching, training, counselling, and mentoring.
<b>2.5.3. Student Supervisors</b>	Any individual who is not an employee of the AMBE, who may be remunerated for their services, and is authorized to supervise students during a school activity on a regular basis, during regular hours or outside school hours, under the supervision of an AMBE staff member.
<b>2.5.4. Knowledge Keepers</b>	It is recognized that among the Mohawks of Akwesasne there are individuals who possess unique and specific knowledge of Ahkwasáhsró:non culture and Kanien’keha language, whose knowledge should be preserved, revitalized, promoted and protected, and will be required in the development of curriculum.
2.6 <b>Outings and field trips</b>	Activities authorized by the school, which occur outside of school property, to complement the curriculum and enhance students’ learning experiences. These can take place during or outside regular school hours.

### 3. Principles & Guidelines

#### 3.1. Value of Other Contributors to School Community

The Board of Trustees acknowledges the need and value of *Other Contributors to School Community*, recognizing that they:

- 3.1.1. Provide a valuable contribution to the mission and successful operation of our schools by sharing their time, knowledge, skills, talents and experience, including offering cultural and language enrichment opportunities for both students and staff;

- 3.1.2. Reflect the diverse interests, ages, and professions within the Akwesasne Community, including but not limited to parents/guardians, Elders, retired citizens, community members, community organizations and business partners;
- 3.1.3. Share the responsibility for our children's education with the employees of the Board, offering an opportunity for our schools to engage with the Akwesasne community to the benefit of our students;
- 3.1.4. Should receive required training, support and supervision to be successful and have a clear understanding of their purpose, roles and responsibilities when contributing to school and student life; and
- 3.1.5. Must be formally and informally acknowledged and recognized annually for their contributions to the school community.

### **3.2. Importance of Student and Staff Safety and Security**

- 3.2.1. Recognizing that the safety and security of our students is of greatest importance, all Board employees that support and/or supervise volunteers, community coaches and student supervisors are required to exercise their full responsibility for the care and supervision of students; and
- 3.2.2. To ensure the safety and security of students and staff, all Contributors to school community must undergo a proper Police Record Check and be supervised by an employee.

## **4. Procedures**

### **4.1. Needs Identification**

- 4.1.1. Annually, the Director of Education will request that the School Principal, with the support of school staff, plan and communicate his/her needs by September 30<sup>th</sup>, including the following categories:
  - *Volunteers* - This may include but is not limited to: Knowledge Keepers, guest readers, presenters, mentors, tutors, as well as support for school special events and activities such as science fairs, outings or field trips, concerts, plays, sports days, tournaments, etc.;
  - *Community Coaches* - This includes recurring sporting activities and events for which an individual may receive remuneration or a stipend; and
  - *Student Supervisors* - This includes recurring activities and events for which an individual may receive remuneration or a stipend.

### **4.2. Recruitment**

- 4.2.1. Once a school's needs have been confirmed with the Director of Education as indicated in 4.1.1., School Principals, with the support of their staff, will establish timelines for the recruitment of volunteers, community coaches and student supervisors; and
- 4.2.2. With the support of the AMBE Communications Officer, each school will launch their "Other Contributors to School Community" annual recruitment. This may include the following types of communications:
  - Board and School websites
  - Newsletter and Media
  - Parent/Community Assembly
  - Radio
  - Student Orientation Packet

### **4.3. Security**

- 4.3.1. To ensure the safety and security of students and staff, the Director of Education and School Principals will communicate the two types of interaction that *Other Contributors to the School Community* may have with students:
- *Type 1 – Volunteer support to AMBE staff members*
    - Assisting with student supervision or engaging in group activities where one or more staff members are present, such as: guest readers, presenters, mentors, tutors, as well as support for school special events and activities such as science fairs, outings and field trips, concerts, plays, sports days, tournaments.  
(Note: Normally, these type of contributions do not require references or a Police Record Check.)
  - *Type 2 – Community Coaches and Student Supervisor*
    - Frequent, regular or ongoing contact with students (e.g. coaching a sports team, Breakfast Program, after school programs, etc.), where an individual may be in areas where there is no direct supervision by a staff member on or off school grounds.  
(Note: This type of contribution requires a police record check and may require references.)
- 4.3.2. **Liability**
- For school-sponsored activities, the AMBE, through MCA, will maintain an insurance policy that is required by the Ontario Ministry of Education<sup>1</sup>, which includes comprehensive general liability coverage and personal injury coverage for employees, volunteers, community coaches and student supervisors, as well as motor vehicle coverage for all vehicles owned by the AMBE.

#### 4.4. Support and Supervision

- 4.4.1. Every volunteer, community coach and student supervisor will be:
- Assigned an AMBE staff member that will provide guidance, support and supervision as required;
  - Provided with:
    - Name and contact information for their AMBE staff member
    - The schedule for the activities in which they are involved
    - Emergency evacuation procedures and plans
    - Information related to applicable school rules and regulations
- 4.4.2. Volunteers will be offered the opportunity to receive feedback from the AMBE staff member they are supporting and provide feedback to the staff member and/or the School Principal (*Annex C*); and
- 4.4.3. Community Coaches and Student Supervisors will be given feedback by their supervisor and be able to provide feedback to their supervisors and/or the School Principal as required using the Feedback Form (*Annex C*).

#### 4.5. Recognition

- 4.5.1. Each school, under the guidance of the School Principal and with the assistance of school staff and students, will recognize the efforts and contributions of “Other Contributors to the School Community”; and
- 4.5.2. The AMBE Communications Officer will assist the school in sharing the contributions of Knowledge Keepers, volunteers, community coaches and student supervisors with the Akwesasne Community.

---

<sup>1</sup> Information available online at: (<http://www.edu.gov.on.ca/earlyyears/administrative-matters.html>)

## 5. Roles & Responsibilities

### 5.1. Board Members will ensure that:

#### *Policy Implementation*

- The Policy is being implemented by the AMBE staff.

#### *Recognition*

- The contributions of Other Contributors to the School Community, (Knowledge Keepers, volunteers, community coaches and student supervisors) are recognized in its *Annual Report*; and
- Participate where possible in school celebrations of contributions made by Knowledge Keepers, volunteers, community coaches and student supervisors.

#### *Policy Review*

- The Policy is reviewed at a minimum every five years from the date of approval, or when the legal or regulatory requirements of the Mohawk Council of Akwesasne change or the Board must meet new government obligations.

### 5.2. The Director of Education will:

#### *Recruitment*

- Receive schools' Other Contributors to School Community needs, seeking any needed clarification from the School Principal, when necessary; and
- At the beginning of each school year, in collaboration with the AMBE Communications Officer and the Principals, ensures that the annual recruitment of Knowledge Keepers, volunteers, community coaches and student supervisors is facilitated through a selection of the following: schools' websites, social media, community radio or newsletters.

#### *Security*

- Ensure that Principals provide Knowledge Keepers, volunteers, community coaches and student supervisors with all necessary documentation, including: any appropriate AMBE policies, school rules, evacuation procedures and plans, and any additional information or forms that may be necessary;
- Ensure that Principals have received all appropriate police record check from all Contributors to School Community;
- Ensure that Principals inform the parents if their child is working regularly with Contributors to School Community, either individually or as part of a group; and
- Report to the Board of Trustees any incidents that may occur during the school year.

#### *Support and Supervision*

- Ensure that the Principals are providing all Contributors to School Community with needed support and supervision, including any required training; and
- Ensure the schools are monitoring interactions with students and staff; providing opportunities to use their knowledge, skills and talents; and providing constructive feedback to all Contributors to School Community (*Annex C*), as needed, as a means of ensuring quality control and continuity.

#### *Recognition*

- In collaboration with the Principals and the AMBE Communications Officer, prepare an annual recognition message, which will be communicated via a selection of the following: schools' websites, the AMBE Board of Trustees' annual report, community radio or newsletter; and
- Participate where possible in school celebrations of contributions made by Contributors to School Community

#### *Policy Review*

- In consultation with School Principals, initiate a review of this policy at a minimum every five years from the date of approval, or when the legal or regulatory requirements of the Mohawk Council of Akwesasne change or the Board must meet new government obligations.

### **5.3. Principals will:**

#### *Recruitment*

- In collaboration with the Director of Education and the AMBE Communications Officer, ensure the annual recruitment of Contributors to School Community is facilitated through a selection of the following: schools' websites, social media, community radio or newsletters; and
- Inform the Director of Education of the schools' Contributors to School Community needs, providing any needed clarification.

#### *Security*

- Ensure all Contributors to School Community have all necessary documentation, including: any appropriate AMBE policies, school rules, evacuation procedures and plans, and any additional information or forms that may be necessary;
- Ensure that all Contributors to School Community provide a Police Record Check, as well as any required references;
- Inform the parents if their child is working regularly with Contributors to School Community, either individually or as part of a group; and
- Report to the Director of Education any incidents that may occur during the school year.

#### *Support and Supervision*

- Assign all Contributors to School Community to a designated staff supervisor who is responsible for their work and who will provide the volunteer with any required consultation and assistance regarding their purpose, roles and responsibilities; and
- Will offer feedback to all Contributors to School Community or their immediate supervisor, if necessary, using *Annex C*.

#### *Recognition*

- In collaboration with the Director of Education and the AMBE Communications Officer, prepare an annual recognition message, which will be communicated via a selection of the following: schools' websites, the AMBE Board of Trustees' *Annual Report*, community radio or newsletter; and
- Determine with the support of the school staff the appropriate local means to ensure that all Contributors to School Community are respected, appreciated and recognized.

#### *Policy Review*

- In consultation with school staff and collaboration with the Director of Education, contribute to a review of this policy at a minimum every five years from the date of approval, or when the legal or regulatory requirements of the Mohawk Council of Akwesasne change or the Board must meet new government obligations.

### **5.4. Teachers or any AMBE Staff in charge of Other Contributors to School Community will:**

#### *Recruitment*

- Provide the Principal with their respective Contributors to School Community needs, providing any needed clarification.

#### *Security*

- Ensure that Contributors to School Community working within the boundaries of the contribution type on their submission form (*Annex A or B*);
- Ensure that all Contributors to School Community are aware of and respect the appropriate AMBE policies and school rules; and

- Report to the Principal any incidents that may occur during the school year.

*Support and Supervision*

- Supervise the Contributors to School Community assigned to their activities by the School Principal;
- Be available to any Contributors to School Community under their responsibility to assist them in their purpose, roles and responsibilities, if necessary; and
- Offer feedback to Contributors to School Community, if necessary, using *Annex C*.

*Recognition*

- As required, provide the School Principal with information that will contribute to the recognition message, which will be communicated via a selection of the following: schools' websites, the AMBE Board of Trustees' *Annual Report*, community radio or newsletter; and
- Assist the School Principal in determining the appropriate local means to ensure that all Contributors to School Community are respected, appreciated and recognized.

*Policy Review*

- When requested by the Principal, offer any relevant and constructive feedback, which may contribute to a review of this policy.

**5.5. Knowledge Keepers and Volunteers will:**

*Recruitment*

- Complete the *Submission Form (Annex A)*.

*Security*

- Read and abide by applicable AMBE policies, school rules, evacuation procedures and plans and any relevant information provided to them;
- Maintaining the confidentiality of all privileged information to which they are exposed while performing their duties; and
- Report to their immediate supervisor any incidents that may occur during the school year.

*Support and Supervision*

- As needed, ask their supervisor for support.

*Policy Review*

- Contribute to the improvement of this policy with any suggestions to the AMBE, using the feedback form in *Annex C*.

**5.6. Community Coaches and Student Supervisors will:**

*Recruitment*

- Complete the *Submission Form (Annex B)*; and
- Provide a Police Record Check and references if requested.

*Security*

- Read and abide by applicable AMBE policies, school rules, evacuation procedures and plans and any relevant information provided to them;
- Maintaining the confidentiality of all privileged information to which they are exposed while performing their duties; and
- Report to their immediate supervisor any incidents that may occur during the school year.

*Support and Supervision*

- As needed, ask their supervisor for support.



### *Policy Review*

- Can contribute to the improvement of this policy with any suggestions to the AMBE, using the feedback form in *Annex C*.

## **5.7. AMBE Communications Officer**

### *Recruitment*

- At the beginning of each school year, in collaboration with the Director of Education and the School Principals, facilitate the annual recruitment of all Contributors to School Community is facilitated through a selection of the following: schools' websites, community radio or newsletters.

### *Recognition*

- At the end of each school year, in collaboration with the Director of Education and Principals, prepares a recognition message for Other Contributors to School Community's contributions; and
- Assist School Principals in communicating to the Akwesasne Community the local means used to ensure that all Contributors to School Community are respected, appreciated and recognized.

## **6. Policy Review and Revision**

### **6.1. Principles and Directives:**

- 6.1.1. It is important for the policies of the Akwesasne Mohawk Board of Education to remain current and serve the best interest of Akwesasne students and the Akwesasne community.
- 6.1.2. The Board of Trustees recognizes that this policy should be reviewed at a minimum of every 5 years and/or when the legal or regulatory requirements of the Mohawk Council of Akwesasne change or the Board must meet new government obligations.

### **6.2. Procedures:**

- 6.2.1. The Board of Trustees will establish a timeline for the regular review of this policy that requires the policy be reviewed at the minimum 5 years from the date of approval by the Board or as required by new circumstance or obligations.

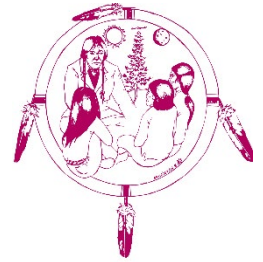
### **6.3. Roles and Responsibilities:**

- 6.3.1. Board of Trustees will:
  - Establish a timeline for the regular review of this policy and ensure that it is respected; and
  - Ensure that this policy is reviewed at a minimum every 5 years from the date of approval, or when the legal or regulatory requirements of the Mohawk Council of Akwesasne change or the Board must meet new government obligations.
- 6.3.2. The Director of Education will:
  - Initiate a review of this policy at a minimum every 5 years from the date of approval, or when the legal or regulatory requirements of the Mohawk Council of Akwesasne change or the Board must meet new government obligations.

# Annex A: Other Contributors to School Community Submission Form:

## Ahkwesāhsne Mohawk Board of Education

### Knowledge Keepers and Volunteer Form



Name: \_\_\_\_\_

I am:

- |   |   |
|---|---|
| <input type="checkbox"/> A Parent/Guardian                  | <input type="checkbox"/> Relative _____   |
| <input type="checkbox"/> Knowledge Keeper                   | <input type="checkbox"/> Community Member |
| <input type="checkbox"/> Member of a Community Organization | <input type="checkbox"/> Business Partner |
| <input type="checkbox"/> Retired                            |   |

I have a child(ren), grandchild(ren) or relative at:

- Ahkwesahsne Mohawk School    Kana:takon School    Tsi Snaihne School, and/or    High School

Student(s) name(s) \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

School(s) and/or Service(s) where I would be willing to volunteer:

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Ahkwesahsne Mohawk School | <input type="checkbox"/> Kana:takon School | <input type="checkbox"/> Tsi Snaihne School |
| <input type="checkbox"/> Secondary Services        | <input type="checkbox"/> Iohahi:io         | <input type="checkbox"/> Child Care         |

Types of activities I would be willing to volunteer for:

- Mentor       Tutor
- School Special Events and Activities:
- |  |                                      |  |
|--|--------------------------------------|--|
| <input type="checkbox"/> Science Fairs | <input type="checkbox"/> Field Trips | <input type="checkbox"/> Cultural Events |
| <input type="checkbox"/> Sports Days   | <input type="checkbox"/> Tournaments | <input type="checkbox"/> Other: _____    |

Guest Reader:

Level:  My Child's Classroom    Any Level    Head Start    Grades K-3    Grades 4-6    Grades 7-8

Language:  Kanien'keha       English

Presenter, Facilitator and/or Animator:

Cultural Activity \_\_\_\_\_    Career Presentation \_\_\_\_\_

Other: \_\_\_\_\_

Additional Note or Comment:

\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

**Please note that occasionally throughout the school year, schools often have emergent needs for volunteers, at which time you may receive additional requests for specific support.**

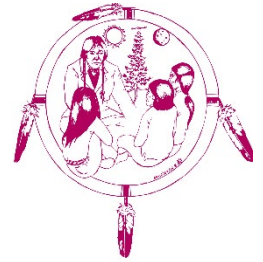
**For AMBE Use:**

Please forward copy to  Ahkwesahsne Mohawk School    Kana:takon School    Tsi Snaihne School    Secondary Services

# Annex B: Other Contributors to School Community Submission Form:

## Ahkwesāhsne Mohawk Board of Education

### Community Coach/Student Supervisor Form



My Name: \_\_\_\_\_

#### I am:

- |   |   |
|---|---|
| <input type="checkbox"/> A Parent/Guardian                  | <input type="checkbox"/> Relative: _____        |
| <input type="checkbox"/> Community Elder                    | <input type="checkbox"/> Community Member       |
| <input type="checkbox"/> Member of a Community Organization | <input type="checkbox"/> Local Business Partner |
| <input type="checkbox"/> Retired                            |   |

#### I have a child(ren), Grandchild(ren) or Relative at:

- AMS       Kana:takon School       Tsi Snaihne School, and/or       High School

Student(s) name(s) \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

#### School(s) and/or Service(s) where I would be willing to volunteer:

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Ahkwesāhsne Mohawk School | <input type="checkbox"/> Kana:takon School | <input type="checkbox"/> Tsi Snaihne School |
| <input type="checkbox"/> Secondary Services        | <input type="checkbox"/> Iohahi:io         | <input type="checkbox"/> Child Care         |

#### Coaching Activities

- Cultural Activities (Please list the cultural activities you would be willing to coach or facilitate)

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_ 4. \_\_\_\_\_

- Athletics and Sports Teams (Please list the athletics or sports teams you would be willing to coach)

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_ 4. \_\_\_\_\_

#### Student Supervision

- Supervision Level (Please list the levels you would be willing to supervise)

Any Level       Head Start       Grades K-3       Grades 4-6       Grades 7-8

- Supervision Activities: (Please list any specific type of supervision that interests you in particular)

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_ 4. \_\_\_\_\_

#### Please Note:

- AMBE Policy 412 – Other Contributors to School Community, Article 3.2.2 requires that, “To ensure the safety and security of students and staff, all Community Coaches and Student Supervisors must undergo proper Police Record Checks.”
- Because coaches and supervisors spend extended periods of time with students and/or staff, **all** Community Coaches and Student Supervisors **must** provide a Police or Record Check, and may be required to provide additional references prior to engaging with any students.
- Any position that is offered remuneration or a stipend will be asked to sign an agreement with the AMBE.

Signature: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

#### For AMBE Use:

Please forward copy to:  AMS       Kana:takon School       Tsi Snaihne School       Secondary Services

