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Kawenni:io/Gaweni:yo School

EMPLOYMENT POLICY

Revised June 2023

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PREAMBLE

This employment policy details the contractual relationship between Kawenn:io/Gaweni:yo School and its employees. The intent is to create a positive working environment through fair, equitable, well-defined guidelines.

The goal is to provide efficient and effective services with adequate resources.

The Principal along with the Board of Directors, will evaluate and monitor programs deficiencies quarterly.

Kawenn:io/Gaweni:yo School will establish and monitor policy annually. The Principal, Board of Directors and staff will work within parameters outlined by Kawenn:io/Gaweni:yo School to make the best possible service.

Kawenn:io/Gaweni:yo School EMPLOYMENT POLICY

1. Kawenn:io/Gaweni:yo School may employ such employees as are necessary for the efficient, effective and timely delivery of services. The Kawenn:io/Gaweni:yo School Employment Policy has been written to meet and/or exceed applicable labor laws and standards.
2. Kawenn:io/Gaweni:yo School personel will conduct a review to evaluate this policy to assess its effectiveness, adequacy and degree of compliance in conjunction with the applicable labor laws.
3. Kawenn:io/Gaweni:yo School employees will be provided with thirty (30) calendar day's written notice of the revised Employment Policy. It is the responsibility of the Principal to inform their employees of such changes. The Revised Policy as approved by Kawenn:io/Gaweni:yo School is effective as of **September 30, 2023**.
4. This policy is the Terms of Employment with Kawenn:io/Gaweni:yo School. It is the responsibility of the Principal to ensure that each new employee has access to this policy. Failure to comply with the terms of employment contained in this policy will result in disciplinary action.
5. HR and the Principal are responsible for ensuring that all positions have proper job descriptions and to ensure that the job descriptions are kept current.
6. The interpretation of any term, condition, word, or procedure in these Regulations may be referred to the Employment Policy Review Team for a decision in writing. Appeal of the decision can be made in accordance with the Grievance Procedure.
7. Kawenn:io/Gaweni:yo School shall not make a policy change without first receiving a recommendation from the Employment Policy Review Team.
8. Upon leaving employment, the employee is expected to return any materials and equipment, which are the property of the department.

DEFINITIONS – are the words used throughout the Policy. Please consult the appropriate section for details.

- a) “Compassionate Leave” is leave granted for personal reasons under specific circumstances, which are in the interest of the employee (compassionate meaning empathy for an employee due to unusual and personal hardship that renders the employee incapable of performing their work duties at full capacity).
- b) “Compensatory Leave” means leave with pay in lieu of cash payment for hours worked beyond regular hours or hours worked on a holiday. Such leave will be equivalent in value to the cash payment that would otherwise have been made.
- c) “Continuous Employment” means without a six-month break of employment.
- d) “Day of Rest” in relation to an employee, means a day other than a holiday on which that employee is not ordinarily required to perform duties of his or her position other than by reason of being on leave of absence.
- e) “Employer” is Kawenn:io/Gaweni:yo School consisting of a Board of Directors hereinafter referred to as “Kawenn:io/Gaweni:yo School”.
- f) “Exit Interview” – An exit interview is a meeting between an employee who has resigned or been terminated and the Human Resources Department to get feedback about the job the employee held, the work environment, and the organization.
- g) “Griever” means the person who initiated the grievance process.
- h) “Insubordination” means refusing to take proper direction from the Principal, within the current Policy.
- i) “Intellectual Property” means creative ideas and expressions of the human mind that possess commercial value and receive the legal protection of a property right. The major legal mechanisms for protecting intellectual property rights are copyrights, patents and trademarks. Intellectual property rights enable owners to select who may access and use their property, and to protect it from unauthorized use.
- j) Types of Employees: Employees include all those persons who have been hired through a job competition; who have satisfactorily completed the probation period as determined by their job description; who are employed for a specific number of hours per week and who follow an assigned timetable or schedule and who receive salaries or wages provided for the KGS.

i) “Full Time Employee on a 52-week work year” Full-time employees on a fiscal work year include those persons who were hired to perform duties that require their services on an ongoing basis for a fifty two-week year and for not less than 35 hours and not more than 42 hours per work week.

ii) “Part Time Employee on a 52-week work year” Part-time employees on a fiscal work year include those persons who are hired to perform duties that require their services on an ongoing basis for a 52-week year and for less than 35 hours per work week.

iii) “Full time employees on a 44-week work year” Full time employees on a school calendar work year include those persons who are hired to perform duties that require their services on an ongoing basis for a forty-four-week year and for at least 35 hours per week. i.e., schoolteachers and teacher assistants.

iv) “Part Time Employees on a 44-week work year” Regular part time employees on a school calendar work year include those persons who are hired to perform duties that require their services on an ongoing basis for a forty-four-week work year and for less than 35 hours per work week. i.e., some teaching positions where the workload is between 50% and under 100%. A “Teacher-By-Lesson” includes those who are hired to teach a specific subject for less than 15 periods per school cycle.

v) “Term Employee” – Term employees are defined as those persons who are hired temporarily to perform specific duties for a specified period. These employees are hired to fulfill a specific job and are hired based on the financial condition of the school. These employees will be paid according to the funding that is available for the position and will not be put on the pay grid until their position becomes full time. The KGS Board of Directors must be informed by the Principal about hiring temporary employees.

iv) “Contractual Employee” – Contractual employees are those persons hired by the KGS on a contract basis that establishes the rate of remuneration, job or project description, time frame and target dates, reporting requirements, termination date, benefits, where applicable, and incidentals. Contractual employees are usually hired on a specified term for a specified program, for a specialized service or professional expertise not normally available among existing staff throughout the system.

k) “Lay Off” means the termination of an employee’s employment.

l) “Leave” means permission to be absent from duty.

- m) "Line of Authority" means the levels of authority for the distribution and implementation of policy and procedures within the Administration of Kawenn:io/Gaweni:yo School. See Appendix "A".
- n) "Newly Hired Employee" means an employee who has not been employed with Kawenn:io/Gaweni:yo School organization for one (1) full, continuous year.
- o) "Stand-By/On-Call" will be defined by Policy.
- p) "Overtime" means time worked beyond an employee's normally scheduled work hours, and as approved by the Principal, and does not include leave time, e.g. vacation, sickness, bereavement, etc.
- q) "Overtime Compensation" is time off received for work performed beyond an employee's normally scheduled work hours. Overtime Compensation for overtime should be taken in time off.
- r) "Pay Period" shall be from Monday 8:15 a.m. to Friday 3:45 p.m.
- s) "Rate of Pay" means for the purpose of calculating a rate of pay or a rate of remuneration as a weekly, daily, or hourly rate.
- t) "Kawenn:io/Gaweni:yo School Board Secretary" means the employee designated to take the official minutes of a Kawenn:io/Gaweni:yo School Board and Committee meetings.
- u) "Training" includes on the job training, attending workshops, seminars, training courses, in-service training, and relevant conferences; in obtaining additional credentials and qualifications.
- w)" Unscheduled Shutdown" means the school is temporarily closed due to the health and safety concerns for the employees. Essential services shall be maintained through various alternative health and safety measures in place.
- x)" Workplace" is any location where the business of Kawenn:io/Gaweni:yo School is being conducted.

Vision, Mandate and Belief of Kawenni:io/Gaweni:yo Board Policies

VISION

To provide a culturally-based education that promotes understanding and pride in being Rotinonhsion:ni/Hodinohso:ni while preparing students to deal successfully with the complexities of contemporary society.

MANDATE

The parents, grandparents, aunts and uncles, all have put their minds together in the hope of providing an education that encourages the children to pursue and achieve excellence in their personal goals in a culturally appropriate manner.

The Goals of Kawenni:io/Gaweni:yo Education have been articulated and form the base upon which all curricula are developed and delivered.

The school is governed by a volunteer Board of Directors, comprised of parents and community members. These members are accountable to the Six Nations of the Grand River Territory by accepting the duties and responsibilities as prescribed in the Board Policy.

BELIEF

Our Rotinonhsion:ni/Hodinohso:ni society depends on citizens who think effectively, read critically, discuss intelligently, evaluate ideas constructively and creatively, and choose to act wisely based on a commitment to ethical values.

The complexities and global nature of today's world require that education work in partnership with the rest of society to promote excellence, mutual accountability, lifelong learning, and receptiveness to change.

Everyone has inherent value and dignity, and every individual has the right to an education throughout life. The Kawenni:io/Gaweni:yo School (KGS) prepares future generations of Onkwehon:we/Ongwehonwe to invent their future.

Goals of Kawenni:io/Gaweni:yo School Education

- a) To develop an understanding of self through the learning of Onkwehonwe Language and Culture.
- b) To develop respect and appreciation for the gifts of the Creator and to acknowledge thankfulness through the Kanonhweratontshera/Ganohonyohk
- c) To develop values of respect, trust, sharing, peace, brotherhood, harmony and justice.
- d) To appreciate and use language as the means for communicating and understanding the ideas and feelings of others.
- e) To learn appreciate and use the English language as a necessary means of communication with people of neighboring communities.
- f) To develop a mastery of mathematic skills to solve problems to deal with daily situations.
- g) To develop technical skills necessary to meet the demands of today's technology.
- h) To understand and appreciate the achievements of all peoples in the natural sciences and social sciences and the arts, and in the Onkwehonwe arts and sciences.
- i) To develop and promote creativity through a variety of activities and experiences.
- j) To develop a cooperative attitude toward learning, working and living in a group and in a community.
- k) To develop an ability to examine and evaluate constructively the opinions and situations of other peoples.
- l) To nurture independent and responsible behavior.
- m) To promote self-sufficiency and self-determination through exposure to academic, recreational, and vocational studies.
- n) To develop a healthy respect for the views and opinions of other cultures.

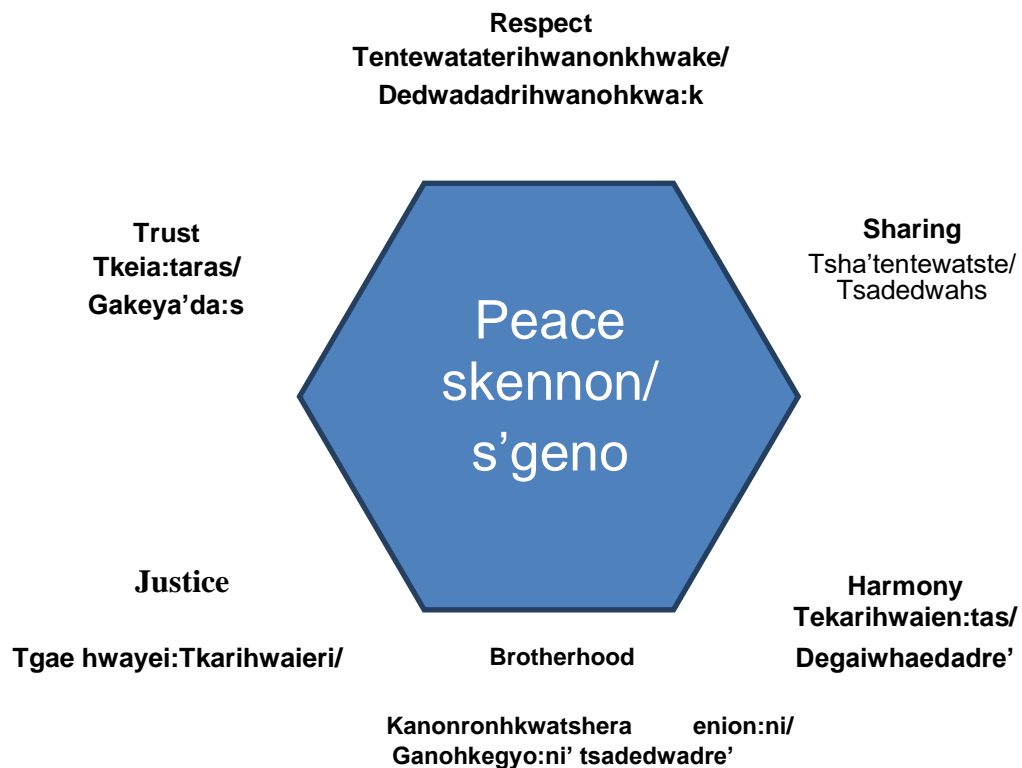
Kawenni:io/Gaweni:yo Guiding Principles

Implicit in the articulated goals for Kawenni:io/Gaweni:yo education are Onkwehonwe values of:

- Peace (Sakaterihwahseron:ni/Wadrihwahsro:ni),
- Respect (Tentewataterihwanonkhwake/Dedwadadrihwanohkwa:k),
- Trust (Tkeia:taras/Gakeya'da:s),
- Sharing (Tsha'tentewatste/Tsadedwahs),
- Brotherhood (Kanonronhkwatshera enion:ni/Ganohk egyo:ni' tsadedwadre'),
- Harmony (Tekarihwaien:tas/Degaiwhaedadre), and
- Justice (Karihwahseron:ni/Gaiwhahsro:nih).

This Board Policy guides the proper and responsible delivery and operation of the Kawenni:io/Gaweni:yo School by the Principal and staff.

The Kawenni:io/Gaweni:yo Board expects compliance with Board Policy for the implementation of the School's Vision, mandate and goals. New policy developments or changes require the consistent application of the Kawenni:io/Gaweni:yo School's foundational principles.



Kawenni:io/Gaweni:yo School Board Policy

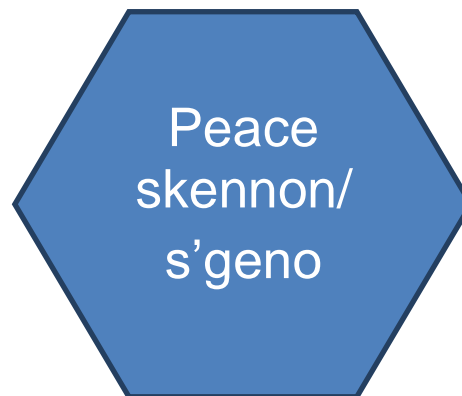
Policy Framework

The duty and responsibility of the Kawenni:io/Gaweni:yo School leadership is to protect three clearly defined areas. These areas are essential to the operation of the School and delivery of a quality education for Kawenni:io/Gaweni:yo students, families, staff, and decision-makers. Key to this success is excellence in the care, operation and administration of the School's resources. The achievement of these Criteria for Excellence results in the delivery of the Kawenni:io/Gaweni:yo School Vision. The school views the duty and responsibilities as:

1. To protect the Vision of Kawenni:io/Gaweni:yo School as an educational organization that seeks to provide a quality education for the Children of Six Nations enrolled in our culturally enriched programs.
2. To protect the financial and physical Resources received by Kawenni:io/Gaweni:yo School to enact our programmes to achieve the Vision of a quality education for our learning community.
3. To protect the students, families, staff, and leadership who are members of the Kawenni:ioGaweni:yo School learning community who are stakeholders in the delivery of a quality culturally enriched education for our People.

Vision

People



Resources

At the heart of the covenant with the People of Six Nations is the commitment to protect the Vision, People, and Resources of the Kawenni:io/Gaweni:yo School.

Human Resources Policies, Procedures, and Regulations

1.0 Policy Compliance Statement

- 1.0.1 To delegate authority from the Kawenni:io/Gaweni:yo Board of Directors (KGS Board from here within) to the School Principal.
- 1.0.2 To make the Principal of the Kawenni:io/Gaweni:yo accountable to the Kawenni:io/Gaweni:yo Board for the implementation of Human Resource procedures regulations that comply with Board Policy.
- 1.0.3 To increase understanding of policies and procedures adopted by the Kawenni:io/Gaweni:yo Board for the School Principal, and the staff of the Kawenni:io/Gaweni:yo School.
- 10.4 To provide a working guide for the Principal and Staff for the daily administration of the policies and procedures contained in this Human Resources manual.

1.1 Responsibilities

The KGS has delegated authority for the administration and management of this HR Policy to the Principal who will ensure that the policies and procedures are maintained in a fair and proper application to the daily operations of the KGS. It will also be the Principal's responsibility to further develop this policy for approval by the KGS Board of Directors.

It is also the responsibility of the Principal to administer these policies in a consistent manner for all employees.

1.2 Policy, Procedures and Regulations

- 1.2.1 All employees of the KGS under the authority of the KGS Principal are subject to the terms, conditions, and procedures of the Personnel Policy.
- 1.2.2 Policies and procedures in this manual are subject to amendment when necessary. Policy changes will be recommended and implemented by the Principal after obtaining approval by the KGS Board. Recommendations made by parents, students, teacher and the Board of directors will be given consideration.
- 1.2.3 Any issues not presently covered by this policy will be handled in a fair and equitable manner. The Principal will then bring this to the attention of the KGS Board of Directors and Principal can make recommendations for policy amendment. The Principal will act in a prudent manner in dealing with the issue under the immediate circumstances.

Amendments should be listed to indicate the section and date of modification and shall become part of this manual.

- 1.2.4 Kawenni:io/Gaweni:yo School employees will be provided with thirty(30) calendar days written notice of the revised Employment Policy. It is the responsibility of the Principal to inform their employees of such changes. KG School Board of Directors will have the responsibility for all policy changes.

1.4 Employment Full-Time and Part-Time

The KGS Board of Directors must be informed of all vacant positions. The KGS Principal is responsible for posting the positions and creating a hiring committee. One Board member must be on the hiring committee.

1.4.1.1 Lateral Transfers

A vacant or new position may be filled by lateral transfer. Lateral moves may be made upon recommendation of the Principal, by agreement with the Principal and with the KGS Board of Directors.

1.4.1.2 Internal Competition

Vacant or new positions may be filled by internal competition within the KGS.

1.4.1.3 Full Competition

If a vacant or new position becomes available, the position must be put up for competition. Consistent with KGS's Vision, Mandate, Belief and Goals, preference will be given to Haudenashaunee candidates as a first preference, and secondly, priority will be given to other indigenous candidates. These priorities will be set out on the job postings and communicated with candidates. Non-indigenous candidates will be treated fairly. This hiring preference is applicable to all KGS positions including teaching staff, support staff, and administration and this policy is guided by the following principles: merit-based; understandable; and clear communications.

KGS will advertise within or outside the community in terms of this new position as recommended by Principal and with the approval of the KGS Board of Directors.

1.4.1.4 Competition Procedures

- a) All vacant and new positions may be posted and advertised for at least two weeks for internal competition and for external competitions for as long as deemed necessary.
- b) All applicants must complete an application; recent police check (3 months), submit a complete resume with official documents and meet all qualification requirements to be considered for the position.
- c) All applicants shall be screened and potential candidates will be interviewed by a Selection Committee (Ad Hoc).
- d) All candidates shall be supplied with a job description for the vacant or new position. The job description will contain the duties and responsibilities and other relevant information for the position.
- e) A Selection Committee shall be formed and must be composed of a member of the KGS Board, the immediate Supervisor, Principal and/or a designate. The Selection Committee must be composed of at least three people.
- f) For Leadership positions i.e Principal, 2 board members and Principal.
- g) The Selection Committee will rank order the candidate from high to low based on selection criteria that includes knowledge, skills, attitude, training, experience, interpersonal skills, and personal

suitability for the position. The candidates who rank highest overall on selection criteria will be considered to meet the requirements for the position. The Selection Committee will then review the candidates for suitability for the position and the mandate of the school and make a recommendation for appointment to the KGS.

- h) The KGS Principal/or designate will notify and offer the position to the successful candidate and notify the remaining candidates of the outcome of the competition. The Principal will complete an agreement with the successful candidate.

1.4.2 Term Employment

Temporary positions may be filled by the Principal with the best qualified for the job. KGS Board of Directors will be notified by the Principal.

1.4.3 Contractual Employment

Contractual positions may be filled by the Principal. A selection committee may be formed to interview candidates for a position. A contract agreement must be completed with the successful candidate.

1.4.4 Job Descriptions

- a) Employees who are hired into employment full-time and part-time positions and into term positions will carry out their responsibilities according to the job description. All job descriptions can be found on the shared common drive.
- b) Employees will be expected to perform related duties and related assignments from time to time as directed by the Principal.
- c) Employees will carry out duties and responsibilities under all circumstances, according to instructions from the Principal or except under circumstances where the personal safety of the employee or others is a factor.

1.4.5 Orientation

All new employees will be required to attend and participate in an orientation process. The orientation is to provide the employee with an understanding of the philosophy, mission, goals, objectives, history, structure, policy and procedures of the KGS.

1.4.6 Probation

- a) All new employees shall have a probation period of one year.
- b) A written review of the employee performance will be completed by the Principal or immediate supervisor in three months, six months and before the one year at the end of the probation period. The decision will then be made to retain or dismiss the employee or to extend the probation period for an additional three months.
- c) During the probationary period an employee may be terminated for lack of suitability for the position.
- d) Upon successful completion of the probation period, the Principal will advise the employee the change to full time status.

1.4.10 Resignation

- a) All employees must give four weeks' notice in writing if they intend to resign. A two week notice in writing will be accepted by the KGS Principal and Board of Directors under exceptional circumstances.
- b) Any employee absent five consecutive days without permission or reasonable cause will be regarded as having abandoned the position.

1.4.11 Evaluation

- a) An annual evaluation of each employee's performance must be completed by the Principal or their immediate supervisor and submitted to the employee before the end of the school year or the fiscal year.
- b) All evaluations will be kept confidential in the employee personnel file and under the supervision of the Principal.

1.4.12 Career Progression

KGS is committed to encouraging all staff and teachers to further their knowledge and skills for working in this Language Immersion School and as such have developed a program of tuition refund to assist in offsetting the cost of tuition and books/resources for additional qualifications, language acquisition courses or education/training courses. Limits are being set for courses that are taken under this policy. Prior approval is mandatory for any reimbursement under this program is due to financial conditions and budgetary restraints.

Limits are being set that are equivalent to the cost of additional qualifications courses for teachers which are presently set by the universities and may change as the tuition changes. Present limits are \$710 according to Brock University Additional Qualifications Courses – June 2018. Needs to be modified each year to accommodate any financial increases to the courses.

1.4.13 Teacher Employee Tuition Refund Program

KGS is committed to encouraging teachers to further their knowledge and skills for teaching in this Language Immersion School and as such have developed a program of tuition refund to assist in offsetting the cost of tuition and books/resources for additional qualifications or language acquisition courses. Limits are being set for courses that are taken under this policy. Prior approval is mandatory for any reimbursement under this program is due to financial conditions and budgetary restraints.

Eligibility

All fulltime teachers are entitled to participate in the education Tuition Refund program.

Terms:

- A. Prior to registering for any courses, the employee must present a request, in writing, to the principal indicating the following information:
 - The employee's short and long-term career goals.
 - How the course/program being applied for relates to short/long-term goals
 - Reasons for taking a particular course.
 - Name of specific course being applied for.
 - Contents of the course.

- Estimated length of time to complete course.
 - Cost of the course.
 - Name of learning institution.
- B. The Principal shall review the application and attach a recommendation for processing through the Finance Office.
- C. The KGS reserves the right to refuse applications for courses that could adversely affect the performance and/or productivity of an employee's regular work hours, or which are not appropriate to the development of the employee's career with the school.
- D. KGS may grant advances to cover the cost of tuition and books/resources but will only pay the tuition fees directly to the credit granting institution.
- E. KGS will reimburse the employee for tuition fees and books related to the approved course but will not pay for finance charges, interest costs, test equipment, student fees, administration charges, or other items of this nature.
- F. Employees will be reimbursed for 100% of tuition and books upon successful completion of the course. The reimbursement will be processed upon receipt of the completed transcript or certificate.

1.5 Code of Discipline

The concept of discipline implies a respect on the part of all employees for the philosophy, mission, goals and objectives of the KGS.

The Board recognizes the importance of undertaking Progressive Disciplinary action to address job related behavior if an employee is not meeting expected performance standards, with the objective of correcting behavior and improving employee performance. The Employer will ensure that a progressive disciplinary action process is in place and applied consistently. This process includes a series of progressive corrective steps (based on the severity of the behavior or conduct in question) to address employee performance concerns or specific incidents.

All disciplinary action should be thought of in a serious manner both by the employee as well as the supervisor responsible for its implementation.

All supervisors are encouraged to approach the discipline process in a very positive manner. All employees should be given the opportunity to present their concerns to the person responsible for any disciplinary action.

The Code of Discipline is intended to serve as a guide to promote and to assure proper order, efficient control and acceptable conduct by all supervisors. All employees should be given every reasonable and possible chance to play a positive and satisfactory role in the operation of the school system. Disciplinary interviews must always be conducted in and in confidence.

Generally, there are four steps in the disciplinary process. However, one or more steps may be bypassed depending on the seriousness of the action.

1.5.1 Oral Reprimand

An oral reprimand is the first stage of the disciplinary process. It is used to make the employee aware of the problem, to emphasize the need to improve and to plan to correct behavior. An employee is

given an oral reprimand in an interview with his/her supervisor. A record of an oral reprimand must be signed by the Principal and employee and is placed in the employee's personnel file.

1.5.2 Written Reprimand

If the concerns continue after a reasonable period, a second interview will be held in which the employee is informed that the conduct of performance has not improved. The employee receives a written reprimand confirming the interview that will be signed by the Principal and employee. The object of the written reprimand is to encourage the employee to correct behavior. Employees are encouraged to give their explanation either orally or in writing.

The written reprimand is placed on the employee's personnel file. Every employee is given the opportunity to sign the reprimand indicating that he/she agrees or disagrees, has read and understood its content. If the employee refuses to sign then a witness must be called upon to verify the refusal of the employee to sign the written reprimand and the process is then followed to file in the personnel file.

1.5.3 Suspension

Suspension is an enforced, temporary absence from duty without pay. Suspension usually follows where the employee has not responded to oral or written reprimands. In cases where the offence is serious, suspension may be imposed immediately.

There are two kinds of suspensions:

1. An unpaid suspension of a definite duration, without pay.
2. Administrative suspension is a suspension imposed "pending investigation" of the facts.

Suspension is imposed after an unbiased investigation has been made. The employee is informed in writing of the suspension and shall be communicated that further misconduct could lead to dismissal.

1.5.4 Dismissal

Usually, an employee is dismissed only after other corrective measures have been tried but failed. In some instances, where the offence warrants it, the employee will be dismissed without any prior disciplinary actions. A thorough and unbiased investigation of the facts is made and an interview with the employee is held. However, where an employee is on an administrative suspension, a subsequent interview need not be held but may be desirable.

At the discretion of the Principal, in consultation with the KGS board, the employee may be dismissed immediately with written notice for a violation of policy which seriously affects the welfare of the staff and students.

1.5.5 Causes for Disciplinary Action and/or Dismissal

The illustrations of unacceptable performance and conduct cited below are to provide specific and exemplary reasons for initiating disciplinary action, and to alert employees to the more commonplace types of employment violations. However, because conditions of human conduct are unpredictable, no attempt has been made here to establish a complete list. Should there arise instances of

unacceptable conduct not included in the following list, the KGS may likewise find it necessary and appropriate to initiate disciplinary action in accordance with these policies and procedures.

Some of the causes for disciplinary action and/or dismissal are:

1. All substance abuse within the buildings or grounds of all education facilities of KGSs and while on field trips with students, including any off-duty activity that subsequently affects the employee's job performance or employment.
2. Misconduct in terms of absence, work performance or personal behavior.
3. Off Duty Conduct: Generally, the KGS regards off-duty activities of employees to be their own personal matter rather than that of the school. However certain types of off-duty activities by employees represents the potential for harming the K/G School Board's reputation and the credibility of the employee to carry out their employment responsibilities. For this reason, the following is established with the intent to outline conditions and guide employees:
 - a) Employees who engage in, or are associated with illegal, immoral, or inimical conduct, the nature of which adversely affects the KGS's name, or their own ability or credibility to carry out their employment responsibilities, may be subject to disciplinary action including termination.
 - b) Conviction of a crime committed during the course of employment, which jeopardizes the employer's property and security, its public reputation or the interests of other employees, may be terminated. Similarly, an employee who is convicted of a criminal offence during off duty hours, if it prejudices any one of those interests, may also be terminated by the employer.
 - a. Sleeping on the job.
 - b. Insubordination.

While insubordination refers to someone who is being disobedient or disrespectful, insubordination is defined more specifically as follows: When insubordination occurs at work, it is more than just being disrespectful, it is the refusal of an employee to take a direct order from a supervisor/coordinator or it involves a confrontation between an employee and a supervisor/coordinator. Both of these acts will usually end in severe consequences for the employee.
 - c. Failure or refusal to abide by the policies of the KGS.
 - d. Releasing confidential information without authorization.
 - e. Defrauding the KGS.
 - f. Excessive lateness and absenteeism.
 - g. Incompetence and incapacity to perform duties.
 - h. Refusal to accept reasonable and proper assignments from an authorized supervisor.

In the case of the dismissal of a regular employee, in relationship to "causes for dismissal", the employer will not pay the employee from the date of the dismissal.

Only the KGS Board of Directors and Principal have the authority to reprimand, suspend or dismiss employees.

1.6 Grievance Procedure

- 1.6.1 The intent of the Grievance Procedure is to provide employees with a fair process through which legitimate concerns may be heard and acted upon.
- 1.6.2 It is important for supervisors to create the type of climate and rapport that will encourage employees to address and discuss any legitimate concerns without provoking resentment. It is also important to stress that communication among employees and supervisors is the key to resolving potential problems before they become grievances.
- 1.6.3 An employee who has a grievance concerning improper or unfair disciplinary decisions, or feels an inappropriate interpretation of these procedures can initiate a grievance by following these steps:
- Step 1: Communicate the grievance in writing with the supervisor. (Including reasons to support the grievance)
 - Step 2: If the grievance is not resolved through informal discussion, the employee may request a review of the situation by the KGS Principal. If the supervisor is the Principal the Principal will attempt to resolve the grievance informally, otherwise will review the situation. A copy of the original grievance and other correspondence on the matter must be presented.
 - Step 3: If the grievance is not resolved to the satisfaction of the employee, the final step is to appeal to the KGS Board of Directors, who will review the matter through fair process.

The KGS Board of Directors shall conduct a review in accordance with established guidelines. The decision of the KGS Board of directors is by majority and is final.

1.7 Conduct and Behavior

All KGS employees are expected to maintain the highest standards of conduct. Working in education demands that an employee show the utmost respect for one's self as well as for others. An employee's behavior and appearance are always in full view of the children and the parents of KGS.

Employees must be positive role models for future leaders of KGS.

All employees should promote and ensure the highest quality of education services, should maintain high professional standards, both at work and outside of work, and should continue to give their full efforts to improve the quality of education at KGS.

- a) All KGS business, including correspondence, conversations, issues, and administration matters are to be treated as confidential and all employees are expected to respect this policy.
- b) Designated employees shall have access to keys for files and records with the approval of KGS Principal.
- c) KGS equipment and supplies cannot be used for personal purposes.

- d) All employees shall promote good will between students, parents, co-workers, the community and other institutions.
- e) All employees shall establish and maintain positive interpersonal relationships with students, parents, co-workers, the community and other institutions.
- f) All employees will not be permitted to engage in negative conversations about another staff member or parent in/out of the school.

1.7.1 Dress Code

The purpose of the Dress Code Policy is to establish a precedent that is to be respected and adhered to by all staff. As professionals in our school, we realize and value the public's perception of our role as mentors and models for students therefore the following dress code is being implemented by the KGS School Board. This policy will apply to all administration, teachers, education support staff and volunteers.

A. Procedures

The Principal will consult with the staff on an annual basis to review expectations related to the dress code.

- a) Appropriate consideration must be given to the following issues:
 - expectations for staff compliance
 - a review process that involves consultation with staff
 - the role that an appropriate dress code has in promoting a safer and more respectful learning and teaching environment
- b) Clothing that detracts from the learning atmosphere is considered inappropriate.
- c) Requests for changes to the school dress code will be directed to the school Principal and will be made in consultation with school staff.
- d) The school dress code must be communicated to all teachers and support staff on an annual basis.
- e) The school Principal has the responsibility to ensure that every staff follows the dress code.
- f) Non-compliance with the dress code will result in the staff member being asked to leave the school to change into more appropriate dress for the work place.
- g) Non-compliance with the dress code may also result in the imposition of consequences, suspension or even dismissal.

B. Inappropriate Clothing- The following list has been developed to inform teachers of unacceptable and inappropriate clothing:

- a) Any excessively tight or body-contoured clothing form-fitting article of clothing are considered inappropriate dress.
- b) Tank tops, shorts, cut-offs, fatigues, spandex, spaghetti straps, halter-tops, low-cut garments, and short shirts are considered inappropriate dress.
- c) Tattered, frayed, ripped or excessively worn and faded clothing are not considered professional dress regardless of the current style or trends.
- d) Transparent, translucent or sheer clothing may not be worn.
- e) Clothing associated with gang activities, inappropriate language, pictures or logos, are not permissible.
- f) Clothing that bares any part of the mid-section, even if the mid-section is bared unintentionally is not acceptable.
- g) Portions of underwear or undergarments shall not be visible at any time.

1.8 Confidentiality

- 1.8.1 All staff must keep incoming and outgoing mail, telephone calls, conversations, and documents will be treated with discretion and confidential matters will be kept within the confines of the KGS operations.
- 1.8.2 All inquiries as to confidential or K/G School business will be directed to the appropriate supervisor.

1.9 Conflicts of Interests

- 1.9.1 No employee of the KGS shall be elected or appointed to be a Board member of KGS.
- 1.9.2 Any employee who is elected or appointed shall be deemed to have automatically resigned as an employee of the KGS.
- 1.9.3 All employees shall not impose or include his/her political, social or religious beliefs in a manner that is averse to the KGS Program, philosophy or to any other staff member.
- 1.9.4 Previous Employees of KGS are not eligible to become board members unless they have had a 2-year lapse in employment from KGS.

1.10 Lay-Off

1.10.1 School Staff

Notice of lay-off for the end of the current school year, that results from changes in programs, student enrolment, unsuitability of staff, and other planned/unplanned variables, will be issued to the affected staff by March 1st of the present year or as circumstances changes occurring after March 1, 2017.

1.10.2 All other staff

Notice of lay-off will be given to employees two (2) months in advance. The Principal is responsible for notification of resignation, termination, all leaves of employees to the KGS immediately.

1.10.3 Other factors which impact negatively, and are outside of the control of the KGS (such as insufficient/reduced support from our funding sources) may of necessity, result in subsequent lay-offs at all employee levels.

1.10.4 Staff lay-offs may also result from other factors which may impact the overall expectations for the productivity of a staff member.

1.11 School Calendar Year

The work year for some employees on a forty-four-week work year begins the week after the Labor Day holiday of the current year and ends on June 30th of the following year.

The work year for all employees on a fifty-two-week work year begins on Sept. 1st of the current year and ends on Aug. 31st of the following year.

1.12 Fiscal Work Year – April 1 to March 31

The work year for all employees working on a fiscal year begins on the first working day of the fiscal year. These employees are usually contracted for the fiscal year based on grants that are approved for a limited amount of time.

1.13 Hours of Work

1.13.1 Teaching Staff on a School Calendar Work Year

All school staff on a School Calendar Work Year will work a 7.5 hour day with a paid lunch break for a minimum total of 37.5 hours for a five (5) day work week. Hours of work are from 8:15 a.m. to 3:45 p.m.

There are no summer hours for teaching staff on a school calendar work year.

1.13.2 Staff on a Fifty-Two Week Work Year

1.13.2.1 Administrative KGS Staff

All school staff on a fifty-two-week work year work a 7.5-hour day with a paid lunch hour for a five (5) day work week. Exceptions are made and are identified in the contractual agreements.

1.13.2.2 Maintenance at KGS

The total number of work hours per week will be identified in the contractual agreement. Daily time sheets will be signed off by the Principal and then forwarded to the Finance Officer for processing.

1.13.2.3 Maintenance and Security: KGS

The total number of work hours per week is 42 hours, with the exception of the Maintenance Manager who has different times throughout the day.

Daily/nightly time schedules for Maintenance and Security personnel will be the responsibility of the Principal.

These schedules need to accommodate the needs of the school and are subject to adjustments.

1.13.2.4 School Support Staff

Teacher Assistants, resource and curriculum staff will have the same work hours as the staff on a school calendar year.

Summer hours for school support staff will be the same as the summer hours as the teaching staff of the KGS or according to their contractual agreements.

1.14 Absences and Punctuality

The purpose of the Attendance and Lateness Board policy is to establish, for each employee, the requirement that they work all scheduled hours as deemed necessary by his or her contractual agreement. Kawenni:io/Gaweni:yo School places a high value on attendance and punctuality, and expects all employees to arrive to work at the scheduled time of day on each work-day. Regular attendance and consistent punctuality are critical to the goals, objectives, effectiveness, and standards of Kawenni:io/Gaweni:yo School and its day to day operations.

Employees who are chronically absent or late adversely affect day to day operations and staff morale, thus diminishing the quality and level of normal operations. This procedure is to clarify absenteeism and attendance issues with the following procedures.

Procedures

According to Policy the following will apply:

1. School Calendar Year (44-week work year)

The work year for these employees begins the week after Labor Day of the current year and ends on June 30th of the following year. A longer school day has been adjusted to compensate for the one week taken for Midwinters ceremonies and adding the June 21 solidarity day as a designated holiday.

2. Work Year (52-week work year)

The work-year for these employees is based on a 52-week contract.

3. Hours of Work

- a) All school staff on a School Calendar Work-Year will work a (7.5) hour day with a paid lunch break. There are no working summer hours for education staff on a school calendar work-year.
- b) Staff on a fifty-two-week work-year and Administrative KGS Staff on a fifty-two-week work-year may have varied work hours based on individual contractual agreements.
- c) Maintenance at KGS will work 7.5 hours days.

4. Absences and Punctuality

- a) All employees must comply with the procedures established for reporting absences or lateness for work.
- b) Each employee is expected to sign in each morning at reception and be responsible for signing out when they leave the building. This ensures the reception desk is aware of who is in the building at all times.
- c) These sign in sheets are then used to cross reference the end of the month attendance forms therefore keeping accurate records at the receptionist desk is important and are part of our tracking system for staff attendance and late issues. Those who do not sign in will assumed to be absent for the day
- d) If you are going to be late or away for the day, you must inform the principal or designate in time for a replacement in your class or a replacement to take care of any other designated responsibilities for the day.
- e) Unacceptable attendance includes (but is not limited to) unexcused or persistent early departure during scheduled working hours, abuse of established sick/discretionary leave benefits, or tardiness.
 - Early departures or lateness during scheduled working hours are considered excessive if they exceed 5 per work-year.
 - Employees are considered late if they arrive to work after their start time of 8:15 am. Time in excess of this start time are considered unacceptable and are considered a cause for a reprimand and may lead to dismissal. Employees who are late in the day are not allowed to make up these hours at the end of the day. The reason for this is to ensure the employees are here during business hours when they are needed to perform their duties and responsibilities in relation to all school activities.

- f) If absence from work exceeds the number of sick/discretionary or personal leave days, there is no provision for borrowing against future sick/discretionary or personal leave days and weekly pay will be adjusted accordingly.

5. Reporting Monthly Leaves of Absence

- a) All staff must complete a Leave Form in advance if they know they will be away or immediately upon return from a leave of absence. All Leave Forms must be signed off and approved by the Principal or designate. The original will be kept and a copy will be returned to the employee for their records.
- b) Completed Monthly Attendance Forms - Monthly Attendance forms must be into the personnel office by the fifth working day of the month. Pay cheques will be withheld for negligence to comply with this procedure. Forms for Teachers and Administration staff are now differentiated and these forms can be found on the Shared Common server [S:\Attendance Staff](#)

6. Mailbox and Round-Trip Envelopes

- a) Mailboxes have been set up at the front reception area for each employee to receive and send mail to each other. Please use this mailbox to process your forms.

1.15 Health and Safety

School Closures

Schools and office may be closed for one or more of the following reasons:

No Electricity, No heat, No water, Weather conditions, Pollution and Safety/Security reasons

The Principal or an assigned delegate is responsible for deciding to close the school. The decision to close the school is made after communication with authorities about the resumption of services and determining if the continued lack of services affects the health and safety of the students, and staff.

The transportation provider will contact the principal early in the morning if the buses are not running. The Principal will then contact CKRZ radio station, School Messenger will be sent out to inform parents of the closure. The principal will then inform all staff about the school closure.

If there is no guarantee that services will be resumed or conditions changed within an hour, schools should be closed at an appropriate break in the school day. Parents will be notified by School Messenger or the teachers will contact parents about the closure during the school day.

The principal or an assigned delegate is responsible for deciding to dismiss the staff for health and safety reasons.

Workplace Security:

KGS has installed surveillance cameras throughout the school to help monitor people coming in/out of the KGS.

The side door leading out of the Longhouse area is locked at all times. Students and staff must push a button for the Administration Assistant to let them in.

All visitors and parents must report to the Administration Assistant at the front office. If a person is planning to stay, they must date and sign up at the time of their arrival.

Unsafe Persons:

The following persons are not permitted on KGS property, schoolgrounds or at KGS events, field trips, community events or any other activity attended by KGS staff or students:

- i) any person registered under a sex offender registry system; ii) any person registered under a violent offender registry; iii) any person registered as a dangerous offender under the Criminal Code of Canada.

1.16 Employee Benefits

1.16.1 Designated Paid Holidays

All full-time and part-time employees of the KGS are entitled to the following paid holidays:

1. New Year's Day (OHSERA:SE)
2. January 2
3. Family Day
4. Good Friday (SHAHONWARIO)
5. Easter Monday
6. Victoria Day (KAHSWENHTHA - Two Row Wampum Day)
7. June 21st Solidarity Day
8. July 1st (KORAHNE AOWENHNISERA)
9. July 4th
10. August 1 - Civic Holiday
11. Labour Day (ROTIOTENION RAONENHNISERA)
12. National Truth and Reconciliation Day – September 30
13. Thanksgiving Day (TSI NA'TENIONTENONHWE)
14. Christmas Day (ROTON:NI)
15. Boxing Day

Note: Solidarity day was added as a board designed holiday due to the changes made to extend the hours in the day. All of Six Nations Schools are taking this day as well.

1.16.2 All full-time and part-time employees of the KGS on a School Calendar Work Year are also entitled to a paid Christmas break and a paid March break as scheduled in the School Calendar.

1.16.3 When a holiday falls during an employee's vacation leave, that day off may be added to the beginning or the end of the vacation or taken at another time as agreed upon by the employee and the Principal.

1.16.4 All employees will get paid on Christmas break, Midwinter ceremonies and all other designated holidays.

1.17 Traditional Ceremony Days

The KGS recognizes and respects the right of KGS full time and part time employees to be excused from work to attend and to participate in traditional ceremonies. Six Nations of the Grand River Territory ceremonial days will be covered under this policy and ceremonial days outside the community will NOT be covered under this policy.

Possible ceremonial days at Six Nations of the Grand River Territory that may fall on a school/work day are as follows: Mid-Winters (7), Haduihs (2) spring and fall, Ohgiwe (2) spring and fall, Thunders (1), Big Green Corn (3), Gaihwiy:yo (4) = at least 19 days, Dish Game may add days. This would affect any Faithkeepers who are teaching the most. Some days like Haduih and Ohgiwi don't start until afternoon. Teachers or staff will come in for the morning.

Mid-Winter Ceremonies - The academic calendar year begins the fourth week of August to accommodate for a week off in January when the Mid-Winter ceremonies take place. During this week the school will be closed.

If a second week is needed for Mid-Winter ceremonies teachers and students will be off in order for them to attend the ceremonies. The school will be open for all other personnel.

Five (5) additional days may be taken to attend ceremonial days with pay. Any other days taken above the five days will have to be taken using other leaves such as discretionary leave or personal leave. Any other days taken for ceremonial days that are above the five allotted days or accumulated discretionary or personal leave must be taken without pay.

Full-time and part-time KGS employees are required to request leave in writing to attend traditional ceremonies.

These days may be taken from the beginning of the school year to the end of the school year. Unused days shall not be carried over into the new school year.

1.18 Vacation

1.18.1 Administrative staff on a 52-week work year are eligible for vacation leave and must stagger their vacation over the school year. Employees must have worked a full year to be entitled to the following vacation leaves.

1.18.2 The number of days of vacation leave accumulated is determined by the number of completed continuous years of service as scheduled.

Years of employment completed	Vacation leave days earned
0 to 11 months	4%
1 year	10 days
2 years	15 days
5 years	20 days
10 years	25 days
20 years	30 days

- 1.18.4 Vacations may not be carried over to the next work year by employees without the consent of the Principal. In addition, there is no provision for the "borrowing" of vacation leave from the next work year.
- 1.18.5 All employees are required to give at least two weeks' notice, in writing, to the Principal, prior to commencement of vacation leave with succession workplans in place for supply teachers.
- 1.18.6 All vacation leaves should, whenever possible, be taken during the months of July or August when there are no students and the school is closed.
- 1.18.7 If the employee wishes to take their annual vacation outside the normal period, it would be without pay and he/she must give one month's advance notice. Final decision will be by the Principal.
- 1.18.7 In order for coverage and services to be maintained, overlapping vacation of employees will not be permitted. Conflicting schedules will be resolved by the principal.

1.19 Leave General

All employees are entitled to 7.5 hours of earned paid leave per month.

An employee shall not be granted two (2) different types of leave with pay or monetary remuneration in lieu of leave in respect of the same period of time.

An employee is not entitled to leave with pay during periods he or she is on leave without pay or under suspension.

In the event of termination of employment for reasons other than death or lay-off, the Employer shall recover from any monies owed the employee an amount equivalent to unearned vacation and sick leave taken by the employee, as calculated from the classification prescribed in the employee's certificate of appointment on the date of the termination of the employee's employment.

1.20 Discretionary (Sick)/Personal Leave

Discretionary/sick leave with pay shall be granted to an employee when he/she wishes to take time off for any purposes to be used at their discretion. To this end, a certain number of days are provided annually to all regular full-time and part-time employees.

- a. Regular full-time employees on a 52-week work year (non-teaching staff) shall be granted 12 discretionary/discretionary/sick leave days, which will be earned at 1 day per month.
- b. Regular full-time employees of 44 - week work year (Teachers and Teacher Assistants) shall be granted 10 discretionary/sick leave days for the School Calendar Work Year which will be earned at one day per month. Each school year will begin with 7.5 hours in September.
- c. Regular part-time employees shall be granted one day per month for full time employment (37.5 hours per week). All other discretionary/sick leaves will be pro-rated according to the number of hours worked per week. i.e. Each employee will earn 1.5 hours of discretionary/sick leave each

day they work. (4 days X 1.5 = 6 hours of discretionary/discretionary/sick leave for a 30hour work-week)

- d. Employees are required to notify the Principal immediately in the case of taking time off.
- e. Discretionary/sick leave benefits can be accumulated from year to year. This will allow for unexpected sick leave which may be needed to cover more than a week off work.
Discretionary/sick leave can be used hourly (i.e. Doctor's appointment using 2 hours)
- f. Sick leave credits earned but unused by an employee during a previous period of employment shall be restored to an employee whose employment was terminated by reason of lay-off and who is reappointed within two (2) years from the date of lay-off.
- g. Long and short-term illness: When the illness activates the disability insurance benefit. See the Health Benefits manual for further details of eligibility and any wait periods.

Pandemic Emergency Leave Protocols and Procedures

Employee Health Protocol

Guidance if Exposed - While we hope to avoid exposure from serious viruses (ie. COVID-19), we need to be prepared for that possibility. If you or someone you've been in contact with has been exposed to the virus, our first concern is for your health and safety, and of those around you. Please do the following:

- 1. Let your direct supervisor know immediately for purposes of contact tracing.
- 2. Contact the following (in order of priority) to let them know you have been exposed, and follow their instructions:
 - a. Your healthcare provider
 - b. Principal
 - c. Vice-Principal
- 3. You will need to secure a COVID-19 assessment and wait for your results.
- 4. Self-isolate.
- 5. Provide documentation to the Principal and the Vice-Principal once results are secured.

A. Returning to Work

- 1. Employees who are self-isolating and are incapacitated due to contracting the COVID-19 VIRUS; and who are unable to perform their duties shall use their Discretionary (Sick)/Personal Leave as outlined in 1.19 and 1.20 above.
- 2. Employees returning to work on-site from an approved medical leave need to contact the KGS Principal. You will be asked to submit a healthcare provider's note before returning to work.
- 3. If you have been diagnosed with a serious contagious virus (ie. COVID-19), you may return to work on-site when all three of the following criteria have been met:
 - a. You have improved in respiratory symptoms (cough, shortness of breath, etc.); and

- b. At least 14 days have passed since symptoms first occurred *or* you receive a negative COVID-19 test result; and
- c. You produce documentation from a medical professional that clears you to return to work.

B. Remuneration During a Pandemic

1. Self-Isolation- if you have been exposed to, or tested positive for COVID-19 and need to self-isolate for 14 days you will receive your regular pay as long as you can continue to work from home.

Workplace Safety and Insurance Board (WSIB)

– This is available to staff who may be off longer than the 14 days of isolation.

If you are injured or become ill at work-

You have six months from the date of injury, or in the case of an illness, six months from the date of diagnosis, to claim benefits by reporting your injury or illness to the WSIB.

You should report your workplace injury or illness even if:

- your supervisor or manager tells you not to report it, or that you will lose your job if you report it
- your employer tells you that your injury or illness is not covered by the WSIB
- your employer tells you to use sick days to recover from a workplace injury or illness, rather than report it.

1.21 Bereavement Leave

All KGS staff are entitled to paid bereavement leave for family members. All employees will receive enough days to cover the 10-day bereavement period (which includes weekends as part of the ten days). It is up to the individual whether they decide to take them.

For bereavement Family is defined as: Children, stepchildren, parents, grandparents, spouses, common law spouses, brothers, sisters, stepbrothers, step-sisters.

At the discretion of the Principal the definition may also include those who are not related, but whom the employee considers to be like a close relative.

After the 10-days bereavement period, the employee feels they are not ready to return to work; the employee may apply for short term leave (an additional 15 days) without pay if discretionary or personal leave is not available.

Up to one paid leave may be granted for the purpose of attending a funeral of a close friend or acquaintance with written consent of the principal.

All KGS students are also entitled to bereavement leave and will not be counted as absent. All students are allowed up to have the same bereavement allocations of days off as defined for the staff.

1.22 Pregnancy/Parental Leave

- a. Pregnancy Leave - Both Mother and Father are entitled to 17 weeks of unpaid time off work. See Attached Employment Standards Act.

- b. Parental leave - An additional 61 week parental leave may be taken which adds up to 52 weeks in total. The parents are entitled to split the leave anyway they wish as long as it adds up to 52 weeks. The employee must inform the employer in writing 3 months prior to the expected due date.
- c. Extended maternity leaves or interrupted maternity leave may also be granted for special cases involving risks to the mother and child or for premature births.

According to the Employment Standards Act

Pregnant employees have the right to take **pregnancy leave** of up to 17 weeks of unpaid time off work. In some cases, the leave may be longer. Employers do not have to pay wages to someone who is on pregnancy leave.

New parents have the right to take **parental leave**--unpaid time off work when a baby or child is born or first comes into their care. Birth mothers who took pregnancy leave are entitled to up to 35 weeks' leave. Birth mothers who do not take pregnancy leave and all other new parents are entitled to up to 37 weeks' parental leave.

Parental leave is not part of pregnancy leave and so a birth mother may take both pregnancy and parental leave. In addition, the right to a parental leave is independent of the right to pregnancy leave. For example, a birth father could be on parental leave at the same time the birth mother is on either her pregnancy leaves or parental leave.

Employees on leave have the right to continue participation in certain benefit plans and continue to earn credit for length of employment, length of service, and seniority. In most cases, employees may be given their old job back at the end of their pregnancy or parental leave.

An employer cannot penalize an employee **in any way** because the employee is or will be eligible to take a pregnancy or parental leave, or for taking or planning to take a pregnancy or parental leave.

Ontario's ESA and the Federal Employment Insurance Act

The [Employment Standards Act, 2000](#) (ESA) provides eligible employees who are pregnant or are new parents with the right to take unpaid time off work.

In contrast, the federal [Employment Insurance Act](#) provides eligible employees with maternity and/or parental benefits that may be payable to the employee during the period he or she is off on an ESA pregnancy or parental leave.

The rules governing the right to take time off work for pregnancy and parental leave under the ESA are different from the rules regarding the payment of maternity benefits and parental benefits under the federal [Employment Insurance Act](#). For example, a new father may choose to commence a parental leave under the ESA up to 52 weeks after the child is born. However, there may be restrictions on accessing the employment insurance parental benefits at that time. **It is extremely important that employees obtain information about their rights to EI benefits if they are considering taking a pregnancy or parental leave under the ESA.** For information about [maternity and parental benefits](#), contact Service Canada's Employment Insurance Automated Telephone Information Service at 1-800-206-7218.

1.23 Marriage Leave

An employee who has completed one year or more of continuous employment shall be granted leave with pay to the extent of not more than five working days for the purpose of marriage and honeymoon.

1.24 Special Leave

An employee may request in writing special leave with pay or without pay from the Principal. At the discretion of the Principal, up to 3 consecutive days leave with pay may be granted under very special circumstances only, usually for reasons not specified within this policy. Extended days may be allowed at the Principal's discretion. All staff will make requests to the Principal.

1.25 Court Leave

An employee may be granted leave with pay to attend a subpoenaed court hearing, jury selection, or jury duty, when the employee acts in a court of law as a juror or witness in a case to which he/she is not a party.

1.26 Professional Development Leave

All employees are encouraged to upgrade, reinforce, and enhance their training by taking advantage of professional development courses, workshops, seminars, conferences and conventions offered by the employer, educational institutions, professional associations and community institutions.

An employee who is interested in a specific professional development activity must submit a completed Application for Training Form to the Principal. The Principal must approve and confirm the training application.

An employee whose application has been approved and processed must agree to make a presentation to his/her peers and submit a report whether it verbal or written to the Principal.

1.27 Personal Leave of Absence

- a. An employee who has five or more years of continuous service may request in writing to the Principal, a personal leave of absence without pay for a period of up to one year. The Principal will advise the KGS board.
- b. A Personal Leave of Absence is an interruption of service therefore the leave may or may not be granted at the discretion of the Principal depending on the time of year and the feasibility to replace the employee.
- c. Vacation and discretionary/sick days are not accrued during the leave of absence.
- d. Employee insurance and pension plan participation will be suspended during the leave of absence period, unless otherwise agreed to and arrangements are provided for in advance of the leave of absence.

Education Leave of Absence

After 5 consecutive working years any staff member may request in writing to the Principal an educational leave without pay for a period of up to one year. An education leave may or may not be granted at the discretion of the Principal; depending on the time of year and the feasibility to replace the employee.

1.28 Monetary Benefits

Severance Pay: (subject to approval by KGS)

- a. Lay-off by Employer: (term employee) Would receive 4% of salary from Sept. 1st or when employee started within the fiscal year of employment.
- b. Employee Quits or is Terminated: Would receive 4% of salary from Sept. 1st or when employee started within the fiscal year of employment.
- c. Retirement: Although the Pension Plan currently uses 65 years as the benchmark retirement age, there is, in fact, no prescribed or mandatory retirement age for the purposes of the KGS.

- d. Normal Retirement: The employee would be eligible for vested pension benefits, per plan.

An employee retiring voluntarily beyond the age of 62 years, and with 10 years of continuous service with the KGS would also receive a token of appreciation. An employee who has accumulated less than 10 years of continuous service shall receive a gift, as chosen by Administration.

- e. Early Retirement: An employee retiring voluntarily between the ages of 55 years and 61 years, and who have accumulated 10 years of continuous service with KGS shall receive a token of appreciation.

An employee not accumulating 10 years of service shall receive a gift, as chosen by the Administration.

1.29 Basis of Remuneration

The Principal is to review and recommend staff salary grids, including honoraria for resource people. Salary grids of employees will be reviewed annually. Increases must be approved by the Board and are subject to the following criteria.

- Availability of funds in the budget
- Specific program criteria and restrictions
- Performance appraisals

1. Salary increases approved will be paid retroactively to April 1 of the fiscal year within which adjustments to salaries are approved.
2. KGS employees will be informed of any changes in pay remuneration by the Principal in writing.

1.30 Pay

a. Overtime

1.30.1 No KGS employee will be paid overtime unless approved in advance by the Principal.

1.30.2 Approved overtime hours are to be granted in equivalent leave time and recorded on each employee's monthly time sheet.

- 1.30.3 Employees on 44-week contracts may earn overtime only under exceptional circumstances where in the scope of work exceeds their duties as outlined in their job description.
- 1.30.4 Employees on 44-week contracts must take accumulated overtime as leave within 60 days of the date the overtime was earned.
- 1.30.5 Employees on 52-week contracts may bank overtime time hours and apply to use them as leave time during July and August subject to approval of the principal.
- 1.30.6 Employees on 52-week contracts must apply for approval in advance from the principal to use overtime hours as leave in July and August by submitting a leave form indicating overtime as the type of leave to be taken.
- 1.30.7 Employees on 52-week contracts may not use overtime leave in the week following school year completion, the week prior to a new school-year start or the first week of school.

b. Substitute Teacher Pay Schedule:

Uncertified Supply Teachers - \$160.00 daily max
Certified Teachers (providing OCT number) - \$220.00 daily max

c. Supplement for Teacher Assistants who Substitute:

Teacher assistants who substitute will be paid according to above Substitute Teacher Schedule 1.30 PAY (b)

1.31 Teacher Pay Equity

Pay equity will be determined as part of the funding allocations

1.31.1 Certified Members – All teaching staff is expected to have their Ontario College of Teachers membership current. Those who do not have their membership renewed each year will not be eligible for the teacher enhancement incentives each year.

1.31.2 Automatic Deductions - Each year the finance office will deduct from the teacher's pay the College of Teachers membership renewal. The cost of membership renewal is found on the Ontario College of Teachers website.

1.31.3 Non- Certified Teachers-Pay equity is based on qualifications

See the following which may change from time to time.

ANNUAL MEMBERSHIP FEE INFORMATION

Your annual membership fee is \$200. Annual fees are due on January 1 of each year, and you must pay the fee by April 17. The December issue of *Professionally Speaking* carries a reminder that the College's annual licensing fee is coming due.

By the end of January, the employer will have deducted and forwarded to the College the membership fee for their full-time and long-term occasional teachers, principals, vice-principals, academic supervisory officers and consultants.

In mid-February all members of the College who have not yet paid their annual membership fee are sent a reminder that their fee is due. You are responsible for keeping your membership in good standing.

After April 17, the College will change the status of members who have not paid their annual fee to Suspended – Non-Payment of Fees. Members suspended for non-payment of fees will not be eligible to work in publicly funded schools. Suspended members must pay the annual fee and a reinstatement fee to reinstate their membership and return to good standing.

1.32 Purchasing Supplies

1.32.1 Purchasing

All education supplies and equipment belong to the KGS: As the school year ends all supplies and equipment must be accounted for through an up-to-date inventory.

All supplies ordered should be set to arrive in September, January and March.

All employees must fill out requisition forms for supplies to be purchased. All requisitions must be approved by the Principal and processed by the Financial Officer.

When an employee leaves the employment of the KGS, supplies and equipment must be counted for inventory purposes.

A form request for borrowing school system equipment must be submitted in writing to the Principal. The request must include a complete description of the equipment with model and serial numbers.

1.32.2 Travel and Cash Advances:

Employees who receive cash advances for professional development, purchases, field trips, special programs or projects must submit a travel expense claim or a complete report with an itemized account and **receipts within 10 days** after the travel has been completed, the program or project completed, or the purchase delivered.

No further advances will be issued before previous cash advances have been accounted for and reported to Finance Officer.

Failure to account for cash advances will result in delay in the processing of future advances and/or may be deducted from payroll.

1.33 Harassment

KGS was founded upon, and continues to be guided by, the principles of the **Kaianeren:kowa**, **(add cayuga)** the Great Law of Peace.

Those principles include the use and maintenance of the Good Mind in our dealings with one another, the obligation to help one another, and the duty to respect one another as members of a single family.

It is in that spirit that the Board of KGS has enacted the following policy to describe certain kinds of behavior that will not be accepted among the people of the School, and to create ways for dealing with that behavior, to provide remedies for victims, tools for supervisors, and guidelines for everyone. Harassment in any form is not tolerated in the School. **What Is Harassment**

"Harassment" can take many forms. It occurs when a person engages in a course of comment or conduct that is known to be unwelcome to another person, or ought reasonably to be known to be

unwelcome. It includes any remarks or conduct that result in a person feeling degraded or humiliated. A single incident, if it is serious enough, can constitute harassment. It is especially unacceptable in the School context to have anyone subjected to harassment of a sexual nature, of a racial or ethnic nature, or based on their background or beliefs.

The following things are examples of harassment, though the list is not intended to be complete:

- a. Unwelcome remarks, jokes, innuendo or taunting about a person's racial or ethnic background, color, place or community of birth or origin, ancestry or citizenship, clan or lack of clan; language or dialect;
- b. Displaying or distributing racist, derogatory or offensive pictures or material;
- c. Refusing to work or speak with another person because of their background;
- d. Insulting gestures or practical jokes based on a person's background;
- e. A sexual advance or solicitation made by a person in a position to grant or deny a benefit, where that person knows or ought to know the conduct is not welcome;
- f. A reprisal or threat of reprisal for the rejection of a sexual solicitation or advance where the harasser is in a position to grant or deny a benefit
- g. Conduct which interferes with a person's job performance or creates an intimidating, hostile or offensive work environment;
- h. Unwelcome remarks about a person's gender, age, marital status, body, personal relationships, sexual orientation or experience;
- i. Telling sexist or sexual jokes causing embarrassment, whether in or in front of coworkers;
- j. Displaying or distributing sexually offensive material, including pornographic pictures or cartoons;
- k. Unwelcome sexual advances, flirtations, propositions and physical contact such as touching, patting, pinching and impeding movement in an attempt to get physically close.
- l. Lateral violence

Generally, the measure of what is harassment is what is felt by the victim, not what is intended by the person whose behavior is complained of. Even so, the conduct must be real and not imagined, and the feelings must not be unreasonable.

There are other violations of the policy of the School that are related to harassment, though they do not of themselves constitute harassment.

If a supervisor knows that harassment is occurring, or ought to know about it, he or she has an obligation to stop the offending behavior. A failure to do so is a violation of this policy.

Any person who violates this policy and threatens another with reprisals, or engages in actual reprisals against anyone who has availed himself or herself of the protection of this policy.

A person who makes a complaint under this policy knowing that it is not true is in violation of this policy.

1.33.1 Where this Policy Applies

This policy applies generally to the school as a workplace. It includes all the school premises. It also includes school activities off the school premises, including trips, meetings and conferences, as well as telephone, e-mail and social media contacts between employees. The policy also applies to contacts outside the work environment, or after working hours, if the conduct complained of is sufficiently connected with employment.

The policy applies to all employees, including part-time and casual employees; to temporary workers; to individuals on contract with the School; and to members of the Board.

The policy also applies to the conduct of people from outside the School on the School premises or within the School environment. If any employee of the School experiences discrimination or harassment by a contractor or visitor to the School, that employee can make a written complaint to the Principal, who will look into the matter and deal with the individual complained of, or that individual's employer.

1.33.2 Consequences of Harassment

Harassment is a serious violation of School policy and is subject to disciplinary action up to and including discharge. Harassment need not be objected to by the victim in order to be dealt with pursuant to the policy, though a formal statement of the conduct complained of must be made to the Principal by the victim.

1.33.3 Responsibilities

Every person in or associated with the school has a responsibility to uphold the principles of the Great Law of Peace, including the principles that lead to this policy. The responsibility extends to helping ensure that the School is a welcoming, respectful workplace and place of teaming, free from all forms of harassment and discrimination.

Supervisors are responsible for supporting and enforcing the position of the School in their dealings with people under their supervision, as well as by setting examples themselves of the conduct that is expected. A supervisor who fails to prevent or stop harassment or discrimination shares the responsibility for this conduct and may also be disciplined for that failure.

1.33.4 Process for Addressing Harassment and Other Complaints

If a complaint is made to any supervisor, it is to be treated with sensitivity, respect and confidentiality. A supervisor will first seek to deal directly with the alleged harassment or discrimination: if that effort fails, the matter will be referred to the Principal for investigation, together with a written report from the supervisor summarizing the background of the matter and the efforts undertaken by the supervisor. Any employee is always free to make a complaint directly to the Principal, regardless of action taken by the supervisor.

Employees who feel they are being threatened, harassed or discriminated against are encouraged to keep records of the circumstances.

Employees are encouraged to deal directly with unwelcome behavior, if they can. This can include meeting with the individual and explaining the problem, since at times a person may not be aware that the conduct is unwelcome, humiliating, discriminatory or harassing. The Principal may be invited to assist in meetings or conversations to explain and deal with problems.

- A) Workplace conditions, violations of health and safety
- B) Payments or benefits
- C) Workload

1.33.5 Formal Complaints to the Principal

When an employee files a written complaint by delivering it directly to the Principal;

1. The Principal will conduct a careful, discreet and thorough investigation of the complaint, and will prepare a written report;
2. The report will contain a copy of the complaint, the findings of fact made by the Principal, the Principal's conclusions about the nature of the conduct, and the Principal's recommendations;
3. Following the investigation, the Principal will meet separately with the complainant and the person who is the subject of the complaint; will deliver a copy of the report to each of them;
4. If the Principal's recommendations are accepted by both parties, the matter will be considered closed: acceptance will be indicated by each party signing a copy of the report in a way that shows acceptance of the facts, conclusions and recommendations.
5. *If either party refuses to accept the Principal's recommendations, the matter will be referred by the Principal to the Board Chair within 7 days for a hearing.*

1.33.6 Formal Complaints to the Board

1. When a matter is referred to the Board Chair by the Principal under this policy, the Board Chair shall create a subcommittee of three board members to address the complaint. The subcommittee will be composed of members of the Board who are independent of the parties: there must be no reasonable fear of bias by either party.
2. The subcommittee shall set a time, date and place to hear the harassment complaint, and provide both parties with written notice of that time, date and place. The subcommittee will give enough notice to the parties that they will have reasonable time to prepare for the harassment proceeding.
3. The subcommittee will structure the hearing so that the complainant and the respondent will have the opportunity to make a full presentation of their understanding of the facts and events, and to explain their feelings and positions. The complainant and the respondent will meet with the subcommittee separately, present relevant documents and have one support person. The subcommittee will then meet individually with witness(es) to give evidence and review documentation.
4. The harassment proceeding is not a court of law, and in its procedures will be guided by principles of relevance, respect and fairness.
5. The subcommittee will consider the evidence and positions of the complainant and the respondent fully and fairly and will deliver a written decision, including a summary of its findings of fact, its reasons for its decision, and its recommendations. The decision will be delivered to the complainant and the respondent, to the Principal and to the Board.
6. *The Board will consider the decision and will take the appropriate action. The Board's decision and actions will be final.*

1.33.7 Confidentiality

Supervisors, the Principal, the subcommittee and the Board will treat all information related to a complaint as sensitive and confidential. All records will be stored and collected in a way that protects their confidentiality. People dealing with a complaint under this policy will not discuss or deal with it except for the purpose of investigating the circumstances, resolving the matter according to this policy, or implementing decisions under this policy.

1.33.8 Legal Action

In addition to consequences under this policy, harassment or discrimination in the School can result in legal action within the provincial or federal court system or charges under federal or provincial law. This policy is not intended to replace any remedy that would otherwise be available. It is intended to provide remedies within the school and within the principles of the Great Law of Peace.

2. Health and Safety Regulations and Procedures

KGS Principal provides guidelines for the implementation to provide a healthy and safe environment.

KGS Principal will make every reasonable precaution to prevent or reduce the transmission of communicable and blood-borne disease while at the same time providing consideration to infected individuals.

2.1 First Aid and Training Policy

2.1.1 It is the policy of the KGS Principal to comply with Workplace Safety and Insurance Board requirements for the provision of first aid facilities, appliance and trained personnel.

2.1.2 Compliance with K/G Board's Health and Safety procedures and guidelines will measurably reduce the effects of injury on staff, students and visitors to K/G Board facilities.

2.1.3 Objective

The intent of this procedure is to ensure compliance with K/G Board requirements for the provision of first aid storage, appliances and trained personnel.

2.1.4 Procedures

a) First Aid Area in Schools

- i) Each school must have a designated First Aid area, furnished with a cot. First Aid areas will be located where an occupant (student or staff member) can be monitored by assigned school staff. A qualified First Aider will be available to assist if necessary.
- ii) The Ohsweken Public Health Office will provide K/G Board and each school with a detailed list of supplies for the First Aid areas. First Aid supplies will be checked and restocked monthly by the Principal or designate. A record will be kept of these inspections and a request for restocking will be sent to K/G School's administration office.

b) First Aid Kits

- i) First Aid kits are to be clearly identified and located in the designated First Aid area, in the kitchen and in the gymnasium equipment room.

- ii) First Aid kits will be checked and restocked monthly by the Principal or designate. Supplies to replenish kits will be centrally purchased and stored in the K/G School administration office.
- iii) All staff must be aware of the location of the First Aid kits.
- c) First Aid Training
 - i) Principals are responsible for ensuring that there is adequate and on-going First Aid coverage in the school.
 - ii) KGS Principal will arrange for First Aid training on an annual basis.
- d) High Needs/High Risk

Principals are responsible to implement and monitor a First Aid program to address areas of high needs, high risk and curriculum-based activities in accordance with curriculum guidelines. The Ohsweken Public Health Office and School Nurses can assist with the implementation of awareness and teaching programs.
- e) Off-site Activities or Field Trips

Principals are responsible to ensure First Aid supplies and services are appropriate to the circumstances. Associated costs will be the responsibility of school budgets.
- f) Emergency Procedures
 - i) In emergency situations, a teacher's duty is to use reasonable care and judgment. If it appears that the illness or injury may be such as to require emergency treatment, a safe procedure is to arrange to have the student taken immediately to a hospital by ambulance. The parent/guardian should be contacted as soon as possible.
 - ii) It is often helpful if a person being transported to hospital by ambulance is accompanied in the ambulance by a staff member or other person. While ambulance personnel assume charge of the situation once they arrive, it can be useful if someone who knows the circumstances of the onset of the emergency or who knows the student accompanies the individual in the ambulance. This may also provide comfort and assurance to a person in distress.
 - iii) The individual calling for the ambulance should indicate the location of the access door to the area where the person in distress is located.
 - iv) A person should be assigned to meet the ambulance and bring ambulance personnel to the location of the person in distress.
 - v) Medical information (registration form), should be given to ambulance staff. This information, in particular situations, could also be given to the dispatch staff over the phone in advance of arrival of the ambulance.
 - vi) The Principal will establish a protocol within the school to access emergency services and will ensure necessary in-service for staffer specific procedures as appropriate e.g. use of Epi-Pen.
 - vii) When a call is placed from another location, the main school office must always be notified of calls for emergency services. Office staff will advise the Principal and/or designate.

2.2 Procedures Communicable Diseases

A. General Guidelines

1. This procedure will apply to all communicable diseases which include, but are not limited to, Influenza, Fifth Disease, Measles, Mumps, Rubella and Chickenpox, as well as the blood-borne communicable diseases such as Hepatitis B and C, and the Human Immunodeficiency Virus (HIV), the virus which causes Acquired Immune Deficiency Syndrome (AIDS).
2. Confidentiality of the individual's medical information will be maintained.
3. Employees with blood-borne communicable diseases are considered to have a medical disability and are protected by the Ontario Human Rights Code. They will be treated fairly and equitably and in a manner that respects their privacy and dignity. These employees will be given the opportunity to remain in their position(s) providing they are physically and mentally able to meet appropriate performance standards, and providing that their presence does not pose a safety or health hazard to themselves or others.
4. Appropriate education and personal protective equipment will be provided to all employees who may be exposed to blood or body fluids while cleaning, applying first aid, or tending to a child who requires assistance with toileting.
5. The principal has the authority to dismiss from school property anyone that is viewed as contagious to ensure a healthy environment for staff and students.

B. Pre-Employment

It is recommended that all new employees ensure that immunization to prevent the spread of communicable disease is received and kept up to date, i.e., Hepatitis B, Tetanus, Diphtheria, Measles, Mumps and Rubella. Annual influenza vaccine is highly recommended. Vaccines can be obtained from the Public Health office or family physicians.

C. Employees with a Communicable Disease

1. It is recommended that all current employees ensure that immunization to prevent the spread of communicable disease is received and kept up to date, i.e., Hepatitis B, Tetanus, Diphtheria, Measles, Mumps and Rubella. Annual influenza vaccine is highly recommended.
2. Employees with a communicable disease who pose a risk of transmission to students or other employees will remain off work and should provide a medical certificate for return to work when they no longer pose a risk of transmission.
3. Employees working with skin lesions should cover the lesions with a waterproof dressing to avoid contracting an infection.
4. Employees with Conjunctivitis (Pink Eye) must remain off duty until treated with antibiotics.

D. Pregnancy Recommendations

1. Pregnant employees who are not immune to Fifth Disease should not have direct contact with students who have Fifth Disease (during the active stages). A blood test will confirm immunity or susceptibility. Alternate work may be provided through consultation between the employee and Principal for employees who are susceptible.

2. Pregnant classroom employees who are not immune to Chickenpox should not have direct contact with students who have Chickenpox. A blood test will confirm susceptibility or immunity if history of the disease is unsure.

E. Accidental Exposure

Employees who experience an unprotected exposure to blood or bloody fluids, i.e., human bite, needle puncture, splash to the eye, mucous membrane or non-intact skin or who contract a communicable disease from a workplace exposure will report the incident on an Employee Accident/Injury Report form and appropriate health care will be provided.

F. Quarantine

Employees, who are placed in quarantine by a physician or the Medical Officer of Health, will remain off work until cleared. For additional information, see Human Resources.

2.3 Blood Borne Infections Regulations

It is the policy of the K/G Board to make staff aware of appropriate precautions to take when working with potential blood-borne infections.

OBJECTIVE

To outline precautions applying to any staff involved in the care and handling of individuals when blood and other bodily fluids are present.

PROCEDURES

Although the risk of contracting blood-borne infections through occupational exposure is very low, these infections are a reality when dealing with **Hepatitis "B" (HBV)**, **Human Immune-Deficiency Virus Positive Serology (HIV)**, **Hepatitis C Virus (HCV)** and other potential infections. Staff who may be exposed to blood and other body fluids should take appropriate precautions to minimize direct contact.

A. Responsibility

School Principals and supervisors ultimately have the responsibility to ensure that their staff is aware of the precautions and safe practices regarding blood-borne infection

B. Precautions

In order to minimize direct contact with blood and body fluids, the following general precautions are suggested for all situations where blood and body fluids are encountered:

Hand Washing

Hands and any skin surface contaminated with blood or other body fluids should be washed thoroughly as soon as practicable.

To wash hands, use plain soap and vigorously rub together all surfaces of lathered hands for at least ten seconds. Rinse thoroughly under a stream of water.

Unless hands contain visible blood, precautions are not required but should be used for tears, nasal secretions, sputum, vomit, urine, and feces but regular hand washing is important to good health practice.

Gloves

Disposable waterproof vinyl gloves should be worn when in contact with blood, blood products, other body fluids, open wounds or sores (non-intact skin) and items or surfaces soiled with blood or other body fluids.

If gloves are punctured or cut, they should be removed as soon as possible. Hands should be washed thoroughly and new gloves used.

Cuts or sores on hands should also be covered with a waterproof dressing. Schools will provide disposable gloves.

Procedures for Using Gloves

- Put on gloves, making sure they cover the cuffs if long sleeves are worn.
- After using gloves, remove them by pulling the glove inside out as you remove it and then hold the glove in your gloved hand.
- Tuck your ungloved hand into the inside of the remaining glove. Remove the second glove by pulling it inside out.
- Dispose of gloves immediately in waste disposal.
- Wash hands thoroughly after removal of gloves.

Staff unfamiliar with gloving procedures should contact their K/G Board Health and Safety Representative.

Pocket Masks or Other Ventilation Devices

These can be purchased for those settings where the need for resuscitation can be anticipated. However, the risk of infection is so slight that no one should hesitate to give mouth-to-mouth resuscitation if such equipment is not available. Staff must be adequately trained in the use of such equipment.

C. Clean Up of Spills and Contaminated Surfaces

Spills of blood or other body fluids and contaminated surfaces should be cleaned properly with detergent and water, using disposable towels. The area should then be disinfected with a bleach solution* and left to dry. Chemical germicides for use as hospital disinfectants can also be used.

* Bleach solution - dilution of 12% household chlorine bleach mixed one part bleach to ten parts water. Must be prepared fresh. When using, wear gloves to prevent skin irritation. This solution can damage clothing.

D. Waste Disposal

1. Sharp Devices and Glass (needles, syringes, broken glass, sharp devices or instruments)
 - a. Should be placed in disposable, puncture resistant containers.
 - b. Prior to disposal, puncture resistant containers should be securely sealed and the contents identified with a label or tag.
 - c. Schools may be able to arrange for disposal through the Six Nations School Nurse program.
2. Solid Wastes (such as disposable articles and dressings)

- a. Should be placed in a sturdy impervious (plastic) bag, tied securely with a twist tie, and the contents identified with a label or tag.
 - b. Double bagging is necessary only if the outside of the bag is contaminated with blood or other body fluids, or if there is potential for leakage.
 - c. Dispose with regular garbage in a secure sanitary landfill or have incinerated.
3. Unclogged Blood and Other Body Fluids
- a. Dispose into a drain connected to a sanitary sewer and flush with water.
4. Soiled Clothing
- a. Clothing which has been soiled with blood or other body fluids may be washed with regular laundry.
 - b. Soiled linen and clothing should be handled as little as possible.
 - c. Linen and clothing which have been heavily soiled with blood or other body fluids should be transported in bags that prevent leakage and be tagged indicating the contents.

E. What to do if Exposure Occurs

1. Where there has been contact or splashing of blood or other body fluids on the skin, the area should be thoroughly washed as soon as practical with soap and water.
2. Splashes to mucosa membranes such as the lips, mouth, eyes or nose, should be flushed with water as soon as practicable.
3. Clothing which becomes soiled with blood or other body fluids should be removed as soon as possible.
4. Penetrating wounds such as needle/stick punctures or cuts from sharp objects should be encouraged to bleed and then washed thoroughly with soap and water.
5. Penetrating wounds or splashes onto mucous membrane or non-intact skin should be reported to the worker's supervisor. An accident form should be completed following the incident.
6. Supervisors should ensure that staff contacts their family physician or hospital emergency room to determine if further treatment for blood-borne infections is indicated.

F. Giving First Aid to Any Person

1. Where feasible, wash your hands first.
2. If first aid involves touching blood or other body fluids:
 - Wear disposable gloves when feasible, especially if you have any open cuts, sores, etc. on the hands.
 - Wash your hands thoroughly with soap and water after giving the first aid.
 - If blood enters an open cut or sore on your hands, etc., wash thoroughly and proceed to the nearest hospital emergency for follow-up for HBV, HCV and HIV, preferably within one to two hours of exposure.

- After wiping up spilled blood with a paper towel, etc., wipe the surface with diluted bleach (one-part household bleach to ten parts water) and allow to air dry.
- Soiled gloves, towels, etc., should be placed in a plastic or paper bag and discarded in the waste disposal.

2.3 Communicable Disease Management

- 2.3.1 The K/G Board is committed to providing a safe and healthy work environment for its employees and students.
- 2.3.2 The K/G Board will take every reasonable precaution to prevent the transmission of communicable and blood borne diseases while at the same time providing fair and compassionate consideration to infected individuals.
- 2.3.3 K/G Board will work with Six Nations Health Services to reduce the spread of infection between staff and students and among staff in our schools and offices.
- 2.3.4 This policy and procedure will apply to all communicable diseases which include, but are not limited to **INFLUENZA, FIFTH DISEASE, MEASLES, MUMPS, RUBELLA AND CHICKEN POX**, as well as the blood borne communicable diseases such as **HEPATITIS B** and **C**, and the **HUMAN IMMUNODEFICIENCY VIRUS (HIV)**, the virus which causes **ACQUIRED IMMUNE DEFICIENCY SYNDROME (AIDS)**.
- 2.3.5 The K/G Board recognizes:
- a. that students infected with HIV have the right to attend their regular classes;
 - b. the health and safety of all staff and students must be ensured;
 - c. that the identity of the student or staff member with HIV infection must be kept confidential;
 - d. that a staff member infected with HIV infection has the right to continue employment;
 - e. that the Medical Officer of Health has the responsibility for determining the risk to health presented to individuals and the community.
- 2.3.6 Education of staff members, parents and students is of primary importance in reducing the risk of infection. Information shall be provided through the curriculum, parent meetings and professional development sessions. Six Nations Public Health Nurses are available to assist in parent, staff and student presentations.

3. Communication Policy

The KGS “Computing and Telecommunications Policy” applies to all computing and telecommunications facilities and refers to all hardware, data, software, networks and facilities association with information resources at KGS. The policy applies to networks and users of varying capabilities in the KGS setting. KGS restricts access to these systems to protect users from misuse and unauthorized access.

The policy describes how KGS:

1. Informs all users of their rights and responsibilities relative to telecommunications security and computer awareness.
2. Encourages proper etiquette and behavior when accessing information resources.
3. Helps maintain the security of KGS resources.
4. Restricts personal use for instructional and professional staff.
5. Failure to adhere to the Computing and Telecommunications Policy can result in suspension where appropriate.

3.1 Use of Equipment

Telecommunications equipment, including computer systems, e-mail, voicemail, networks, and associated facilities, are owned by KGS and are only to be used to support the instruction and administrative functions of KGS. If faculty, staff or students bring personally-owned equipment into the KGS environment, they will be required to adhere to existing KGS policies and standards as use of their equipment may compromise data and network security, and affect the work of others.

I, _____ have read and understand 3.1 above. _____
(name of employee) (initials).

3.2 Limited Use of Equipment

KGS reserves the right to limit use, restrict, or extend computing and telecommunication privileges and access to its information resources. Computing and telecommunication resources are not to be used for commercial purposes or non-institute related activities without written authorization from the Principal or personnel delegated by the Principal.

Members of the KGS community who use KGS's computing and telecommunications equipment and information resources must act responsibly. All users of KGS-owned or KGS-leased computing and telecommunications must respect the right of other users, respect the integrity of the physical facilities and controls and respect all pertinent license and contractual agreements.

1. Acceptable Use – The use of Computers/iPads and telecommunications equipment is based on common sense, common decency and civility. In case of an emergency the Administrative Assistant or Principal may text parents during school hours.

In case of a school outing staff are allowed to take their cell phones to be used in the event of an emergency.

2. Unacceptable Use – Unacceptable use includes but is not limited to the following:
 - Misrepresenting your identity or affiliation through the use of Computers/iPads and telecommunications equipment.
 - Sending harassing, intimidating, abusive or offensive material to or about others, intercepting, disrupting or altering electronic communications packets.
 - Causing congestion on the network or voicemail equipment by such things as the propagation of “chain letters”, “broadcasting” inappropriate messages to lists or individuals, or excessive use of the shared data store of the e-mail post office.

- Unauthorized entry into a computer file, for the purpose of using, reading or changing its contents.
- Unauthorized transfer of one or more files or part of the data contained within a file.
- Unauthorized use of another's identification and password.
- Use of computing facilities to interfere with, or alter the work of another student, instructor, or staff member.
- Use of personal Computers/iPads and cellular telephones in classrooms are not allowed during class hours. The KGS staff can only check their cell phones during break times.
- The use of cell phones is not permitted at staff meetings and professional development training.
- Use of KGS equipment for personal income

I. _____ have read and understand 3.2 above _____

Employee Name

Initials

3.3 Equipment, Resources, Information Systems, Viruses Defined

1. Hardware: CPU's, computer boards, keyboards, terminals, workstations, personal Computers/iPads, printers, disk drives, communication lines, terminal servers, routers, external hard drives, USB, drivers
2. Software: source programs, object programs, utilities, diagnostic programs, operating systems, communication programs.
3. Data: during execution, stored on-line, archived off-line, backups, audit logs, databases, in transit over communication media.
4. Supplies: paper, forms, magnetic media, ink cartridges, CDs, DVDs.
5. Access: means to approach, instruct, communicate with, store data in, retrieve data from, or otherwise make use of any resources of a computer, computer system, or computer network.
6. Computer Network: means a number of Computers/IPads connected together that are capable of sharing common resources such as files, printers and CD Rom services.
7. Computer Program: means a set of instructions that tells the computer what to do.
8. Computer Software: means programmed instructions whether purchased or written by the user that the computer carries out.
9. Confidential or Sensitive Information: is information which requires protection from unauthorized access and is regulated by a policy: for example, personally identifiable student data such as grades and test results.
10. Contingency Plans: are alternative steps to take when information technology support is interrupted. Contingency plans assure that you can continue to perform essential functions in the event that you lose access to data and equipment resulting from a number of reasons (theft, equipment failure, fire/water damage, unauthorized access, etc.)
11. Critical: information, networks, applications, systems, or data, are those resources determined by management to be essential to the K/G School's critical functions.

12. Freeware: is software that is available for free use.
13. Intellectual Property: means data, including programs that are subject to copyright protection as "Personal" property or "K/G School" property.
14. Internet: is a logical network of tens of thousands of interconnected host Computers/iPads.
15. Property: means anything of value and includes but is not limited to, financial instruments information, including electronically produced data and computer software and programs in either machine-readable or human-readable form, and any other tangible or intangible item of value.
16. Shareware: is software that is available for free evaluation. Generally, you are obligated to pay a license fee in order to use it on a continuing basis.
17. Software License: is an agreement which specifies the terms and conditions under which software may be copied. You must comply with any restrictions.
18. Trojan or Trojan Horse: is a program in which harmful code is embedded inside what appears to be a harmless program with a legitimate purpose (e.g., a screen saver program which contains intent to computer files.)
19. Virus: is an unauthorized computer software program or portion of a program that has been introduced into a computer or computer system, or network. Viruses' damage data files expand to utilize available space, delete data, or result in other harmful actions.
20. Worms: are programs that spread themselves through computer networks. Worms maybe distributed through e-mail and replicate themselves by accessing the user's address book and sending messages to all addresses. The result can be slowed network traffic, and in severe cases, the necessity of a shutdown of the organization's email server.

I, _____ have read and understand 3.3 above. _____
 Name of employee Initials

3.4 Procedures for Employees

A. Responsibility

1. The K/G Schools has responsibility for securing its computing system against unauthorized access and/or abuse while making it accessible for authorized and legitimate use.
2. It is important for all users to practice responsible and ethical behaviour in their computing activities. Access to and sensitive information could injure other persons and/or diminish the reputation of the K/G School if lost or disclosed inadvertently.
3. It is essential that responsible security practices be observed to protect the integrity of information stored in Computers/iPads in schools and administration facilities.
4. Principals are responsible for communicating expectations and ensuring that compliance occurs.
5. Data, computer equipment, and software must be protected at all times from physical damage, theft or unauthorized modification by those responsible for its use and physical security.
6. Computers/iPads or terminals must not be left unattended when the power is on and CONFIDENTIAL OR CRITICAL information is being accessed.

7. Failure to comply with the Computer Security Procedures will result in disciplinary action.
8. Computers must not be removed from the school and be kept in a secured location in the classroom at the end of each day and at the end of each year stored in the principal's office for safe keeping.
9. iPads are being distributed to all teachers and teacher assistants. iPads will remain the property of KGS but will be allowed to be removed from the school to allow for preparation and development of language and program resources for the classroom.
10. When an employee leaves the employment of KGS the iPads will be returned to the school for future use of other employees. (As of January 15, 2018)

I, _____ have read and understand 3.3 above. _____

Name of employee Initials

B. Property Rights

1. Information technology equipment and data owned by the K/G Schools are to be used solely for the furtherance of K/G School's objectives and to be consistent with the law, specifically, the Canadian Charter of Rights and Freedoms and the Ontario Human Rights Code.
2. K/G School's information is a valuable corporate resource that must be protected from unauthorized modification, destruction or disclosure, whether intentional or inadvertent.
3. Access to confidential information is restricted to those with a demonstrated "need to know" to the extent required to perform job functions.
4. K/G School recognizes and respects its' disclosure and privacy protection obligations.
5. Critical data is securely managed and backed up as appropriate.
6. Information and equipment disposal practices ensure the continued protection of privacy.
7. Software and programs developed by employees in the performance of their duties are the property of the K/G School and may not be distributed or shared unless authorized in writing by the K/G Principal.
8. All software on K/G School's Computers/iPads must be installed in compliance with licensing requirements of the software's owners.
9. Passwords and related security codes must be kept secure at all times.
10. Computer Viruses and Related Problems
11. Viruses can be spread by a variety of means - downloading files from the Internet, bulletin boards, shared drives, from infected media (e.g., zip drives, diskettes) and from e-mail attachments. Viruses can be highly destructive, damaging data and even making an infected computer unusable. Virus removal can be difficult and, in some cases, may necessitate reformatting the hard drive resulting in loss of all data. Worms replicate themselves via e-mail attachments and can result in shutting down e-mail servers.

To reduce the chances of infection and damage: a)

maintain up to date anti-virus software

b) use anti-virus software to scan all files downloaded or copied to PCs

c) obtain software from reputable sources

d) do not open any e-mail messages or attachments which appear suspicious

e) back up important files regularly to minimize data loss

C. Software and Licenses

All software used for K/G School operations must be installed in compliance with licensing requirements of its' owners or otherwise owned by the K/G Board.

D. Hardware

Computer equipment (including lap tops, monitors, printers, keyboards, external disk drives, scanners, key pads, mouse, cables, etc.) must be located where they will be secure and as free as reasonably possible, from damage by water, fire, or other disasters.

E. Universal Serial Bus (USB) and Other Removable Media

Data may be stored on removable media such as USBs, CD-ROMs and zip drives as well as computer hard drive and servers.

Important data must be appropriately backed up.

When not in use, removable data must be properly stored. Loss of data can occur if disks are stored near magnetic fields such as telephones or monitors, or placed near heat or in direct sunlight.

F. Documentation

School Principals are responsible for the care and usage of software manuals and reference manuals for hardware and related equipment. A central storage area should be maintained in each school.

G. Electronic Mail, Conferencing and Other On-line Communications

Electronic mail originating from the K/G School's owned equipment is the property of the K/G School, is to be used only to further the objectives of the K/G School.

H. **Communications** are to use appropriate and respectful language and to be consistent with the law, the Canadian Charter of Rights and Freedoms and the Ontario Human Rights Code.

I. Internet Access

K/G School provides connections to the Internet for staff and student use that is consistent with the K/G School objectives. Use of the Internet access for purposes other than the furtherance of the K/G School objectives will result in disciplinary action.

J. **Web Pages** hosted on K/G School's Website are considered the property of the K/G School and must comply with the principles set out in the Computer Security Procedures. On-line publishing must respect K/G School's policies and procedures and be consistent with copyright and other laws, including the Charter of Rights and Freedoms and the Ontario Human Rights Code.

Kawenní:io / Gawení:yo Private School

(Elementary & High School)
R R # 6, 3201 Second Line
Hagersville, ON N0A 1H0
Phone: (905)768-7203 Fax: (905)768-7150



Employee Declaration of Use For Work Related Purposes

Section A

I _____ will maintain in my possession the following KGPS property from June 30, 2021 - August 30, 2021:

I agree to adhere to the KGPS Human Resources Policy sections 3.1 to 3.4. while using the devices listed above.

Name of Employee (please print)

Name of Witness (please print)

Signature of Employee (please print)

Signature of Witness (please print)

Date

Date

4. Relations Between Home and School A) Parent-Teacher Communication

Details regarding parent-teacher interviews and report cards will be sent home throughout the year.

In addition to sending home report cards during the year, there are numerous opportunities for parents to discuss a student's progress through interviews.

It is recommended that parents contact the classroom teacher either before or after class whenever there is a question or concern.

A) School Newsletters

Information newsletters are sent home monthly throughout the year.

Our newsletters attempt to keep you informed about the school activities and to highlight the achievements of our many fine children and staff.

Please read the newsletter together with your children and post the school calendar in a handy location for easy reference throughout the month.

Please visit our new school-community information bulletin board in front hallway.

B) Home and School

A strong and dedicated Home and School organization is essential to the successful operation of any school. When parents and teachers work together for the children, many exciting initiatives can be undertaken and the educational program will be strengthened. We are looking forward to the support of all staff, parents and families in class activities and school functions.

Each year a new executive is chosen to work with the school staff in setting goals for the coming year. Fund-raising is a major role of the Home and School and we appreciate the support of all parents and community members in these endeavors. Meetings are held once per month and highlights of each meeting will be included in the monthly newsletters.

The Thoughtful Committee is an important part of our Home and School organization. Parents can assist this committee by directing your suggestion and "expressions of thoughts" to these dedicated volunteers. This committee is responsible for carrying out any necessary actions and efforts back to the organization.

Occasions for the "expression of thoughts" and actions to be undertaken:

- In the event of death, flowers or monetary donation (depending upon the family's wishes), will be made. The committee will also determine who is best suited to deliver this gift.
- A sympathy card will be sent to the student or staff member affected, including former students and their families.
- Classmates may be encouraged to express their own thoughts in writing or drawings under the direction of the teacher.
- A get-well card or floral display will be sent to students or staff experiencing a prolonged illness and/or hospitalization.
- A congratulatory welcoming card will be sent upon the occasion of a birth in the immediate family of a staff member.

- The Principal shall inform the Home and School of this honor.
- Refer to the finance policy regarding fundraising.

5. Intellectual Property Rights

5.1 It is the policy of the K/G Board that copyright rests with K/G School for curriculum materials and resources that have been developed by staff when they have worked on system committees or projects where release time, salary, travel costs or honoraria have been provided to members of the committee.

5.2 Published curriculum materials and resources developed in the name of the K/G School shall carry a stamp of designation.

6. Criminal Reference Checks Policy

It is the policy of the K/G Board, that as a condition of employment, all persons employed by K/G Board and who will be working with students under the age of eighteen, including Occasional Teachers and Volunteers, are required to provide a Criminal Reference Check completed by Police Services prior to the commencing of work.

All criminal background checks have to include the “**Vulnerable Sector Screening**” as this involves children.

6.1 Procedure for Criminal Reference Checks

- Every employee of KGS; every member of the Kawenni:io/Gaweni:yo Board; every person working in Kawenni:io/Gaweni:yo; shall secure, at their own expense, a police check of their criminal record, a copy of which shall be delivered to the Principal.
- No person shall be hired as an employee; accepted as a Board member; or the engaged to work in Kawenni:io/Gaweni:yo if that person has been convicted and not pardoned of certain felonies. This will be decided under the Principal’s discretion.
- If any Kawenni:io/Gaweni:yo employee; member of the Kawenni:io/Gaweni:yo Board; or person working in Kawenni:io/Gaweni:yo is charged with any offence this shall report this to the Principal. Upon receiving the report, the principal must immediately suspend the person without pay (in case of an employee), or suspend the person’s access to the school (in case of another worker), and in the case of a Board member; shall be suspended from participation in Board meetings.
- If the charge is withdrawn or dismissed, the suspension shall cease.
- The police check document shall be kept confidential and no person but the Principal shall have access to that document.
- All employees will be expected to update their police checks every 2 years. Timelines will be determined based upon their date of employment.

7. Instructional Staff Class Allocation

7.1 It is the policy of the KGS Board to establish a standard upon which teacher allocation occurs within the elementary system.

7.2 Recommended Class Sizes:

Primary classes, JK to Grade 3 – 20 students

Junior classes, Grade 6 to 8 – 25 Intermediate students
classes, Grade 7 & 8 – 28 students

Considerations for Determining Class Size:

- a. Number of registered students per grade level, per Language preference;
- b. Number of students per grade in a split-grade classroom;
- c. Number of students with identified exceptionalities and specific needs;
- d. Space accommodations.

8. Kawenni:io/Gaweni:yo School Volunteer-Policy Statement

There are many ways in which parents and other community members may become involved within the school.

We are pleased with the many community partnerships that have already been established at Kawenni:io/Gaweni:yo Elementary School.

If you can volunteer some time at the school, please let us know when you are available and how you would like to assist.

If you would like to join this group of dedicated individuals, please contact any of the school staff members. You may be able to help in one or more of the following ways:

1. Committee work – i.e. Fund-Raising Committee, Toy Bingo committee, Building committee
2. On class trips
3. Home and School
4. Coaching Sports
5. Swimming, Skating, and Fundraising.
6. By offering your special skills in cooking, pottery, singing, quilting, typing, dancing, coaching, drama, beading, carving, decorating, art and handicrafts, etc.

All volunteers may become involved in activities for schools but are to be performed under the direct supervision of a teacher or the principal/board.

Any person wishing to volunteer must complete a Police Reference Check (which will include a vulnerable sector screening) and be cleared before they can tutor/mentor in any classroom or participate in activities with students.

Volunteer Sign-Up Form

Volunteer Information					
Name:					
Phone	Cell:		Home:		
E-mail:					
Address:					
Have you ever been convicted of a <i>crime, misdemeanor and/or felony?</i>			Yes		No
If yes please explain:					
Do you have any medical conditions that we should be aware of while you are volunteering in the school?					
Yes		No		Allergies:	
If yes please explain:					
Emergency Contact:					
Volunteer Placement					
Teacher:					
Grade:					
Language:					
Other:					

Volunteer Signature

Principal Signature

Date

Date

Kawenni:io/Gaweni:yo School Oath of Confidentiality
CONFIDENTIAL INFORMATION AND INTELLECTUAL PROPERTY

The EMPLOYEE/VOLUNTEER acknowledges that she/he may acquire information about certain matters which are confidential whether or not designated or labeled as confidential or proprietary and which information is the exclusive property of Kawenni:io/Gaweni:yo School, including but not limited to the following:

- Cultural curriculum adaptations
- Student Records
- Financial information
- Marketing information
- Research and development information
- Personnel Matters

The EMPLOYEE/VOLUNTEER acknowledges the information could be used to the detriment of the School and that the disclosure could cause irreparable harm to the School. Accordingly, the EMPLOYEE/VOLUNTEER undertakes to treat confidentially all information and not to disclose it to any third party or to use it for any purpose, either during his/her employment, except as may be necessary in the proper discharge of his/her duties, or after termination of his/her employment for any reason, except with the written permission of, Kawenni:io/Gaweni:yo School unless and until such information has ceased to be secret or confidential without his/her fault.

The EMPLOYEE/VOLUNTEER acknowledges and agrees that Kawenni:io/Gaweni:yo School acquires by virtue of the employment/volunteer relationship, all intellectual property right to all writings, developments or services, improvements and ideas which the EMPLOYEE/VOLUNTEER makes, conceives, discovers or develops while he/she is employed by Kawenni:io/Gaweni:yo School whether during working hours or at any other time, which relate to or are used or are intended for use in connection with any business carried on by Kawenni:io/Gaweni:yo School that when using the same shall acknowledge the contribution by the EMPLOYEE/VOLUNTEER. For greater certainty this oath will abide by any further KGS policy in regard to intellectual and cultural property rights.

I, THE UNDERSIGNED, promise to hold in confidence all matters that come to my attention as a volunteer/staff member of Kawenni:io/Gaweni:yo School according to this agreement.

Also, I WILL RESPECT the privacy of people with whom I serve and confer appropriately with my supervisor.

I UNDERSTAND that I am required to act in a responsible manner regarding any information gained during my educational/work experience with the school.

I FURTHER UNDERSTAND that a breach of confidentiality on my part will seriously compromise my standing with the school.

Name of Volunteer/Staff _____ Date _____

Principal _____ Date _____