

Jordan's Principle Funded Workers Within Federal Schools

Protocol
SO-02-01

This document outlines the Provisions for Jordan's Principle Funded Workers within the Federal Schools.

1.0 General Overview

- 1.1 Federal Schools has implemented the Provisions for Jordan's Principle Funded Workers Within Federal Schools to efficiently manage available resources.
- 1.2 The goal is to see every child achieve academic independence.

2.0 Definitions

- 2.1 Jordan's Principle Funded Workers are individuals who, through approved Jordan's Principle funding, provide in-classroom educational supports to Federal Schools students. Such in-classroom supports include, but are not limited to, academic, socio-emotional, behavioral and medical supports which are provided in accordance with an inclusive educational model, such as PPM 119 Developing and Implementing Equity and Inclusive Education Policies in Ontario schools. Jordan's Principle Funded Workers are neither employees of ISC, nor Jordan's Principle or the Federal Schools.
- 2.2 In-School Team: is composed of educators that are directly or indirectly involved in a student's current academic career, gathered at the invitation of the school principal to discuss a student's successes, struggles and need for academic support. Representatives from outside agencies that have the student as their client may be invited by the principal to join an In-School Team committee.
- 2.3 Best Fit: as determined by the principal, is a process of considering various factors including the previous work history, qualifications, and resume of a Jordan's Principle Funded Worker and matching to the specific needs of student(s) requiring academic support.
- 2.4 "Confidential information" is defined as information disclosed to, obtained by, or known by the Jordan's Principle Funded Worker as a consequence of their work within the Federal Schools.

3.0 Federal Schools' Group Application Process

- 3.1 Each of the Federal Schools will submit a group application for Jordan's Principle Funded Workers in May of each year in anticipation of the projected need of Jordan's Principle Funded Worker support for the following school year.
- 3.2 There is no guarantee that Jordan's Principle funding will be approved.
- 3.3 As part of the on-going Special Education review process, each school will review their need for Jordan's Principle Funded workers in October and December and make adjustments to the group application as necessary.
- 3.4 To determine the need, each school will identify, and compile a list of, the students that would benefit from a Jordan's Principle Funded Worker through the In-School Team process.



3.5 The parents/guardians of each student on that list will be sent a Letter of Consent that, if signed and returned to the school by the deadline, grants consent for their child’s name to be submitted in the group application process.

3.6 In the Letter of Consent, the parent/guardian agrees to:

3.6.1 the inclusion of their child’s name in the Jordan’s Principle Group Application process;

3.6.2 allow the In-School Team Committee to determine the level of support their child will receive from the Jordan’s Principle Funded Worker if funding is granted under Jordan’s Principle (either a 1:1, 1:2, or 1:3 ratio);

3.6.3 that the Federal Schools’ administration select the best fit Jordan’s Principle Funded Worker for their child;

3.7 The school Principal will summarize the supports needed within their respective schools in order to determine the number of Jordan’s Principle Funded Workers their school will be requesting funding for under Jordan’s Principle.

3.8 Parents/Guardians will be invited to a school team meeting with the In-School Team Committee to discuss the level of support their child will receive, should Jordan’s Principle funding be approved.

3.9 Should Jordan’s Principle funding be approved, the Federal Schools will notify Parents/Guardians in writing of the level of support deemed necessary for their child. Additionally, by June 15th before the upcoming school year, the Federal Schools will inform the parents and guardians of the individual that has been selected to provide the educational support.

3.10 Once the request for funding has been approved, the Jordan’s Principle Funded Worker support will remain in place until:

3.10.1 the funding for Jordan’s Principle Program is discontinued, or

3.10.2 an In-School Team Committee makes a determination to alter the level of support, or

3.10.3 it is deemed no longer necessary to your child’s academic success (see 4.3).

4.0 Identifying an Academic Need for Additional Supports

4.1 When a teacher or parent becomes concerned about a student’s ability to succeed academically, they can request an In-School-Team meeting. A student’s type and level of need will be discussed so that the optimal support can be determined.

4.2 Students identified as requiring additional academic support (see 3.4) may receive Jordan’s Principle Funded Worker support (see 3.2) at one of three levels: a Jordan’s Principle Funded Worker/student ratio of 1:1, 1:2, or 1:3, as determined by the In-School Team Committee.

4.3 An In-School Team meeting will be scheduled to discuss next steps when the discontinuance of Jordan’s Principle Funded Worker support is being considered. (see 3.10).



5.0 Documentation Supporting a Jordan's Principle Application

5.1 A recommendation (for example, a letter/prescription) or other form of written authorization from a licensed professional involved in the child's care making a recommendation related to their scope of practice may be considered to support an application for Jordan's Principle funding for a Jordan's Principle Funded Worker. However, it should be noted that a recommendation from a general practitioner may not be sufficient documentation depending on the type and level of need of the child.

6.0 Parent/Guardian Individual Application for Jordan's Principal Support

6.1 Federal Schools has implemented a Group Application process through the Jordan's Principle Navigator.

6.2 If parents/guardians do not consent to the group application they can apply individually, directly to the Jordan's Principle Navigator.

6.3 The Jordan's Principle Navigator will receive individual applications from parent(s)/guardian(s). However, in order to ensure the implementation of a Jordan's Principle Funded Worker within the Federal Schools school, each application requesting a Jordan's Principle Funded Worker should be accompanied by supporting documentation from the administration of that particular school the student attends.

6.4 Federal Schools may assist with parent/guardian applications to Jordan's Principle, upon request, by providing documentation such as Individual Education Plans (IEPs), or Psychometric assessments, etc. but require parents'/guardians' authorization.

7.0 Applying to be a Jordan's Principle Funded Worker

7.1 Jordan's Principle Funded Workers are not employees of Jordan's Principle, Indigenous Services Canada nor Federal Schools.

7.2 If you are interested in being a Jordan's Principle Worker to work within the Federal Schools, please submit the following items to the Six Nations Jordan's Principle Navigator:

7.2.1 a resume that demonstrates: level of education: Minimum High school

7.2.2 training/courses (ASD; ADHD; FASD; LD; MID; Wellness; Global) assets: training or education in conflict management, mediating difficult situations like peer-to-peer conflict, de-escalation strategies

7.2.3 experience working with students in an educational setting; special needs students in particular

7.2.4 your availability

7.2.5 preference of full-time part-time (some students attend ½ days)

7.3 All Jordan's Principle Funded Workers working within Federal Schools must submit an application during a specified intake period in May, October or December of each school year.

7.4 All applications will be reviewed and assessed by school administration.

7.5 Successful applicants will be expected to sign the Confidentiality Agreement and adhere to the Provisions for Jordan's Principle Funded Workers in Federal Schools. Failure to do so may



result in a restriction of access to the Federal Schools.

7.6 The administration is solely responsible for selecting the student(s) that each Jordan's Principle Funded Worker will be assigned to work with.

8.0 Parameters Guiding Jordan's Principal Workers Working in Federal Schools

8.1 The Principal is the authority of the school. As such, they determine who has access to the building. All Jordan's Principle Funded Workers require the authorization of school administration prior to being approved to work on site. Only selected Jordan's Principle Funded Workers will be granted such access. The school's administration will initial all Jordan's Principle Funded Worker timesheets to confirm their attendance at work.

8.2 As with all who enter and work within Federal School buildings, Jordan's Principle Funded Workers within the Federal Schools' educational setting are expected to maintain a standard of professionalism, including appropriate dress, and adhere to the school's code of conduct.

8.3 Jordan's Principle Funded Workers will be working with a worker/student ratio of 1:1, 1:2, or 1:3, depending on student need as determined by the In-School Team Committee.

8.4 Administration will be selecting the best fit Jordan's Principle Funded Worker for the student. "Best fit" is determined by considering various factors including previous work history, qualifications, and resume.

8.5 Conflict of Interest will also be considered when matching a Jordan's Principle Funded Worker with a student.

8.6 In the case of a student having special needs requiring a Jordan's Principle Funded Worker with specific skills in assisting students with those needs, an exemption to the conflict of interest clause may be possible for high needs medical concerns and will be determined on a case-by-case basis and must be approved by the Director of Federal Schools.

8.7 The job of the Jordan's Principle Funded Worker is specific to the needs of their assigned student(s), however, they are encouraged to discuss the expected level of engagement and active participation, with respect to the rest of the class, with the classroom teacher.

8.8 The Jordan's Principle Funded Worker, upon initial entry and prior to working with their assigned student(s) within the schools, will:

8.8.1 meet with the administration

8.8.2 review the Provisions for Jordan's Principle Funded Workers in Federal Schools and sign the Jordan's Principle Confidentiality Agreement

8.8.3 be provided with a school handbook

8.9 submit a Vulnerable Sector Check upon entry (an updated yearly Vulnerable Sector Check is required)

8.10 All Jordan's Principle Funded Workers working within Federal Schools must:

8.10.1 sign in/out each school day

8.10.2 have a positive work ethic

8.10.3 maintain good attendance

8.10.4 have timesheets reviewed and initialed by the Principal or Vice Principal weekly
adhere to the arrival and departure times within the school



8.10.5 adhere to federal health protocols when they are enacted
adhere to Federal School policies, protocols and procedures

8.10.6 review the school handbook and adhere to its guidance, as well as review and be respectful of our Haudenosaunee Values

8.10.7 follow the guidance and direction of administration and the classroom teacher
collaborate with the classroom teacher to schedule breaks and lunch throughout the day

8.10.8 maintain a working relationship, in class and within the school, of collaboration and cooperation, in general, and, specific to the needs of the assigned student(s)

8.10.9 obtain permission to utilize classroom and/or school supplies

8.10.10 participate in recess with their student(s) during recess/unstructured activities

8.10.11 report all incidents and accidents to the teacher/educational assistant

8.10.12 be unobtrusive to the classroom environment and routines; refrain from interrupting student learning, regardless if you have a family member within the school

8.10.13 refrain from using your cell-phone within the classroom and/or within the vicinity of students

8.10.14 make available to the teacher and administration any documentation created or produced by the Jordan's Principle Funded Worker pertaining to the assigned student(s), the classroom activities and the school, including any written or audio notes or recordings, pictures or videos, on a regular basis and upon request.

9.0 Leaving the Federal Schools' System

9.1 At the end of grade 8, or if the student leaves the Federal School system to enroll in a provincially operated school, there may be a disruption in, or an end to, the educational support provided by the Jordan's Principle Funded Worker. The Jordan's Principle Funded Worker will not follow the student as they move to a new school within a provincial school board.

9.2 There may be a Jordan's Principle application process in the provincial school board where the student will attend. It is the parent's/guardian's responsibility to inquire whether or not there is such a process and put in a request to the new board in a timely manner to avoid, or limit, the disruption of service. There are no guarantees that Jordan's Principle Funded support will be continued.

9.3 It is advised that the parent/guardian inquire about and make application to Jordan's Principle during the enrolment process.

10.0 Confidentiality and Privacy

10.1 Federal and Provincial law (such as the *Privacy Act*, *the Charter of Rights and Freedoms as well as the Freedom of Information and Protection Act*) and their respective regulations, protect the confidentiality of educational, medical and personal information of students. Such information may not be disclosed except as authorized by law or as authorized by the student's



parent/legal guardian. These privacy laws and regulations apply to all persons working with students within an educational setting.

10.2 Furthermore, any information that may be seen, heard, or that one might be exposed to about students, including the Jordan’s Principle Funded Workers’ client, is considered confidential information. “Confidential information” is defined as information disclosed to, obtained by, or known by the Jordan’s Principle Funded Worker as a consequence of their work within the Federal Schools.

10.3 All Jordan’s Principle Funded Workers are required to agree to and sign a confidentiality agreement prior to working with their client within Federal Schools.

10.4 In this confidentiality agreement, Jordan’s Principle Funded Workers will agree to observe any applicable federal or privacy laws in their handling of personal information and will agree to refrain from disclosing any confidential information. Furthermore, any information of a personal or confidential nature concerning individual members of staff shall not be divulged to anyone without the proper authorization provided by administration.

10.5 The Jordan’s Principle Funded Worker will not make any written or printed record or audio or video recording of any student that is not their assigned student without express written consent prior to making such record or recording.

10.6 Any violation of the confidentiality agreement could result in a denial of access to the Federal Schools.

10.7 Privacy and confidentiality will survive the expiration and termination of this agreement by one year.

