

EDUCATION PROGRAM HANDBOOK



CHAMPAGNE AND AISHIHIK FIRST NATIONS



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VISION

Dän nätthe dätth'i (Council) Vision:
(WE WANT TO DO THIS IN A GOOD WAY)

**Dáshaw k'e sháwthän k'àts'edünji ni dän yè dánän, sháwthän ghànūzhi dāw.
Ä́fayè dánän kay k'anīdā́l k'è, chu ghā nīdā́ k'è, ä́legħa ts'edätth'i ch'e,
nàts'usā́t shj.**

It is our responsibility to continue Dän K'e, our traditional ways, to heal and empower our people and community.

We strengthen our wellness by connecting with our land, water and each other.

PRIORITIES:

Łäch'i Tān Ga Ts'ūjal
(IN ONE DIRECTION/FRAME OF MIND)

1. We heal together as strong, self-reliant and self-determining Dän (people).
2. We learn, live and share our Traditional Language, Knowledge and Culture - Dän k'e (Our Way).
3. We care for and connect with Dakéyi (Our Land).
4. We build the next generation of leaders through education, training, and connecting our Elders and Youth.
5. We benefit from a vibrant and sustainable economy in our Traditional Territory.
6. We have an effective, accountable, unified Government and programs grounded in Dän K'e.
7. We have safe, sustainable, healthy communities.

DEFINITIONS

Academic Year: the length of an academic year for a Program of Study as defined by the post-secondary institution

Applicant: a person who has submitted an application for Support under any of the Education Department programs

CAFN: Champagne and Aishihik First Nations or Shadhäla, Äshèyi yè kwädän

Canadian Resident: someone who maintains or can establish residential ties with Canada using the test to determining residency established by the Income Tax Act

Citizen: an enrolled Citizen of the Champagne and Aishihik First Nations as determined by the Constitution of the Champagne and Aishihik First Nations, and CAFN's Äghàafän Enrollment Act

Commitment Agreement: an agreement that is signed by an Applicant in exchange for funding support under any of the Education Department programs

Continuing Student: a Student defined by the following:

- » Received Support under any Education Department Program for the previous Academic Year; and
- » Is still enrolled in an Education Department Program; and
- » Has not allowed their enrollment to lapse or be cancelled; and
- » Has not yet completed their Program; and
- » Wishes to continue in their Program to completion with Support under the Program for the upcoming Academic Year

Default: failure to fulfill an obligation under any Education Department Program

Eligible Student: a Student who is eligible for Support under any Education Department Program. All Students must, at a minimum, be CAFN Citizens to receive Support under any Program.

Learning Difference: a difference in how an individual is able to learn in an academic setting as compared to the majority of students, and is distinguished from a Learning Disability because a Learning Difference has not been formally diagnosed by a qualified professional.



Learning Disability: a condition which may affect the acquisition, organization, retention, understanding or use of verbal or nonverbal information and which has been formally diagnosed by a qualified professional and accepted for accommodation by the learning institution where the Student is registered.

New Applicant: an individual who has never received Support under any Education Department Program.

Program: CAFN's various Programs, as outlined in this handbook, and offered under the Education Department.

Practicum: a supervised and mandatory (required for graduation portion of an educational program emphasizing the practical application of previously learned theory, methods, skills, professionalism, orientation and ethics in a specialized area of study which does not exceed more than twenty percent (20%) of the total program. Students must be supervised and evaluated by the Employer while doing productive work, where no remuneration is received and may include an apprenticeship.

Qualified cultural programs: are programs provided by CAFN throughout the year that are specifically noted as qualifying for the purpose of meeting the criteria for reciprocity and giving back.

Reciprocity: to give and take mutually; a mutual exchange of privileges; to make a return for something.

Support: financial and other support available to Eligible Students as set out in the various Education Department Programs.

Terminated: to be prevented from continuing to receive Support and funding under a Program.

EARLY CHILDHOOD EDUCATION

Taking a holistic approach, in partnership with families, *Shawkwunlee Early Learning* provides innovative, culturally based, inclusive educational experiences that meet the needs of the whole child. This includes the physical, emotional, intellectual, social needs and parental involvement.

Early Childhood Education establishes the building blocks for healthy, happy Dän. CAFN is committed to providing support for our children and young families to ensure they have the resources they need to embrace traditional ways of knowing, doing and being as part of our journey to being Dän Shāwthan.

Shawkwunlee Daycare provides play based / experiential early childcare education to children, from 18 months to prekindergarten in Haines Junction. Priority is given to CAFN children.

For more information about programming and space availability, please contact the Daycare Manager at 867-634-2270. Applications can be found at the Champagne and Aishihik First Nations' offices in Whitehorse and Haines Junction. You can access them on-line through the www.cafn.ca/education website.





K-12 EDUCATION PROGRAMS:

CAFN acknowledges the value of both a traditional education and classroom studies. The following programs support young CAFN Citizens on their path of learning. More details on these programs can be obtained through the Educational Support Workers (ESW).

1. Special Circumstances Funding

Special Circumstances Funding is available to assist parents/guardians with monthly living expenses for their dependent children who must live away from their home communities to attend school. The student must be attending a recognized primary or secondary (K5-12) institution in the Yukon. Families are eligible to receive \$35 per month for living allowance and up to \$250 per month for accommodations, subject to attendance records being provided to the ESW.

2. School Supplies Supplementary Funding

Supplementary funding is available to assist with the purchase of school supplies for CAFN students in grades K-12 in Canada. Elementary (primary) students receive \$200 annually and high school (secondary) students receive \$300 annually.

An application form must be filled out prior to the start of each school year.

3. Secondary Academic Achievement

CAFN provides an Academic Achievement Award for all CAFN students in Grades 8-12 who live in Canada and achieve a minimum of 75% overall average. The award ranges from \$100 to \$300 and is awarded each fall for the previous school year.

- » **Grade 8 - \$100**
- » **Grade 9 - \$150**
- » **Grade 10 - \$200**
- » **Grade 11 - \$250**
- » **Grade 12 - \$300**

4. Tutoring Assistance

CAFN provides tutoring assistance for CAFN students in Grades K-12 in the Yukon Territory or who are permanent residents in the Yukon. Tutoring is appropriate to the student's grade level, curriculum, school and community. A Tutoring Assistance Application form must be completed to apply.

5. Yukon Native Graduation Funding

CAFN helps CAFN students that are graduating from secondary school with funds to cover a portion of the costs for clothing to participate in the First Nations Graduation ceremony in Whitehorse. This funding becomes available in January and families can get up to \$150 per Grade 12 student. Extra supplies and materials are made available when attending graduation sewing nights with the Education Support Workers.

6. Elementary School Incentive program

Elementary school students will be recognized for their attendance and the great things they are doing. Names are recognized monthly by the ESWs.

Please contact the Education Support Worker for regalia supplies if your child is moving on from K5 or Grade 7.

Applications can be found at the Champagne and Aishihik First Nations' offices in Whitehorse and Haines Junction. You can access them on-line through the www.cafn.ca/education website.

For more information on any of the above programs, please contact your Educational Support Worker:

(K-12)

Haines Junction **867-634-2231**
 **867-634-4200 ext. 240**

(Elementary)

Whitehorse, Yukon
 Out of Territory **867-334-6674**

(High School)

Whitehorse, Yukon
 Out of Territory **867-332-8363**



POST-SECONDARY PROGRAMS:

By supporting our Citizens to achieve their post-secondary accreditation goals through Education, Champagne and Aishihik First Nations seeks to promote a healthy, unified, self-reliant people who are life-long learners.

It is hoped that Students who receive support will embrace CAFN's tradition of generosity and reciprocity and use the skills and knowledge they acquire through their education to give back to the community as a whole.

Eligibility:

To be eligible for Support, a Student must be a CAFN Citizen, a Canadian Resident residing in Canada, and must be enrolled, or accepted to enroll, in an eligible program of study at a Post-Secondary Institution.

An eligible program of study is a degree or certificate program or a two-year transfer program acceptable for full credit toward a bachelor's degree at a four-year institution and the courses a Student takes must apply to their degree, certificate, or transfer program, or a program that has been approved by the Review Committee, including the Dákwänje Immersion Program.

A Post-Secondary Institution is a degree, diploma or certificate granting institution which is recognized by a Province or Territory, and includes educational institutions affiliated with, or delivering post-secondary programs by arrangement with an eligible Post-Secondary Institution, or an institution that has been approved by the Review Committee.

A Student must submit a completed Application, including supporting documents, to CAFN's Department of Education by the following deadlines:

PROGRAM / SEMESTER	APPLICATION DEADLINE
Fall – September	On or before May 1st (early deadline) On or before June 30th (late deadline)
Winter – January	On or before November 27th
Summer - May	On or before March 27th

CAFN will review and process the applications in a timely manner after the deadline, notifying students as soon as possible about their decision.

Program Support

Students can receive support for the following items:

- » Tuition (up to the established maximum and not beyond that maximum).
- » Books and supplies (up to the established maximum and not beyond that maximum).
- » Living allowance (for full-time students only).
- » Travel to attend school outside the territory (up to the established maximum and not beyond that maximum).
- » Emergency (up to the established maximum and not beyond that maximum).
- » Special circumstances – childcare.
- » Special circumstances – tutoring.
- » Grant Fund or Forgivable Loan Fund.

If there are more applicants than funds available, the following criteria will be used to assign priority of applications:

1. New Applicants
2. Continuing Students.

Students will receive support for the duration of their educational program as long as they continue to attend in the same program and maintain the minimum requirements of the Institution delivering the program.

Reciprocity:

The Support that Students receive under the Post-Secondary Education Program is provided because CAFN Citizens have together decided to invest in their education. In return, Students are expected to give back to their community.

More information can be found on the CAFN website or by speaking with the Post-Secondary Program Officer at [867-634-4200 ext. 254](tel:867-634-4200).



POST-SECONDARY ACHIEVEMENT AWARDS

Two (2) different Awards available to Eligible Students under the PSE Program:

1. **OVERALL ACADEMIC ACHIEVEMENT AWARD**
(3 AWARDS @ \$1,000.00/AWARD).
2. **PRIORITY FIELD OF STUDY SCHOLARSHIP**
(2 AWARDS @ \$3,000.00/AWARD).

Overall Academic Achievement Award (Highest GPA)

Three (3) Students will be selected each year for an Overall Academic Achievement Award based on the following criteria:

1. **\$1,000.00** to the Student with the highest GPA in a degree program (bachelor, masters or doctorate); and
2. **\$1,000.00** to the Student with the highest GPA in a diploma, university transfer or associate degree program (one (1) to three (3) year programs), and
3. **\$1,000.00** to the Student with the best performance in CAFN's language immersion program.

CAFN Priority Field of Study Scholarships (Minimum 2.75 GPA)

A maximum of two (2) Students will be selected each year for a scholarship of \$3000.00/Student. Priority Fields of Study will be chosen to align with CAFN's human resource needs/priorities at the discretion of the First Nations Council. If there is more than one (1) Student in each priority Field of Study in a year, the award will go to the Student with the highest GPA in that Field of Study.

RECOMMENDED PRIORITY FIELDS:

- » Economic Development and Tourism
- » Finance and HR (Human Resources)
- » Health and Social

Leadership Award

- » Not based only on academic achievement, a Leadership Award is also available (gift to a graduate selected by the First Nations Council and given out annually by the Post-Secondary Officer).



POST-SECONDARY SUPPORT AND TAXES

As a student receiving funding support from CAFN, you need to file taxes. Here is some basic information that you will need in order to file your taxes.

1) FORM T2202A TUITION AND ENROLMENT CERTIFICATE

Your Post-Secondary institution files your T2202A electronically with Canada Revenue Agency by the end of February for the previous calendar year. This filing validates that you are a student from a tax perspective and connects to the T4A (noted below) income that you need to file.

2) T4A FROM CAFN

You will receive a T4A from CAFN by the end of February of the following calendar year. It is used to reflect the amount of funds a student has received in scholarships, bursaries, awards and prizes. If you are receiving support from other organizations in addition to CAFN, you should ensure that you also receive a T4A from them.

Generally, T4A income for students is not taxable. However, this does vary based on individual circumstances.

If you have questions regarding your taxes, please contact the Post-Secondary Program Officer (867-634-4200 ext. 254) and they can either assist you or refer you to another CAFN resource. Applications can be found at the Champagne and Aishihik First Nations' offices in Whitehorse and Haines Junction. You can access them on-line through the www.cafn.ca/education website.



EMPLOYMENT AND TRAINING PROGRAMS:

Indigenous Skills and Employment Training Strategy (ISETS) program:

The ISETS funding is focused on training and skill development for CAFN citizens. Each situation is assessed on its own merits, and citizens may be eligible for the following support:

- » Wage subsidy
- » Skill development
- » Emergency childcare
- » Strategic gap filing

The ISETS program acts in partnership with the CAFN Post-Secondary Education program, and is focused on providing support for education and training initiatives that don't fall within the Post-Secondary program.

The ISETS program is focused on supporting those that can't afford to cover the costs of the education / training programs themselves. CAFN Citizens are expected to access available training and development funds from their employers first, and are required to provide confirmation of their Employer's denial of support as part of the application process.

For more information on this program, contact the Employment and Training Officer at 867-634-4200 ext 261.



APPLICATION STEPS FOR POST-SECONDARY AND TRAINING SUPPORT:

If you are interested in applying for support through either the Post-Secondary or ISETS programs, here are the steps that you will need to follow:

- Research the program that you are interested in attending
 - + What is the start date?
 - + What are the pre-requisites (if any)?
 - + What is the application process?
 - + What additional materials are required to attend the course?
 - + What is the total cost to attend?
- Determine if you are eligible to attend the program or if you need to take other courses / upgrading first
- Contact either the Post-Secondary Officer or Employment and Training Officer to discuss your program, having the above information with you. They can help clarify any additional questions you may have and identify any additional paperwork you require
- Go ahead and register for your program
- Complete the Post-Secondary Education & Training Application Form, ensuring that you answer all of the questions and gather all of the supporting documentation
- Submit the Post-Secondary Education & Training Application Form to either the Post-Secondary Officer or Employment and Training Officer
- If you email or drop off your application form, please phone the next day to confirm it was received
- **NOTE: please be aware of the Post-Secondary application dates (noted on page 8)**
- **NOTE: Employment related training requests must be submitted at least ten business days prior to the beginning of the course.**



CAFN EMPLOYMENT OPPORTUNITY PROGRAMS

Summer Students, Co-op Students & Internships:

CAFN believes strongly that employing students is a critical part of developing capacity across the community.

The Education Department oversees the design, development and implementation of the annual summer student program along with all relevant co-op and internship programs. These programs seek to work in partnership with Directors and Managers to create valuable learning and skill development opportunities for students in both high school and post-secondary education.

Students presently enrolled in a post-secondary program or having completed a post-secondary program within the last six (6) months may be hired for full or part-time term positions relevant to their education. High school students fourteen (14) years or older may be hired for full or part time term positions as determined by Department Directors. There is a student wage scale maintained by the Education Department, which is eligible for the Cost of Living Allowance increases similar to the CAFN wage scale.

Please contact the CAFN Summer Student Coordinator for more details and submit your resume to CAFN Human Resources to apply!

Sha Je Crew

The Sha Je program supports community beautification projects within the CAFN traditional territory. Sha Je offers seasonal work opportunities on-the-land and in CAFN communities including brush clearing, community clean-up and improvements, General Assembly support, Fire Smart, greenhouse operation, and other special projects. Sha Je offers increased wellness activities and supports for the crew, as well as required safety and other training.

Please contact the Sha Je Coordinator to learn more and send your resume to CAFN Human Resources to apply.

DÄN KETS'EDÄN YU

(They Are Learning)

EDUCATION DEPARTMENT PROVIDES SUPPORT
TO CAFN DÄN FROM CRADLE TO CAREER

COMPREHENSIVE SUPPORT FOR DÄN
TO PURSUE EDUCATIONAL GOALS AT
ACCREDITED POST-SECONDARY
INSTITUTIONS

Post-Secondary Education

HAINES JUNCTION
AND WHITEHORSE

867-634-4200
EXT. 254

Employment and Training

HAINES JUNCTION
AND WHITEHORSE

867-634-4200
EXT. 261

PERSONALIZED
ASSISTANCE FOR DÄN TO
ACHIEVE THEIR GOAL OF
EMPLOYMENT OR
IMPROVED EMPLOYMENT

- ☐ Employment counseling
- ☐ Program funding
- ☐ Child care and supporting resources

YOUTH
PROGRAMMING
TO BUILD SOCIAL
AND EMOTIONAL
WELLNESS

Anda Ta Youth Center

HAINES JUNCTION
867-634-2012

K-12 Education Support

HAINES JUNCTION
867-634-4200 EXT. 240
or **867-634-2231**

WHITEHORSE (ELEMENTARY)
867-334-6674

WHITEHORSE (HIGH SCHOOL)
867-332-0646

SUPPORTING CAFN
YOUTH TO STAY IN
SCHOOL, GRADUATE,
AND EMBRACE
LIFE-LONG LEARNING

Early Childhood Education

SHAWKWUNLEE DAY CARE
867-634-4200

BUILDING THE LIFE-LONG
FOUNDATION FOR:

- ☐ Southern Tutchone ways of knowing, doing, and being
- ☐ Dákwänjē
- ☐ Healthy Practices
- ☐ Literacy and Numeracy



CHAMPAGNE AND AISHIHIK FIRST NATIONS