



MIHKOSKIWAKAK NEHIYAWAK NATION

RED EARTH CREE NATION

**Post-Secondary Kiskonomawakan Support
Program**

POLICY MANUAL

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Ratified: _____

Mihkoskiwakâk Nêhiyawak Education Authority

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Governance

These Operating Guidelines are based on the policies contained in the Post-Secondary Student Support Program - Policy Manual – Red Earth Cree Nation – Mihkoskiwakak Nehiyawak Education Authority.

Wherever possible, suggested operating procedures are cross-referenced to the relevant policy from which they result. (in compliance with the INDIGENOUS SERVICES CANADA (ISC), National Policy Guidelines)

Policies require a formal change process as outlined in the policy manual.

THE POST-SECONDARY STUDENT SUPPORT PROGRAM

The objectives of the RECN – MNEA Post-Secondary Student Program (PSSSP) are to encourage and support requalified, eligible students to acquire university, technical institute, college or professional qualifications so that they can become economically self-sufficient and develop their individual potential.

This policy is to provide the best possible resources to the students to be successful in their choice of studies. It is apparent that this policy needs bridge funding to accommodate other needs that are not identified.

This Policy Manual is in effect and will apply to all students.

The purpose of the Policy Manual is to provide guidance to Mihkoskiwakak Nehiyawak Education Board as the governance authority of the Red Earth Cree Nation Post-Secondary Student Support Program.

The MNEA Education Board shall delegate the administration of the Post-Secondary Student Support Program to the Education Director.

INFORMATION TO STUDENTS

A PSSSP Policy Manual will be attached to the application form issued to students by the PSSSP Coordinator via Email.

The Post-Secondary Student Support Program (PSSSP) supports Registered Status students of the Red Earth Cree Nation in pursuing post-secondary studies in recognized post-secondary institutions.

Applications Procedures

Red Earth Cree Nation - Mihkoskiwakak Nehiyawak Education Authority Policy Manual and Application forms are available at the MNEA Administration Office, and J.W. Head Memorial Education Centre.

Each application properly submitted shall be reviewed by the Post-Secondary Coordinator who shall:

- 1) Receive, file, and process accordingly as per the RECN – MNEA Policy Manual
- 2) Correspond with the Student informing them that the required documentation is required within one month of the application deadlines
- 3) Students will receive all responses through their institution email upon their acceptance.
 - a. Students shall wait for a response from the PSSSP Coordinator prior to attending class. (Sponsorship Support Letter) is to be approved by the MNEA Board.

Documents Required

Applications for financial support received by the MNEA Post Secondary Student Support Program (PSSSP) must include:

- 1 A completed application form (**incomplete application forms will NOT be accepted**)
- 2 Status card, or membership confirmation that the applicant is a registered member of the Red Earth Cree Nation. For example, A letter from the RECN Band membership clerk as proof of registry to the RECN.
- 3 Acceptance or a conditional acceptance letter into a post-secondary program of studies.
- 4 Program Information, verification that has entrance requirement level of Grade 12, Adult 12, ABE 12, Canadian Adult Education Credential “CAEC” (formally known as GED12)
- 5 Institute Email (Email provided to student by the Institution ex: john@usask.mail.ca)
- 6 University Degree Works/Audits, Tracking Sheet, Outline of Classes/Program
- 7 Most recent marks of transcripts.
- 8 An Education Plan (Essay Format)
- 9 FINAL REGISTRATION - **for approved students only.**

Note: Personal Emails will only be accepted when an Institution does not provide Students with Institute Email.

Students who apply for Post-Secondary funding from Red Earth Cree Nation MNEA Education Authority must wait for approval of funding before they register, due to the financial obligation you will have.

Deadlines Dates

Student applications received after the deadline date will not be accepted.

To be eligible for consideration and approval, PSE applications must be received by the Post-Secondary office on or before the following deadline:

- a) **March 30th** - for Spring and Summer Term funding
 - Continuing Students
 - Returning Students depending on availability of funds
- b) **May 31st** - for Fall Term funding
 - Continuing Students
 - New Gr. 12 Students
 - Returning Students depending on availability of funds
- c) **November 15th** – for Winter Term Funding
 - Continuing Students
 - New. Gr. 12 Students
 - Returning Students depending on availability of funds

Spring and Summer courses are for continuing students only whose classes are a **required part of the program and not offered at any other time will be funded.**

Students must maintain an acceptable grade point average from the previous semester.

The MNEA Board of Education will meet within one week of each deadline date to conduct student selections.

Applications received after the above application deadline dates will not be considered and the student will be placed on the Waitlist. Student is responsible to reapply to the next deadline date.

Student Eligibility Requirements

To be eligible for Post-Secondary Funding, each Student must be:

- 1) A registered member of Red Earth Cree Nation
- 2) An application of Treaty Status is in the process, the student is not eligible to apply for funding support until he/she has a letter from Indigenous Services Canada confirming Treaty Status. Or a letter from the RECN Membership Clerk as proof of registry.
- 3) Be enrolled in a program that is a recognized Certificate, Diploma, or Degree or Post Graduation Degree.
- 4) Must have a complete Grade 12/Adult Basic Education 12 (ABE12), Adult 12, or CAEC12
- 5) Not be receiving funding from any other First Nation
- 6) Students who transfer from any other First Nation will have their prior funding file reviewed for eligibility prior to acceptance under RECN/MNEA and must be in accordance with the RECN Membership Policy

The student must be enrolled in a program that leads to a recognized Certificate, or Diploma or Degree and which has level 12 as an entrance requirement.

Applications received must clearly show the program of studies enrolled in including the duration of the program.

Post-secondary programs of less than 8 months duration offered as a prerequisite or access to enrolment in a program of studies will be included for PSSSP support.

Waitlisted Students

Notification to Students - Education Board will meet after each deadline semester date within (7) working days to select the approved applications.

The PSSSP Coordinator will contact Student(s) when a student is approved, rejected or Waitlisted.

- Students will be informed, in writing, of the support approved or the reasons for rejecting or waitlisting the application.

Sponsorship

Sponsorship will be provided to the student when approved by the Education Board with motion at duly convened Education Board meeting.

The Continuing students must submit a Continuing Application Form in the program of studies after each semester.

Continuing Students must submit as a Condition of Funding:

- **Degree Works/Audits/Tracking Sheets**
- **Grades**
- **Registration**

Priorities of Approval

Support will be provided within the limits of funds available in accordance with PSSSP funding arrangements. If demand for funding exceeds availability, applications will be Waitlisted according to priority categories.

The priorities for approval of applications may be modified to reflect the applications received for an intake, to accommodate specific categories of applicants or to accommodate the needs of the RECN/MNEA PSSSP.

Approval of applications shall be based on the priority categories.

- a) The PSSSP Coordinator will make students recommendations prior to each intake, to the Education Board, regarding the students' academic history based on a Priority Lists of the policy manual.
- b) The Education Board will make the selection at each intake based on the applications and priority categories.

Student Priority Category:

1. Continuing Students, with satisfactory academic standing at the institution as per the institution's definition of satisfactory "academic standing" - Continuing Professional Studies Students (ex: Law, Medicine, etc.)
2. Grade 12 Graduates, Adult 12, Adult Basic Education (ABE12)
Current year graduates/Past year graduates
3. Students Returning to Complete the same program.
 - Students must be aware that their entire funding history will be taken into consideration as there are limitations at each level.

4. Graduate Students returning to obtain a second certificate, diploma, or degree in the same field of study.
 - Students must be aware that their entire funding history will be taken into consideration as there are limitations at each level.
 - Graduated Returning Students must work in their field of study for a minimum of 2 years before applying for funding.
5. Masters Students - Returning Professional Studies Students (ex: Law, Medicine, etc.)
 - Master's Students must work in their field of study for a minimum of 2 years before applying for funding.
6. PhD and Post PhD Students
 - PhD Students must work in their field of study for a minimum of 2 years before applying for funding.
7. Canadian Adult Education Credential (CAEC) formally known as GED 12 (Mature Students)
8. Students Returning to a Different program
 - Students must be aware that their entire funding history will be taken into consideration as there are limitations at each level.
 - Returning Students must work in their field of study for a minimum of 2 years before applying for funding.
9. Graduate students returning to obtain a second certificate, diploma, or degree in a different field of study.
 - Students must be aware that their entire funding history will be taken into consideration as there are limitations at each level.
 - Graduated Returning Students must work in their field of study for a minimum of 2 years before applying for funding.

Limits of Assistance

Support for all eligible expenses will be provided for all levels of post-secondary education and limits are placed on the duration of support according to the level of program the student is enrolled in.

Duration of support for students at all levels of post-secondary education will be in accordance with limits established in the Policy.

University and College Entrance Program Level – Students will be limited to 1 year in the UCEP program

Level I Programs - Technical institute, Community college. These programs normally have duration of 1 or 2 academic years (Certificate or Diploma)

Level II Programs - a prerequisite for enrolment and which lead to an undergraduate degree. Academic years based on the **University's normal program duration**. (Certificate, Diploma, or Degree)

Level III Programs - Masters and Professional Studies. eg. Medicine, Law
Duration of support will be in accordance with the **University's normal program duration**

Level IV - PhD – Doctorate

Duration of support will be in accordance with the University's normal program duration

1. Financial assistance for tuition, compulsory student fees and required Eligible Expenses may be provided to student enrolled in all five levels.
2. Assistance may be provided to students to complete only one program at each level.
3. Exceptionally, Level 1 may include assistance for an additional certificate, towards the diploma as a prerequisite

Exceptionally, Level 2 may include assistance for an additional certificate, diploma or degree at the bachelor level which as a prerequisite an undergraduate degree or undergraduate courses

4. Students enrolled may be assisted or **temporarily pause their studies**, for up to one additional academic year per level if such an extension is approved in writing to the Education Board. (**Bereavement, Medical and Personal**)

5. Student support will not exceed the limits set out in the paragraphs above. Where students change programs within the Levels or temporarily pause their studies, the academic years or semesters used for each program within each Level will be counted for assistance purposes.
6. **Students who wish to change their program must get approval from the PSSSP Coordinator.**
 - Students will only be eligible for one (1) program change in their funding career.

Students who become eligible for assistance and who have previously completed a portion of post-secondary studies without the assistance from this program may receive assistance for the balance of their program but will not be reimbursed for previous expenses. **It is the responsibility of the individual to pay for their previous tuition fees and other related expenses, prior being approved for student funding.**

7. If the demand from Eligible students exceeds the funding available, a Waitlist according to the Priority Category selection will apply

Eligible Expenses

Tuition

All institutions must be on the Designated institute List: [Designated learning institutions list - Canada.ca](http://www.designatedlearninginstitutionslist.ca)

- a) Students attending Private or Foreign post-secondary institutions will be eligible for tuition support at no higher than the rate charged by the public institution nearest to the student's Canadian place of residence which offers a comparable program at the time of application.
- b) Students enrolled in foreign institutions will be eligible for tuition support at the actual tuition rate charged for the foreign institution where no comparable program is available at an institution in Canada.
- c) Students attending Canadian public institutions will be eligible for tuition support at the actual rate charged by the Canadian institution.

Student Fees

Student fees will be reimbursed for approved students **one-time only**.

- Application Fees
- Initial Professional Certification
- Registration Fees
- Examination Fees
- Association fees
- Transcript fees
- Criminal Record Checks/CPIC/Vulnerable Sector Check
- First AID
- Tickets specific to program (WHIMIS, Fall Protection, Food Safety, etc)

Books

- a) The Post-Secondary Student Support Program will provide books as required by the program.
- b) The student must provide a required textbook list from the program for actual book expense costs, if the books exceed the flat rate.
- c) An allowance of \$750.00 will be added per semester for allowance to cover the cost of textbook for University Students.
- d) Students who attend a College or Polytech will also receive a \$750.00 book allowance per semester if books are not included with the Student's tuition.
- e) Required books that exceed \$750.00 per semester shall be reimbursed provided such expenses are supported with documentation (receipts, required book list)
- f) Student will not receive a book allowance when the books are invoiced with the tuition.

Materials and supplies:

Students will receive funding for Materials and Supplies as required by their program. Proper documentation must be submitted.

Materials and Supplies are provided with documentation, as a requirement of program, for the following:

- 1) On Practicum, Internship or Field Placement, assistance of \$750.00 to defray the cost is given to the student once per semester.
- 2) To be eligible for this assistance, the practicum, Internship or Field Placement must be a required part of the student's program.
- 3) If a student is required to take more than one practicum, the student submits confirmation for each term or semester.
- 4) Cultural Activities/Camps – assistance of \$750.00 to defray the cost of materials required for Culture Camp. Students must submit documentation for materials and supplies required specific to event.
- 5) Students are eligible for a one-time laptop purchase from the PSSSP Program.
 - Students must submit from their institution indicating that a laptop is required.
 - When a laptop is invoiced within the tuition, the Student will not be receiving a laptop through the PSSSP Program.

Incentives and Graduation

Students will be provided this incentive once at each level during their program of studies that are completed.

Certificate -	\$500.00
Diploma -	\$750.00
Degree-	\$1,500.00
Masters-	\$2,000.00
Doctorate-	\$3,000.00

Students who receive scholarships to attend post-secondary institutions will be eligible for funding from the PSSSP.

Graduation Expenses shall be limited to the amount of \$1,000.00.

Graduation Expenses are to cover mileage, hotels accommodations, tickets, meals, photos, graduation clothing, guest tickets etc.

University Convocation Expenses shall be limited to the amount of \$1,000.00.

Convocation Expenses are to cover mileage, hotels accommodations, tickets, meals, photos, graduation clothing, guest tickets etc.

Academic Excellence Scholarships

- A) This scholarship pertains to students enrolled in all Level programs of studies.
- B) A \$ 1,000.00 will be awarded to the student upon successful completion of the year in a program with a grade score of 85 % or higher.
- C) Students are required to submit transcripts & a scholarship application form.
- D) Post-Secondary Coordinator will review and award the scholarship, in August of each year. The PSSSP coordinator will inform the Education Board of the recipient(s).

Guidance/Counselling & Social Work Services

Students requiring tutorial support must submit a letter of advice from the class instructor or recognized counsellor.

- Tutorials should be limited to \$150.00 per semester or \$300.00 per year.
- Student must provide proper documentation indicating that a tutor is needed for example; transcripts.
- The student and the tutor must sign a verification of services rendered for submission and payment by the PSSSP office.
- All tutorial payments are made directly to the Tutor.

Should Student's **dependents** require tutorial support and are attending a Public and Catholic schools (high school and elementary) we encourage Student's to contact the PSE Coordinator or email: rejordansprinciple@recn356.ca

Institution Student Health and Dental

- Health and Dental benefits plans will not be supported, and Students are required to OPT OUT before the deadline date. Students will be responsible for any fees incurred.
- Students who choose to participate in the Health and Dental benefits, may be supported with a Loan to cover the costs and will be deducted from Living Allowance throughout the year.
- For further clarification Students are encouraged to contact Institution Student Services or the PSSSP Coordinator.

Travel Support

Students will be given assistance for travel in the following:

- 1) Travel support is provided to new students who are required to move to the Post-Secondary Institution nearest to their place of residence at the beginning of their program and at the completion (graduation) to return to their place of residence.
 - A rate established by the Red Earth Cree Nation/MNEA. The Travel rate is .70 cents per kilometre.
- 2) One return trip to student's permanent residence when different from study address
- 3) When Travel is required due to Practicum, Field Placement, Culture Camps, or Internship
- 4) Bereavement Travel will follow the Band Membership Assistance Policy

When students are Required to Discontinue (RTD) or withdraw from their program, travel assistance to return home will not be provided. It will be the student's responsibility.

Living Allowances

Pay periods will be the first banking day of each month.

The living allowance rate structure and entitlement will be set annually in Policy Manual. **First month rent is first year students only.**

Monthly Allowance

i)	Single student	\$2,500.00
ii)	Married student with Spouse	\$2,500.00
iii)	Married Student with Student Spouse	\$1,500.00

-When two students are married/common law to each other, one of them will receive \$2,500.00, the other will receive \$1,500.00 for a total of \$4,000.00 per month.

iv)	Single parent student:	\$2,500.00
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The living allowances will pay in Canadian dollars regardless of the location of the institution.

Living allowances are paid for Christmas and study breaks.

Damage Deposit

Damage Deposits are made available for the first-year students under this criteria **one time only**. Understanding that, the students will use the reimbursement for their next rental unit.

- Students are encouraged to use the Premise Check-List ([Publications Centre \(saskatchewan.ca\)](http://PublicationsCentre.saskatchewan.ca)) and to take pictures of the premises prior moving in, and to keep the rental unit in the same condition as when they moved in.
This will be presented at the student orientation.
- Students are encouraged to contact the Office of Residential Tenancies based on their province for further questions.

The children dependent must be confirmed by the Revenue Canada Child Tax Benefit, and do not have to reside with the student.

Child Care

Child care assistance is reflected in the living allowance rates.

Part-time Students

When a student in attendance at a post-secondary institution studies for what is termed less than full time by the institution which offers the program, the student will be eligible for assistance to pay for all Eligible Expense except living allowance.

Students enrolled in **correspondence** (online) courses qualify for tuition fees and book assistance as required by the institution and **will pay for all Eligible Expense except for a living allowance.**

Students **will not receive living allowance while working full time** and will be considered part-time students.

On-Reserve Post-Secondary Programming

When programs are offered on-reserve the Eligible Expenses will be taken into consideration based on availability of funds.

Mental Health and Well-Being

Students who experience barriers will be dealt with on an individual basis such as mental or physical disabilities, academic barriers, religion, family status, and gender identity.

Students are encouraged to contact Institution Student Services and the RECN /MNEA PSSSP Coordinator for further assistance.

Student Accountability

1. Student Marks/grades will be reviewed for Fall/Winter and Spring/Summer classes, by the PSSSP Coordinator.

Students who do not receive a number grade (e.g., ABF-Absent failure, W-Withdrawal, WF-With failure, NP-No Paper) on their transcripts.

2. ABF-Absent Failure, WF-With Failure, W-Withdrawal, NP's-No Paper, 3 or more classes –will have funding terminated.

Student on probation, will be required to sign a Red Earth Cree Nation/MNEA PSSSP Student Academic Support Contract.

Students put on a probation by their institution or by Red Earth Cree Nation/MNEA PSSSP will be required to attend life skills (e.g. tutorial support, student recovery program, exam preparation, time management)

The length of the probation will be in effect immediately, one semester, student must receive an acceptable grade point average to continuously receive living allowance.

Students on probation, who do not receive acceptable grade point average will be required to discontinue by the Red Earth/MNEA PSSSP Administration.

- 1) **Students must inform the PSSSP Coordinator for approval before any changes of program or institutions are made.**
- 2) Students' may withdraw from their program of study for which funding has been approved for compassionate, personal and/or medical reasons. The student will then receive a Pause of Study (P.O.S) status.
 - The student must formally withdraw from their Institution and provide supporting documentation to submit the Post-Secondary Office.
- 3) Students who fail to follow this procedure will not be eligible to apply for further support for **two-years**.
 - The student must attend an interview process prior to re-application with RECN/MNEA Education Board.
 - The student must also submit a personal improvement plan to present at the interview with the RECN/MNEA Education Board.

Appeals

Every student has a right to appeal a decision regarding funding, however, when a student application has been refused because there are no funds, this appeal process will not be considered.

Student may appeal a decision regarding funding, or misinterpretation of the policy if unresolved after discussion with the **PSSSP Coordinator**, can be appealed to the **Education Board** at their next regular scheduled Education Board meeting.

Student must request an appeal form letter from the PSSSP Coordinator.

Student may attend the appeal hearing in person or via Zoom/Teams/Skype.

The MNEA Education Board will respond within 7 days of the Student's Appeal decision

The MNEA Education Board decision is final.

Policy Manual will be strictly followed.

Red Earth Cree Nation/MNEA PSSSP is not responsible for any student appeal expenses.

There is no avenue for a Funding Appeal to Indigenous Services Canada or to any other organization.

Student Orientation

- a) Students will receive information about their obligations of their funding guidelines and Policy guidelines.
- b) Compulsory attendance is required to the annual PSSSP orientation/information sessions that will be provided at each location (Red Earth, Regina, Prince Albert, Saskatoon, etc.) during the first two weeks of each semester in which there is an intake of first-time students.
 - Failure to attend will result in delays or disqualification in funding
- c) Student's studying abroad and out of province will have a zoom or TEAMS student orientation.
- d) Students are expected to read the Policy Manual that will be attached with the application form.

OBLIGATIONS AND RESPONSIBILITIES of the MNEA Post-Secondary Coordinator and the Education Board

The RECN/MNEA PSSSP Coordinator and the MNEA Education Board will clearly set out obligations to and of students in the Policy Manual.

The RECN/MNEA PSSSP Coordinator will provide PSSSP orientation seminars for first year students during the first two weeks of each semester.

1. Students not selected will also be notified via email.
2. The RECN/MNEA PSSSP Coordinator and the MNEA Education Board will require that PSSSP funded students provide an Educational Plan as part of the application form.
3. The PSSSP Coordinator will report back to the Director of Education and the MNEA Education Board on the student orientations.

STUDENT REGISTRY

The RECN/MNEA PSSSP Coordinator will maintain files with their documentation with respect to student support provided. Disclosure of this information requires the informed consent of the student.

The RECN/MNEA PSSSP Coordinator will maintain individual and collective student record including the following:

- 1 Historical student data;
- 2 Record of duration of support;
- 3 Transcripts of marks;
- 4 Certificates, diplomas or degrees earned;
- 5 Record of time remaining for which student is eligible;
- 6 Financial records relating to all individual student allowances, travel, contingency, books and supplies, tuition fees, advances and other payments made to or on behalf of the student;
- 7 All applications for assistance under PSSSP;
- 8 Records of any appeals, warnings and student contracts;
- 9 All student education plans submitted.

The RECN/MNEA PSSSP Coordinator will maintain a student registry for statistical submission report to Indigenous Services Canada in Ottawa as required by the post-secondary education data and information system. Due June 15th of each year.

The RECN/MNEA PSSSP Coordinator will be required to maintain student records in support of its counselling and administrative functions.

Confidentiality

1. All individual student records are deemed to be confidential and private unless an exception is made by student waiver of confidentiality and privacy. Individual student records will, among PSSSP administering organization staff, be considered confidential on a "need to know" basis.
2. The PSSSP Coordinator and the MNEA Education Board will not release any information contained in individual student records to any individual not covered by the Student Waiver of Confidentiality under any circumstances without the express approval, in writing, of the student.

Social Media Policy

Mihkoskiwakak Nehiyawak Education Authority (MNEA) – Post-Secondary Students

Mihkoskiwakak Nehiyawak Education Authority (MNEA) Post-Secondary Student Support Program (PSSSP)

Social Media Conduct & Respectful Communication Purpose

This policy ensures that all MNEA Post-Secondary Students conduct themselves respectfully on social media platforms and maintain positive representation of Red Earth Cree Nation (RECN), MNEA, and the PSSSP program.

The policy is guided by **OCAP® principles** (Ownership, Control, Access, Possession) and **MNEA's Cree values**:

- **sâkhitowin** – love
- **wîchitowin** – respect
- **mâmawohkamâtowin** – working together / forgiveness
- **tapwewin** – truth and integrity

Scope

This policy applies to all PSSSP-funded and PSSSP-applicant students and covers online conduct on platforms including, but not limited to:

Facebook, Instagram, Snapchat, TikTok, and X (formerly Twitter).

Confidentiality & OCAP® Compliance

- All documentation is securely stored by MNEA.
- Students have the right to request access to their records.
- Documentation is not shared outside MNEA administrative processes.
- Students maintain the right to provide clarifying statements at any stage.

MNEA expects all Post-Secondary Students to conduct themselves in a respectful manner, including on social media platforms such as **Facebook, Instagram, Snapchat, and X (formerly Twitter)**. Any negative, harmful, or disrespectful posts regarding **REC/N/MNEA's Post-Secondary Education Program, staff, administration, or governance** will be taken seriously.

All social media violations will be **immediately reported to the Director of Education and the MNEA Education Board** for review in accordance with PSSSP Policy.
Student Discussion & Corrective Process

MNEA Procedure for Addressing Student Conduct Concerns Respecting OCAP® Principles and Guided by MNEA Values

Mihkoskiwakak Nehiyawak Education Authority (MNEA) is committed to supporting Post-Secondary Students through processes that honour **OCAP® principles—Ownership, Control, Access, and Possession**—and uphold MNEA values of **sâkhitowin (love), wîchitowin (respect), mâmawohkamâtowin (working together/forgiveness), and tapwewin (truth and integrity)**.

All discussions regarding student conduct will be approached with **care, confidentiality, cultural safety, and fairness**, ensuring students understand their rights, responsibilities, and the supports available to them.

Guiding Principles

1. Respect for OCAP®

- Students are informed how information related to conduct concerns will be collected, discussed, and stored in accordance with OCAP®.
- Students have the right to access their own information and to request clarification at any time.
- Documentation is securely maintained by MNEA and used only for program administration purposes.

2. Culturally Safe Communication

- Conversations are grounded in respect, honesty, and relationship-building.
- Students are given a meaningful opportunity to share their perspective.
- Mediation or Elder support may be offered when appropriate.

3. Restorative and Supportive Approach

- The goal is not punishment, but **guiding the student back into good standing**, aligned with Cree values of working together and restoring balance.

Procedural Steps

Step 1 – Verbal Warning (Not Documented)

A respectful, private conversation will take place with the student to:

- Explain the conduct concern
- Review expected behaviour
- Offer mediation or support
- Provide time for the student to correct or remove problematic content

No record is placed in the student file at this stage.

Step 2 – Verbal Warning (Documented)

If the issue continues:

- A second verbal discussion will occur
- The conversation will be documented to maintain transparency and accuracy
- A copy of the documentation will be placed in the student's PSSSP file
- The student will be informed of the documentation and may provide a written response for the file if they choose

This step respects the student's right to access and understand what is kept on record.

Step 3 – Written Warning

If concerns remain unresolved:

- A formal written warning will be issued
- The written warning will outline expectations, timelines for improvement, and potential next steps
- A copy will be placed in the student's PSSSP file as per PSSSP Policy
- The matter may be referred to the Director of Education and/or the MNEA Board for further review

At this stage, students will be reminded that they retain the right to respond, request clarification, or seek mediation.

Outcome and Follow-Up

MNEA remains committed to supporting students in maintaining good standing and succeeding in post-secondary education. Follow-up meetings may be scheduled to:

- Assess progress
- Offer supports
- Strengthen the relationship between the student and MNEA

All actions will remain guided by OCAP® and Cree values to ensure fairness, dignity, and respect.

Policy Manual

The MNEA Post-Secondary Coordinator, in conjunction with the MNEA Education Board, will develop the Policy Manual for the administration of the MNEA Post-Secondary Student Support Program. The policy manual will be made publicly available.

POLICY REVIEW

There shall be a policy review in August of each year.

Students are encouraged to submit their Policy recommendations to the PSSSP Coordinator by August of each year.

Costs of the policy manual review will be expensed by the PSSSP program.

The MNEA Education Director, MNEA Education Board and the Portfolio Councillor will be responsible for **interim policy adjustments**, where the policy changes cannot be deferred to the next formal policy review, in the period between formal policy reviews.

Interim policy adjustments made in accordance with this policy will be presented to the formal Policy Review meeting and will require ratification at that time.

Effective date for all policy revisions and adjustments will come into effect on the date that it was ratified. There will be no retro increments in this policy manual.