



Indigenous Education Department

Greater Victoria School District No. 61
556 Boleskine Road, Victoria, B.C. V8Z 1E8

Telephone: 250 475-4124

Fax: 250 475-4109

Home of the Indigenous Education Resource Library

Indigenous Cultural Integration Program Information Package

Indigenous Education Website:

<https://aned.sd61.bc.ca>

How the program works:

The Indigenous Education Department can bring Indigenous staff and community resource people into classrooms to fulfill the requirements of the Aboriginal Language & Culture Program. Funding is provided through our department and requests should be made by individual classroom teachers using the on-line electronic request form provided on our website. Once sessions have been completed, our department issues payment to the individuals in the form of an honorarium.

We have resource people who can come in and share their knowledge in:

- Indigenous and Métis culture and history
- Presentations on residential schools, contemporary social issues and governance
- Coast Salish art forms, storytelling and drumming
- Oral traditions, circle and medicine wheel teachings
- Leadership and post-secondary education

The resource people we have available are community volunteers who come into your school to share their culture. They are not full time employees with the school district and they keep their own schedules. Teachers **must** be present in the classroom and/or on fieldtrips at all times. All our volunteers have been vetted through our department and have provided a Criminal Record Check and copies are kept in our office.

Teacher Comments:

“Bertha was engaging, friendly, kind and accepting of all students. They loved seeing all of the artifacts, playing the spoons and dancing. An awesome intro to the Métis culture.”

“It was one of the most powerful and empowering presentations for my class. Every student participated fully and loved it....and it is part of our Grade 5 curriculum”.

“Thank you for teaching us about First Nations songs, language and other. I saw some things I have never seen like the ammonite fossil, the kernel and the bowl with a lot of smells. I learned how to say come here, bear, hello and moon. Thank you for teaching us First Nations songs. I really like them. I hope to see you again.”

Student Comment, Frank Hobbs



Procedures for Requesting Cultural Sessions & Payment of Honorariums

1. To request a classroom session we ask that individual teachers complete an *Indigenous Cultural Integration Program Request Form*. A paper copy of the request form is attached, however by December 2019 we will be moving towards using the on-line electronic form. The electronic request form can be found on our website at the link below:

<https://aned.sd61.bc.ca/cultural-curriculum/information-and-forms/>

All requests must be approved by the Indigenous District Administrator. Once approval has been given, a confirmation email will be sent to the teacher and the school principal will be copied.

2. Once approved, the form will be forwarded to the individual requested and they in turn will contact the teacher to confirm dates and times they are available.
3. **Payment for Services:**

We have a list of community resource people who are available, their SIN numbers and mailing addresses. Once the sessions have been completed, the volunteers contact our office to confirm their hours and they are then paid an honorarium through us via a cheque requisition. We sometimes ask schools to share with the costs if there are supplies involved for art sessions or when a dance troop is requested.

Honorarium payments are processed by our department on Mondays, Tuesdays or Wednesday mornings for payment to be issued on the Friday of the same week. Cheque requisitions sent after that will be processed for the following Friday. Cheques will be mailed out, or individuals can pick up their cheques in person in Accounts here at the board office on **Friday afternoons after 2:00 pm**. Individuals must show their ID to pick up their cheques.

4. Individuals providing classroom sessions are paid an honorarium of \$40 per hour. There are however, different rates for individual school ceremonies, welcomes, blessing etc. and whole school presentations. If a dance group is requested, the rate must be negotiated prior to the service being performed (see the following page for suggested honorarium amounts).
5. Teacher feedback from these sessions is appreciated as we continue to improve our program content and to better understand the needs of teachers and students. A copy of the feedback form will be forwarded to the teacher asking them for feedback and to send it back to us.

Who we have available to come into classrooms:

The following are our **in-district** community resource people who can come into your classroom. Their full program descriptors and bios are attached and/or can be found on our website at:

<https://aned.sd61.bc.ca/cultural-curriculum/information-and-forms/>

- Alex Nelson, Residential School Presentations - Grades 4-12
- Andrea Fritz, Coast Salish Art K-12
- Bertha Landrie, Métis History, Culture, Music & Dance K-12
- Fern Perkins, Métis Culture & History, Ross Bay Cemetery Tours - Grades 6-12
- James Taylor, Anishnaabe - K-12

There are also other individuals/groups **out-of-district** who are available to come into your school and present on their specific specialties. Please note that our department **does not** pay honorariums or fees for the following resource people. Schools must contact the individuals directly for availability and to schedule dates and times, they are:

- Darlene Gait, Esquimalt Nation, Artist, Information Fieldtrips <http://www.onemoon.ca/>
- Ed Peekeekoo, Cree Musician & Artist <https://peekeekoot.ca/>
- Michael Kusugak, Inuit Author & Storyteller <http://www.michaelkusugak.com/>
- Raven Tales School Presentations: Simon James Phone: 778-233-7032
email: raventales@shaw.ca
- Sierra Club School Programs <https://sierraclub.bc.ca/>
- List of Indigenous Authors & Storytellers (information attached)

Honorarium Amounts Paid:

Honorariums paid for regular classroom sessions through our department's Indigenous Cultural Integration Program is \$40.00 per hour. When booking sessions with other community members the following are suggested honorarium amounts. Cheque requisitions should be sent in to Accounts a week prior to the session so that it can be sent to the school and given to the individual(s) at the event:

For one time sessions, suggested honorarium amounts are:

- Chiefs & Artists - \$150
- Welcomes/openings, garden blessings, individual singers/drummers - \$75
- Whole school events - \$150
- Facilitating a school based ProD: Half day \$200 & Full day \$300
- GVTA ProD Day - \$100/hour

Dance Groups are a negotiated amount. In the past we have used Joe Thomas of the Esquimalt Nation and his dance troop. They charge \$350 per performance.

Drumming Groups – negotiated amount

Cash Honorariums:

In the past, some schools have paid individuals cash for coming into their school. This is **not** recommended. If school staff pay individuals cash out of their own pocket, there is a way of getting reimbursed through a *Cash Honorarium Reimbursement Form* (see attached). Please be aware that to receive reimbursement the school must provide the **SIN number and mailing address** of the individual who the cash was given to as this is the direction from our Accounting Department. No SIN number or mailing address, no reimbursement!

Preparation for Welcoming a Guest Speaker:

An Aboriginal guest speaker is sought to enhance student education about culturally specific topics.

- Share with the speaker details about the class: the course or grade level of the students.
- Arrange details with the speaker for the day of the presentation: where you will meet him/her; do they need handouts photocopied or any equipment or room set up?
- Ask the speaker for information that you can use to introduce the speaker to the class.
- Ask the speaker if there are any specific protocols that you and the class need to follow during the presentation.

Preparing the class:

- The classroom teacher should provide a foundation of knowledge about the topic before the presentation.
- Brainstorm topics of interest or questions that the students can ask the speaker.
- Review respectful behavior with the students, including non-verbal communication.
- **Inform office staff and administration that you are having a speaker visit your class and have someone meet them when they arrive.**

Day of the Presentation:

- Aboriginal resource people that are used to provide the programming through the Curriculum & Cultural Integration Program are not certified teachers, therefore, the classroom teacher must be present during classroom sessions and/or fieldtrips at all times.
- Greet your speaker before the presentation: offer him/her some tea/coffee/or water; show him/her where the washrooms are; go over the start and end times of the class; ask for permission to take photos or video during the presentation.

After the Presentation:

- Debrief the presentation with the class (use circle format if appropriate).
- Ask the students to write a thank you card, journal responses based on the presentation or write a letter to the speaker. Journal prompts: What stood out to you about the presentation? How did the presentation add to your understanding about the topic? What did you think or feel during the presentation? What would you like to say to the speaker? etc.
- Please provide feedback by completing the Teacher Feedback form (copy attached).

A special note about guests who are Elders:

Sometimes Elders come with their own helper or an attendant. If they do not, you need to ensure there is someone to help and support the Elder. An attendant is one who looks after an Elder, and whose duties may include arranging transportation to and from the venue, greeting and introducing the Elder, and offering the comforts that Elderly people may require (e.g. bathroom, quiet resting place, food and drink).

CRIMINAL RECORD CHECK PROCEDURE FOR VOLUNTEERS



All volunteers in our School District must have a Criminal Record Check in order to perform the tasks as outlined in their volunteer duties. Current practice is that the volunteer obtains a Criminal Record Check from their local police department or RCMP detachment. The process is as follows:

A letter is prepared by the Indigenous Education Department stating that this individual will be working in a volunteer capacity and that a Criminal Record Check is required.

Making Application:

Option 1: The volunteer takes the letter, along with photo ID, to their local police department or RCMP detachment and makes application for a Criminal Record Check.

Option 2: In an effort to enhance this service, some police departments have placed the application forms and Criminal Records information on their website. If this option is available to the volunteer, he/she can complete the online CRC application form, print it and then take it along with the letter from our department to their local police department or RCMP detachment for processing.

There is **NO CHARGE** if the Criminal Record Check is for a volunteer position as long as they provide an accompanying letter from our department.

The turn-around time for completion is approximately 5-7 working days within B.C.

It is recommended that checks be done yearly for long-term volunteers and every 3 to 6 months for temporary volunteers.

PLEASE NOTE: There could be significant liability placed on the School District should a situation arise involving a volunteer that has not provided a current Criminal Record Check.

If you have any questions, please contact Paola Bell at 250-475-4124 or pbell@sd61.bc.ca



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Indigenous Cultural Integration Program **Session Request Form 2020-2021**

School Name: _____ Teacher: _____

Contact Tel. #: _____ Email: _____

Grade Level _____ No. of Students _____ No. of Sessions _____

SESSION TOPIC:

- ☐ INDIGENOUS CULTURAL TEACHINGS ☐ DRUMMING ☐ STORYTELLING/HISTORY
☐ CIRCLE TEACHINGS ☐ FIRST NATIONS HISTORY ☐ COAST SALISH ART
☐ ORAL TRADITIONS ☐ MÉTIS HISTORY/CULTURE/MUSIC ☐ RESIDENTIAL SCHOOLS
☐ Other [please specify] _____

DATE[S] REQUESTED: _____

TIME[S] REQUESTED: _____

RECOMMENDED RESOURCE PERSON (IF KNOWN): _____

RESOURCE PERSON SIN (IF KNOWN): _____

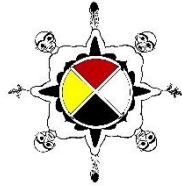
RESOURCE PERSON ADDRESS (IF KNOWN) _____

Additional Comments _____

PLEASE SEND THE COMPLETED FORM TO INDIGENOUS EDUCATION:

Fax: [250] 475-4109 or email to pbell@sd61.bc.ca

Please call [250] 475-4124 with any enquiries



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2020-2021 Indigenous Cultural Integration Program Teacher Feedback Form

RESOURCE PERSON REQUESTED: _____

DATE(S) OF SESSION: _____

TYPE OF SESSION: (art, awareness, cultural hike or tour) _____

NAME OF SCHOOL & TEACHER: _____

YES	NO	OTHER
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1. Prior to contract date, did the resource person clarify lesson plans/
presentation with the sponsor teacher?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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2. What Aboriginal Learning Standard(s) did the cultural presentation support?

▶ Subject area: _____

▶ Grade level: _____

YES	NO	OTHER
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3. Did the presentation/cultural walk/tour provide a link for
follow-up curricular activities in your classroom?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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4. What classroom activities did you implement to reinforce the cultural activity and teachings?

YES	NO	OTHER
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5. Did the Resource Person involve the students as much as possible?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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YES	NO	OTHER
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6. Would you have the resource person back to perform similar contract services?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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7. Do you feel your session supported:

- ☐ A sense of place, caring, safety and belonging for Aboriginal students in the Greater Victoria School District.
- ☐ Honoured, nurtured and supported relationships between the Greater Victoria School District, Local First Nations, Aboriginal Nations, families and community.
- ☐ Raised awareness and understanding of Aboriginal history, traditions and culture for all staff and students.
- ☐ Increased success of all Aboriginal students.

Additional Comments and/or Suggestions:

We thank you for your time in completing this form.

PLEASE RETURN TO:
INDIGENOUS EDUCATION DEPARTMENT
556 Boleskine Road

or

VIA SCHOOL MAIL / email pbell@sd61.bc.ca / FAX: 250-475-4109

CASH HONORARIUMS PAID REIMBURSEMENT FORM

School Name: _____

Person Requesting Cash Reimbursement: _____

Tel. No: _____

Cultural Activity: (eg. traditional welcome to territory, speaker role, opening, etc.)

Session/Event Date(s): _____

Session/Event Time(s): _____

Name of Person(s) cash was given to: _____

Person(s) cash was given to SIN number: **(MUST be provided)**

Person(s) cash was given to mailing address: **(MUST be provided)**

Amount to be reimbursed: \$_____

Principal's Signature: _____

School GL code to charge: _____

(Send original to Accounts for processing and keep a copy for your files)