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**Nisichawayasihk Education Authority**  
**POLICIES | GUIDELINES | PROCEDURES**  
**MANUAL**

**Purpose, Introduction and Index**



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## PURPOSE AND STRUCTURE

This Policies, Guidelines and Procedures Manual created by and for the Nisichawayasihk Education Authority of the Nisichawayasihk Cree Nation has been developed and compiled to provide clear and definitive direction for the management and operation of NCN's education programs and schools. Individual policies, guidelines and procedures may be adjusted and revised when necessary over time.

The manual contains four main sections and related subsections:

- Policies: Series 100 to 1100
- Appendix 1 – Job Descriptions
- Appendix 2 – Performance Appraisal Forms
- Appendix 3 – Forms, Agreements and Miscellaneous Information

A contents page prefaces each section.

Questions about this manual and its contents should be directed to the Director of Education.

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*Logo developed by Larry Tait*

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## INTRODUCTION

The Nisichawayasihk Education Authority Policy Manual has been developed and approved to provide direction for student education and the administration and management of Education Authority affairs. The Board expects all employees to familiarize themselves with the Handbook content and adhere to the intent of policies at all times. Recommendations for changes to policies are welcomed at all times and should be submitted to the Director of Education. Everyone holding or responsible for a handbook is responsible for ensuring his/her copy is kept up to date as the Board provides changes to existing policies or the adoption of new policies.

The Board recognizes the valuable input provided by the staff and community in developing the Policy Manual and wishes for the same cooperation to be extended in implementing the policy intent.

## ABOUT OUR LOGO

Mr. Larry Tait developed the Nelson House Education Authority Inc. logo in 1982 as symbolizing the "Cree Way". The central red disk represents the sun, on which all life is dependent. The circles around the sun are broken to remind us of the four seasons, which provide a time for planting, a time for growth, a time for the harvest and a time to let the land lay fallow.

From the seasons we recall the human cycle of birth, growth, maturity and death, which in turn impress on us the swift passage of time. The red and blue notches extending out stand for the three communities: the Métis Settlement, Dog Point, and the Central habitat, separated from each other by water, but united and strong in purpose. The sun's streaming rays form the cardinal points of the compass and inform us of the many directions available for each of us to choose as we travel through life. Whichever path you choose my child, always keep faith with your people. This is the "Cree Way".

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