



## **Parent Handbook**

**6 weeks-Kindergarten Location: 1421 Grandview  
1<sup>st</sup> Grade-7<sup>th</sup> Grade Location: 128 W. 15<sup>th</sup>**

**Pawhuska**

**Look to the Past, Live in the Present,  
Learn for the Future**

**2023-2024**

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## CONTACT INFORMATION

If you have any questions, comments, or concerns, please feel free to contact our office, Monday through Friday between the hours of 8:00 a.m. – 4:30 p.m. (CST).

### ᏓᏗᏆᏍᏗ ᏗᏂᏓᏓᏗᏆᏍᏗ Administrative Offices

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128 W. 15<sup>th</sup> Pawhuska, Ok 74056

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128 W. 15<sup>th</sup> Pawhuska, Ok 74056

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## HOURS OF OPERATION & LOCATION

Classes are year around and on an academic calendar. Please see either location for a copy of calendar or visit the school's website at [www.osagenation-nsn.gov/what-we-do/daposka-ahnkodapi-elementary](http://www.osagenation-nsn.gov/what-we-do/daposka-ahnkodapi-elementary).

### **Elementary 1<sup>st</sup>-7<sup>th</sup> Grade**

128 W. 15<sup>th</sup> St.  
Pawhuska, OK 74056

7:45 – 8:00	Breakfast
8:20 – 3:30	Class Times
3:30 – 4:45	Wrap Around

### **Infant/Toddler, 2 year, Pre-K, and Kindergarten**

1421 Grandview  
Pawhuska, OK 74056

7:45-8:00	Drop off/Breakfast
8:20-4:45	Class times (Infant-Toddler)
8:20-3:30	Class times (Pre-K & K)
3:30-4:45	Wrap Around (Pre-K & K)

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## INTRODUCTION

### **Vision**

Look to the Past, Live in the Present, Learn for the Future.

### **Mission**

Provide a school that revitalizes Osage Language and Culture in a safe environment, teach academic standards that reach all children, and encourage life skills that promote self-confidence.

### **Purpose**

The purpose of ᏓᎠᏆᏍᎩ ᎠᏂᏍᏅᏅᏍᎩ (Daposka Ahnkodapi, Our School) is to connect students and families with Osage Language and Culture while giving them a holistic education with realistic academic expectations. Teaching positive social and emotional habits are the life skills that will help our students gain confidence and become leaders in their community. ᏚᎠᏅᎩᎩ (Washkan) is our motto, do your best!

### **Core Values**

- |           |              |              |
|-----------|--------------|--------------|
| • Passion | • Dedication | • Compassion |
| • Respect | • Innovation | • Excellence |
| • Truth   | • Motivation | • Humility   |

### **Pillars of Learning**

The four pillars provide ᏓᎠᏆᏍᎩ ᎠᏂᏍᏅᏅᏍᎩ the clarity needed to establish a strong foundation. Staff and educators must live these four pillars each day before the students and parents – embracing them in every decision that is made.

- Osage Lifeways and Nation Rebuilding
- Family and Community
- Academics
- Health

### **Academic Integrity and Accreditation**

ᏓᎠᏆᏍᎩ ᎠᏂᏍᏅᏅᏍᎩ Early Education maintains a license through Oklahoma Child Care Licensing. This license ensures that our school complies with all applicable health and safety codes, and that student and staff records are up-to-date and maintained.

The Parent Handbook, ᏓᎠᏆᏍᎩ ᎠᏂᏍᏅᏅᏍᎩ strives to inform the parents/guardians of the policies and procedures followed by our staff as well as those that apply to our students and parents/guardians. The elementary is fully accredited by the State of Oklahoma as a private school.

### **Program Goals**

- Surround our children with positive role models while creating a nurturing and caring environment to develop the whole child
- Maintain a highly qualified staff and a family-like atmosphere
- Integrate Osage culture and language into each student's daily learning environment

### **Goals for Children**

- Learn through real life opportunities that engage children in learning about the world around them
- Support our students to become grounded as capable, independent, intelligent, and driven human beings
- Have freedom to discover and learn in their surroundings on a daily basis in developmentally appropriate indoor and outdoor classrooms

### **Goals for Families**

- Strengthen and empower families to learn together while bridging the gap between home and school

### **Curriculum**

ᏓᏗᏆᏍᏔᏅ ᏧᏍᏗᏓᏗᏆᏅ Early Education uses OK Child Care Licensing Early Learning Guidelines and the OK State Department of Education Academic Standards along with a Research-Based Curriculum “Learn Every Day” for infants, toddlers, 2 year olds, Pre-K, and Kindergarten. The Oklahoma State Standards are used for Pre-K through 7<sup>th</sup> grade. All lessons are adapted to fit the needs of the students in the classrooms. In addition, Osage language is incorporated and embedded within the daily routines to support and revitalize our Osage language and culture.

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## ADMISSIONS PROCEDURE

Admission to **ᏓᏳᏍᏏᏚᏳ ᏳᏍᏓᏳᏳᏉ** is based on a combination of criteria including: Osage membership, Osage preference, Native American preference, the student's age, and classroom availability. All students enrolling or attending **ᏓᏳᏍᏏᏚᏳ ᏳᏍᏓᏳᏳᏉ** must provide documentation for one of the following to receive Osage preference or Native American preference:

- **Osage Nation Membership number for the child enrolling, or**
- **Tribal Membership or Certified Degree of Indian Blood (CDIB) for the child enrolling, if other than Osage**

### **Osage Preference**

- Osage preference will be given to students from Osage families
- Parents/guardians must provide an Osage membership number for the child to be verified through the Osage Nation Membership Department
- An Osage family is defined as a household with at least one legally enrolled member of the Osage Nation. Verification must be furnished for each student

### **Native American Preference**

Parents/guardians must provide a copy of the student's tribal membership card or Certified Degree of Indian Blood (CDIB), or a letter from the native nation stating enrollment process has begun. If the child does not have their own CDIB or Tribal Membership number, a copy of the parent's CDIB or Tribal Membership number will be temporarily accepted for Native American students enrolling until the child's CDIB or Tribal Membership number is obtained.

### **Waiting List/Enrollment/Wrap Around**

A waiting list will be developed each year for students who applied but were not selected. As enrollment slots become available in the classroom, parents/guardians will be contacted and offered an enrollment slot.

The enrollment process begins in April of each year for the upcoming school year beginning in August. Enrollment packets are available on the Osage Nation website or at **ᏓᏳᏍᏏᏚᏳ ᏳᏍᏓᏳᏳᏉ** administrative offices. The following information must be ***completed and received*** before the student will be permitted to attend. Enrollment will not be processed for any student who is unable to provide the required documentation.

- Enrollment form signed by the parent/guardian
- Authorization forms signed by the parent/guardian
- Enrollment contract
- Copy of school records if applicable
- Current immunization records
- Parent/guardian contact form
- Emergency contact information
- Signed acknowledgement form for handbook signed by the parent/guardian

### **Wrap Around Care**

ᏓᏗᏔᏍᏗ ᏧᏍᏗᏗᏔᏗ offers Wrap Around, an extension of the day, from 3:30-4:45 p.m. for Pre-K through 7<sup>th</sup> Grade. Wrap Around provides a place for children to interact and socialize with peers, read and work on homework, learn the Osage language, and engage in outdoor activities.

### **Disabilities**

The Americans with Disabilities Act requires accommodations be provided to people with disabilities. The law covers children with disabilities seeking reasonable accommodations in a childcare setting, as well as the parents/guardians served. The staff will conduct an individualized assessment of the particular needs of a student and their family. A conference will be conducted with the parents/guardians, the student's teacher, the superintendent/director, and the contracted professional from the local education agency to identify reasonable accommodations and how to safely integrate the student into the program, given the student's capabilities, and to give the family full access to and participation in school to the extent feasible. Any information regarding a student, a student's family, or other matters discussed with staff will be held in the strictest confidence.

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## ARRIVAL and DISMISSAL TIMES

ԾԱԲՕՏՀԱ ԱԿՕԾԱԲՈՆ expects students and families to be punctual and maintain regular attendance. Classes begin promptly at 8:20 each day, and lunch counts are taken so the appropriate amount of food is prepared for the children each day. Parents should report an absence, late arrival, or early departure to the office by 8:45 a.m. To ensure our student to teacher ratios are maintained, children should not be dropped off earlier than the designated drop off time of 7:45 a.m. An authorized family member or adult should pick up students by the designated closing time for your child's site. All authorized adults should be listed on the child's contact and information sheet, Student Pick Up Authorization Form, as persons permitted to drop off and pick up the child. The authorized person must present their driver's license to the staff before the student may leave the premises. Current contact information should be kept and communicated with ԾԱԲՕՏՀԱ ԱԿՕԾԱԲՈՆ staff at all times to ensure the safety of each child. Any guardianship or court mandated documents should be given to the office to ensure the safety of the child.

### **Dismissal**

Only the individuals listed on the Student Pick Up Authorization Form will be allowed to withdraw a student from class for the day. If anyone not on the form is to pick up, then the form must be updated in person by the parent or guardian. If there are court orders or other areas of concern regarding a child's interaction with outside individuals, that information must be provided by the parents.

### **Field Trips**

Families will be notified in advance of each field trip through teacher communication, notes sent home, or email messages. **It is not the policy of ԾԱԲՕՏՀԱ ԱԿՕԾԱԲՈՆ staff and teachers to delay departures to accommodate late arrivals.** When traveling, students will always be in seat belts or car seats, depending on the age of the children attending the field trip. Teachers and staff will be equipped with first aid kits, cell phones, and parent contact information for each child. If a child arrives after their class has left, parents may be required to make alternate arrangements for care that day, or join the class field trip on their own.

### **Late Arrival - Tardies**

Your child will be learning so much every single day, therefore, it is important they arrive on time. A late arrival is any time after 8:30 a.m. If you know your child is going to be late due to a scheduled appointment, please contact the office by 8:45 a.m. A doctor's note is required for an excused tardy.

### **Late Pick Up**

For every one minute a student remains at school after closing, the school may charge the parent/guardian \$1.00 per student. This late charge must be paid before the student is allowed to return to ԾԱԲՕՏՀԱ ԱԿՕԾԱԲՈՆ. Five minutes past closing, ԾԱԲՕՏՀԱ ԱԿՕԾԱԲՈՆ may call the parent/guardian. If no contact is made, the staff will then call the first person on the Student Pick-Up Authorization Form to pick up the student. If no one is reached, the staff will continue to contact the other individuals on the list until someone is reached. At thirty minutes past closing, if no one has been reached, the staff member is required to call the local



police department or Osage Nation Police Department, and the Osage Nation Social Services Department depending on the jurisdiction of the student.

- If a parent/guardian has three late pick-ups within a two-month period, their student may lose their enrollment status

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## ATTENDANCE and EXPULSION POLICY

ᏓᏗᏍᏓᏅᏗ ᏗᏅᏓᏓᏗᏍᏗ strives to provide Osage children with a premier education that includes Osage language revitalization and nation building, community and family, health, and academics. Therefore, regular daily attendance is imperative. If students must be absent for longer than five (5) days due to a family situation such as vacations, visiting family, or a family crisis the parents/guardians must notify staff so that the absences can be excused and documented.

### **Attendance**

Class begins promptly at 8:20 each day. Attendance is taken at 8:30. It is important that your child arrive on time each day to receive the most out of the educational learning experiences. Each day your child will interact with peers to develop social and interpersonal skills, problem-solving skills, and critical thinking skills. **If your child is ill or will not be at school, ᏓᏗᏍᏓᏅᏗ ᏗᏅᏓᏓᏗᏍᏗ requests that you contact the office before 8:45 am.**

### **Attendance Policy**

Tardies – arriving after 8:30

Three (3) tardies equal a ½ day absence; six (6) tardies equal a full day absence. Arriving after 11:00 is a half-day absence.

Absences – missing a whole day of school

Please call the office before 8:45 a.m. if your child is absent. Bring a doctor's note upon return, if applicable. Nine (9) absences per semester are permitted. If the child has more than nine (9) absences during either of these two semesters, there will be a conference with the parent, teacher and the superintendent to consider withdrawing from school. Being excessively absent from school may result in a report to Osage Nation Social Services.

*Punctuality is a life skill, a habit that is built throughout our education. Showing up for school on time later develops into showing up for work on time.*

### **Expulsion**

ᏓᏗᏍᏓᏅᏗ ᏗᏅᏓᏓᏗᏍᏗ takes the education of children very seriously. Some reasons that will hinder a child's enrollment status includes:

- Failure to pay
- Routinely late dropping off or picking up a child
- Failure to complete required forms
- Lack of parental cooperation
- Failure of child to conform to the rules and expectations of the school after a reasonable amount of time
- Physical or verbal abuse of any person or property
- Lack of compliance with handbook regulations

### **Withdrawal**

We require advance notice when a child withdraws from ᏓᎠᏅᏍᎩᎠ ᎠᏵᏐᏓᎠᏅ. Anyone who ends ᏓᎠᏅᏍᎩᎠ ᎠᏵᏐᏓᎠᏅ services and has a balance that is outstanding will need to have the account settled within thirty (30) days. All accounts not settled within thirty (30) days will be turned over to the Osage Nation Attorney General Office for collection.

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## **BELONGINGS and ITEMS FROM HOME**

### **Belongings That Stay at Home**

ԾԱԲՕՏՀԱ ԱՀՕԾԱԲՈՂ teachers and staff request that all toys remain at home, unless otherwise stated by the teacher for a special sharing time, or classroom activity. We have so many activities planned each day that toys and other items brought from home, such as jewelry, money, watches, cards, etc., may be lost or broken. If any items are brought to school, ԾԱԲՕՏՀԱ ԱՀՕԾԱԲՈՂ will not be responsible for those items. In addition, any weapon, including guns, knives, or other type of weapon (toy or real) are never to be brought to ԾԱԲՕՏՀԱ ԱՀՕԾԱԲՈՂ. Any student bringing any type of weapon could be sent home immediately and be subject to loss of enrollment status.

### **Items Allowed from Home**

Families may wish to send birthday treats or snacks to school in honor of their student's birthday, provided the items are prepackaged and store bought.

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## BITING POLICY

### **Biting in Early Education**

It is the policy of **ԾԱԲՕՏՀԱ ԱՀՕԾԱԲՈՂ** to not only provide a safe learning environment to our students but also to promote healthy behaviors. For this reason, biting, as a behavior, is taken very seriously. **ԾԱԲՕՏՀԱ ԱՀՕԾԱԲՈՂ** staff will work to eliminate this behavior among our students through communication and redirection.

Biting is one of the most common and most difficult behaviors to understand and prevent. It occurs without warning, is difficult to defend against, and provokes strong emotional responses in the biter, the victim, the parent/guardian, and the caregivers involved. For most, the biting stage will pass with age. Most times, children do this as a way to get what they want from another. They are in the process of learning what is socially acceptable and what is not. For other students, biting may become a persistent problem and could stem from a variety of reasons: frustration, boredom, inadequate language skills, a change in their environment, or protection.

No matter what the cause, biting causes ill feelings toward all involved. It does help, however, to be aware of a potential problem before it happens, and to have a plan of action in place.

### **Action Steps**

- The biter is immediately and calmly removed from the area. **ԾԱԲՕՏՀԱ ԱՀՕԾԱԲՈՂ** staff will tell the student that biting hurts and it is not okay to bite.
- The biter will not be allowed to return to the same play area, and will be directed to another play area for a few minutes until the situation has calmed. Additional statements will likely be communicated to the student such as, “I know you want the truck, but we cannot bite to take the truck away.”
- An accident/injury report will be completed by **ԾԱԲՕՏՀԱ ԱՀՕԾԱԲՈՂ** staff, and the parents/guardians of the biter will be notified and given a copy of the report at time of pick up or a phone call if necessary.
- Parents of the children involved will be notified of all incidents and the student may be sent home at the discretion of the administrative staff.

### **For the Injured Student**

- The student will be separated from the biter, and comforted by the teacher.
- First Aid will be administered immediately, as necessary.
- An accident/injury report will be completed by **ԾԱԲՕՏՀԱ ԱՀՕԾԱԲՈՂ** staff, and the parents/guardians of the injured student will be notified and given a copy of the report at time of pick up or a phone call if necessary.
- Parents of the children involved will be notified of all incidents and the student may be sent home at the discretion of the administrative staff.

## SAFE SLEEP POLICY

ԾԱԹՕՏԿԱ ԱԿՕԾԱԲՈՆ follows the Oklahoma Department of Human Services (DHS) guidelines and requirement for Infant Safe Sleep Environments.

- Infants sleep directly on a tight fitting sheet covering the mattress
- Only pacifiers without attachments to them are in cribs
- Infants sleep in cribs with sides fully raised and secured
  - Crib sheets are changed daily or as needed throughout the day
  - Cribs are sanitized daily
- Infant's birth through three months of age may be swaddled with an infant-sized, thin fabric, such as a receiving blanket, only when requested by a parent, permission is maintained, and the infant is not mobile enough to move the fabric over his or her face
- Infants are placed on their backs for sleeping

### **Rest time – 1 year-olds through 4 year-olds**

- Cots or mats are provided for rest time, sanitized daily
- Sheets/bedding items are washed at the end of each week or daily if needed
- Pillows will not be used
- Children's heads and faces are not covered while resting

### **Rest time – 5 year-olds and older**

- Are not required to have a rest time

## TOILET TRAINING POLICY

It is the policy of ΔΛΠΟΣΥΛ ΛΥΟΔΛΡΩ to support and encourage students and their families in meeting many of the milestones in the life of a young child, including toilet trainings. Toilet training is a huge milestone for your child, and we want to make it a positive experience for all. Please tell your child's teacher when you begin toilet training so that they may assist your child by reinforcing those same efforts. Please send extra clothes for occasional accidents.

Staff will work with parents/guardians to develop a toilet training plan for each student so that efforts at home and school align.

**We strongly encourage parents/guardians who wants their student enrolled or transitioned to a 3yr., Pre-K/Kdg classroom, to have their child toilet trained prior to moving forward.**

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## **HEALTH and MEDICATION POLICY**

When a student is absent due to illness, the parent/guardian must notify **ԾԱԲՕՏՀԱ ԱՀՕԺԱԲՈՆ** **no later than 8:45 a.m.** on the day of the absence; this will allow **ԾԱԲՕՏՀԱ ԱՀՕԺԱԲՈՆ** staff to take any precautions necessary to protect the other students should the illness be contagious.

### **Fever, Diarrhea, and Vomiting**

Children should only attend **ԾԱԲՕՏՀԱ ԱՀՕԺԱԲՈՆ** when they are well and fever-free. Children may be sent home when their temperature is 100.4 degrees or greater, or if a child shows changes in behavior or symptoms that indicate illness, such as lethargy, irritability, persistent crying, or severe coughing. If a child has diarrhea, runny or watery stools with increased or abnormal frequency, or if a student becomes ill during a school day or field trip, the parents will be notified and the child shall be picked up within thirty minutes.

Children must remain free of fever (99 degrees or lower), diarrhea, and vomiting for 24 hours **without medication** before returning to school. Any doctor's notes and releases must be given to the office.

### **Contagious Illness and Rashes (including COVID – will follow current guidelines)**

Staff will contact the parent/guardian of a suspected contagious illness, such as head lice, measles, chicken pox, fifth disease, hand foot and mouth, yellowish skin or eyes, eye discharge that includes thick mucus or pus draining from the eye, or any other infestation or rash. Parents will be contacted to pick up their child and may return after clearance from their physician. Exposure notices will be sent to parents/guardians when a student is exposed to a contagious condition. Confidentiality will be maintained at all times.

### **Medication**

It is the preference of **ԾԱԲՕՏՀԱ ԱՀՕԺԱԲՈՆ** for medicine to be dispensed at home. If absolutely necessary, **ԾԱԲՕՏՀԱ ԱՀՕԺԱԲՈՆ** staff will only administer medication to a student if the parent/guardian provides **ԾԱԲՕՏՀԱ ԱՀՕԺԱԲՈՆ** with a doctor's note (for over the counter medication) or a current prescription for the student containing dosage instructions.

Over the counter medication must be administered to the student when that medication is provided by the parent/guardian in the original container and labeled with the student's full name. Over the counter medication must be accompanied by a doctor's note indicating dosage (if different from package directions) and length of time the student will need to take the medication. All medication will be inaccessible to students and locked in the office. Each dose administered is recorded on an individual medication log by staff, which will be made available to parents/guardians upon request. Diaper cream is a medication. Insect repellent and sunscreen are not considered medications. Parents must provide written permission

The parent/guardian is required to fill out a separate form for each medication that is to be administered indicating the proper dosage and time to administer the medication. Medication is returned to the parent/guardian when it is out-of-date or if the students has withdrawn from **ԾԱԲՕՏՀԱ ԱՀՕԺԱԲՈՆ**.



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## LICE POLICY

It is the policy of **ᏓᎠᏆᏍᏗ ᎠᏂᏍᏓᎠᏆ** to protect all students in our care from transmittable conditions that may be brought into the school, including not only contagious disease but also parasitic conditions and infestations. **ᏓᎠᏆᏍᏗ ᎠᏂᏍᏓᎠᏆ** staff is required to check for lice on a regular basis. If a student has nits or lice, the parent/guardian will be contacted and required to pick up the student immediately.

Parents/guardians are required to pick up the student within 30 minutes of being contacted. A student may not return to **ᏓᎠᏆᏍᏗ ᎠᏂᏍᏓᎠᏆ** for a 24-hour incubation period, and until they are lice and nit free.

Upon return to **ᏓᎠᏆᏍᏗ ᎠᏂᏍᏓᎠᏆ**, the student will be inspected, with the parent/guardian present, for lice and/or nits prior to being allowed to enter his/her classroom.

If the problem persists the Osage Nation Public Health Nurse will be contacted to assess the ongoing issue and the Osage Nation Social Services may be contacted.

All students will receive an exposure notice when a lice incident has occurred in his/her classroom.

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## IMMUNIZATIONS AND COVID POLICY

ᏓᏲᏍᏁᏍᏗ ᏲᏍᏏᏓᏲᏍᏗ will determine that the students' immunizations against vaccine preventable diseases are up-to-date according to the requirements in the schedule of well childcare by the Early and Periodic Screening, Diagnosis, and Treatment (EPSDT) program for the State of Oklahoma. Immunization requirements incorporate the latest recommendations of the Centers for Disease Control and Prevention's Advisory Committee on Immunization Practices (ACIP).

Families whose religious or personal beliefs or health restrictions conflict with this requirement must obtain a certificate of exemption from the Oklahoma Department of Health or the Osage Nation prior to the student's first day of school.

Without an approved exemption, parents/guardians wishing not to immunize their child will not be able to attend ᏓᏲᏍᏁᏍᏗ ᏲᏍᏁᏓᏲᏍᏗ.

### **. COVID-19 POLICY**

In the event that an individual is diagnosed with Covid-19, we will work with the WahZhaZhe Health Center, and other health professionals and adhere to applicable recommendations. Any changes to learning site (temporary or permanent distance learning), will be communicated in writing to the parents and staff.

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## NUTRITION POLICY

It is the policy of **ፈልዎርካል ለክዕደላቦን** to encourage healthy lifestyles among our students, including nutrition. All meals are planned to meet the students' nutritional needs, and follow USDA/Department of Human Services child care guidelines and licensing requirements. Menus will be posted in each classroom and school. **ፈልዎርካል ለክዕደላቦን** reserves the right to make any changes to the meal plan at any time.

### **Infants**

Parents/guardians must provide formula, breastmilk, or baby food for infants until they are ready to eat table food. Infants/toddlers will be exposed to and included in the Osage prayers during mealtime.

### **Breakfast, Lunch and Snacks**

Breakfast, lunch, and snacks are included in **ፈልዎርካል ለክዕደላቦን** fee for your child each day for students 12 months and older. The meals prepared are well balanced and planned to meet licensing requirements. Menus are planned and portion sizes are determined through children's ages and daily nutritional needs. All meals are served family-style, with students learning and reciting Osage prayers. The students will eat at tables with their classmates and teachers.

### **Food Allergies**

Parents/guardians who have students with food/drink allergies must provide documentation from a doctor saying what the allergy is and what substitutions may be provided. The staff will also need instructions on what to do in case of allergic reaction.

## RATIOS and GROUP SIZE POLICY

The goal of ΔΑΡΟΣΚΑ ΑΪΟΔΛΡΝ is to provide teacher to student interaction that best promotes learning and supports our young students. The physical size of each classroom is also a factor in determining the optimal number of students in each group setting. ΔΑΡΟΣΚΑ ΑΪΟΔΛΡΝ will work to provide a higher staff/student ratio as funds are available for each age group. At a minimum, the following teacher to student ratio is appropriate according to child care licensing standards:

Single Age Classroom	Teacher to Student Ratio	Maximum Class size
Infants (up to 12 months)	1:4	8
1-year-olds	1:6	12
2-year-olds	1:8	16
3-year-olds	1:12	24
4-year-olds	1:15	30
5-year-olds (and older single-aged groups)	1:20	40

Mixed Age Classroom	Teacher to Student Ratio	Maximum Class size
Infants and 1-year-olds only	1:6 No more than two infants per teaching personnel	12
Infants and older	1:8 No more than two under 2 years of age per teaching personnel	16
1-year-olds and older	1:8 No more than two 1-year-olds per teaching personnel	16
2-year-olds and older	1:12 No more than four 2-year-olds per teaching personnel	24
3-year-olds and older	1:15 No more than six 3-year-olds per teaching personnel	30
4-year-olds and older	1:18 No more than eight 4-year-olds per teaching personnel	36
5-year-olds and older (and older mixed-age groups)	1:20	40

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## COMMUNICATION WITH FAMILIES

### **Custodial and Non-Custodial Parental Rights**

It is our policy that a parent who is awarded legal custody of a child by court action shall file a copy of the current court decree with **ԾԱԲՕՏՀԱ ԱԿՕԾԱԲՈՂ**. If the custodial parent does not wish the child to be released to the non-custodial parent, an appropriate written instruction, such as a court order, must be filed with **ԾԱԲՕՏՀԱ ԱԿՕԾԱԲՈՂ**. Absent a court decree to the contrary, both parents have the right to view the student's records, receive progress reports, visit the child at **ԾԱԲՕՏՀԱ ԱԿՕԾԱԲՈՂ**, and participate in parent teacher conferences. Contact from **ԾԱԲՕՏՀԱ ԱԿՕԾԱԲՈՂ** to the parents will be primarily made through the custodial parent.

### **Family Communication**

Building strong partnerships between families and staff members is a goal of **ԾԱԲՕՏՀԱ ԱԿՕԾԱԲՈՂ**. Parents are the most important teacher in a child's life and building strong, supportive, and respectful relationships is the key to a successful school and family connection. We strive to make the transition between home and school smooth and positive for the children we serve. To support this goal, teachers and staff will communicate through notes sent home, email messages, and phone calls to keep parents up-to-date on events and class information.

Parents are encouraged to keep teachers and office notified if there will be a change in a child's daily routine, such as a doctor's appointment or a change in the pick-up schedule. Always notify the office if your child will be leaving early so we can help prepare and have your child ready on time.

Information concerning a change in a child's routine at home, major transitions, or other information that parents feel would be helpful for the **ԾԱԲՕՏՀԱ ԱԿՕԾԱԲՈՂ** teachers and staff to know in order to help your child will always be kept confidential. We encourage strong parent and teacher partnerships and communication.

### **Parent Teacher Conferences**

Any parent/guardian may schedule a conference with a teacher anytime during the week to discuss attendance, behavior, or progress. Regular parent teacher conferences are scheduled two times per year. Information and sign-up schedules will go home as the conference times near.

### **Report Cards and Progress Reports in Elementary**

**ԾԱԲՕՏՀԱ ԱԿՕԾԱԲՈՂ** will inform parents periodically of the student's academic progress. Report cards will be issued at the end of each quarter of school as marked on the calendar. Progress reports will be issued at mid-quarter, and additional reports, phone calls, or personal visits may be scheduled if in the best interest of the student.

### **Daily Schedule and Reports in Early Education**

The Early Learning teachers will keep the parents/guardians fully informed of their student's progress, activities, achievements, challenges, and behaviors. For this reason, parents/guardians with students in the infant/toddler classrooms will receive daily notes regarding their student's eating schedule, diaper changes, and nap times. Information concerning activities and events events will be shared by social media classroom groups, flyers, and posted announcements.

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## GUIDANCE AND DISCIPLINE POLICY

### **Behavioral Expectations**

ԾԱԲՕՏՀԱ ԱԿՕԾԱԲՈՂ teachers and staff are committed to the education that develops the whole child. We work daily to help students become increasingly more self-managing and socially responsible as independent and responsible learners. Our goal is to help each student learn how to express their feelings and emotions in a positive, acceptable way, and to enhance each child's ability to develop interpersonal relationships with teachers and peers.

ԾԱԲՕՏՀԱ ԱԿՕԾԱԲՈՂ teachers and staff model respect and strive to build positive character by targeting positive growth. The areas of targeted core values are:

- |              |              |              |
|--------------|--------------|--------------|
| • Passion    | • Dedication | • Motivation |
| • Respect    | • Excellence | • Truth      |
| • Innovation | • Compassion | • Humility   |

### **Guidance in Early Learning**

- Positive, clear, specific expectations given by teachers
- Reinforcing positive behavior when it happens through praise, high-fives, pats on the back, etc.
- Giving children freedom to encourage success

### **Misbehavior in Early Learning**

- Redirecting the child to an appropriate activity or area, or a positive alternative
- Using natural and logical consequences
- Helping the child talk through the situation by “using their words” to problem solve
- Allowing the child time and space to regroup, under close supervision

### **Serious Misbehavior Consequences for all grades**

More serious or frequent misbehavior may be managed by:

- Spending a short time being separated from others to calm and regroup
- Explaining to the child how to cooperate in the future
- Developing a behavior chart to encourage positive behavior and choices through reinforcement
- Communicating with parents to find a solution to improve behaviors
- If the student is putting others in danger, the parents/guardians will be notified to pick up the student
- All incidents will be documented with Incident/Accident Reports and placed in the student's file, parents/guardians will be notified at the time of incident, and a copy of the incident report will be sent home

Three (3) incident reports may result in a parent-teacher conference set up with the Superintendent to develop a behavioral plan. A referral for a screening, or meeting with a counselor may be given to the parent/guardian after consultation with ԾԱԲՕՏՀԱ ԱԿՕԾԱԲՈՂ contracted professionals. If after referral for screening and/or counseling, a parent/guardian refuses to seek counseling or obtain a screening for their student and incidents continue to occur, the student may be suspended or dismissed from ԾԱԲՕՏՀԱ ԱԿՕԾԱԲՈՂ.

## SUPPLIES and DRESS POLICY

### Individual Supplies

**ΔΙΑΡΟΨΗΛ ΛΥΣΟΔΑΡΩ** provides developmentally appropriate classrooms and environments that promote the success of each child. To make the transition between home and school, and in our endeavors to keep students comfortable, healthy and clean while in our care, parents/guardians are responsible for supplying necessary items for their child.

Staff will keep an open line of communication between the parent/guardian if their student needs any of the following supplies:

- Bottles
- Formula/breastmilk
- Baby food
- Diapers
- Baby wipes
- Bibs
- Complete change of clothing

ԾԱԹՕՏԿԱ ԱՅՕԾԱԲՈՆ will maintain a supply of emergency diapers and wipes; however, if a student uses any emergency supplies, the student's parent/guardian may be responsible for replacement of those supplies.

## Extra Clothes

Parents/guardians should send their student to the **ԾԱՐՈՏԿԱ ԱԿՕԾԱՐՈՒ** in comfortable, washable, and weather appropriate play clothes. All students need an extra set of clothes to be kept at **ԾԱՐՈՏԿԱ ԱԿՕԾԱՐՈՒ** with each item labeled with the student's name. Please provide a clean change of:

- Socks
- Underwear
- Shirt
- Pants
- If possible, an extra pair of shoes.

Parents are encouraged to check their child's cubby periodically to ensure their child's clothes fit and are weather appropriate.

## Dress Policy

All students are expected to dress appropriately at all times. If students arrive in what the school considers inappropriate, the parent/guardian will be contacted to bring up a suitable replacement before the child can attend class.



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## FEES and PAYMENT POLICY

Each student who attends our **ᐃᐱᐅᐅᐅᐅᐅ ᐱᐅᐅᐅᐅᐅ** is part of a learning community that provides meaningful learning experiences, which support cognitive, social, and emotional growth each day. Our academies are maintained and equipped with up-to-date technology, interactive learning materials and supplies, outdoor equipment, and alarm systems to keep children safe at all times. Our curriculum and rigor is current with research that supports early childhood education and development. In addition, nutritional meals and snacks are provided during the day, and students eat with their peer's family-style, learn, and recite Osage prayers. The cost of **ᐃᐱᐅᐅᐅᐅ ᐱᐅᐅᐅᐅᐅ** supports the quality of education and learning experiences provided for the students attending.

### **Fees and Payments**

Payments are accepted at **ᐃᐱᐅᐅᐅᐅ ᐱᐅᐅᐅᐅᐅ** locations and are due by the ***10<sup>th</sup> of the following month***. Student enrollment status will be put on hold until the bill is paid in full by the 10<sup>th</sup> of the following month. Bills left unpaid for thirty (30) days will be sent to the Attorney General's Office for collection.

### **Language Class/Events Fee Waiver**

Among the goals of the Osage Nation are the expression and retention of the Osage Culture and Language. In order to reclaim the language, **ᐃᐱᐅᐅᐅᐅ ᐱᐅᐅᐅᐅᐅ** is offering a Language & Cultural Class Fee Waiver.

- Tuition is \$500 per month per family. However, you can receive credit each month to lower your tuition cost.
- Osage Language Classes, Cultural Events, and **ᐃᐱᐅᐅᐅᐅ ᐱᐅᐅᐅᐅᐅ** Events count as credits of up to \$400 per month toward tuition.
  - See chart below for # of classes/cultural events/school events needed per month to receive the maximum number of credits
  - Participants must be the mother, father, or legal guardian of a child enrolled in **ᐃᐱᐅᐅᐅᐅ ᐱᐅᐅᐅᐅᐅ**

Individuals must arrive no later than fifteen (15) minutes after the scheduled start time to receive credit for their attendance on their monthly log. If the arrival time is later than 15 minutes, credit will not be received to apply towards the fee waiver. Individuals leaving class fifteen (15) minutes before the scheduled end time will not receive credit for that class towards the fee waiver.

Parents or Guardians opting for the Osage class waiver must have a language log signed by the authorized instructor for each class in order to offset the cost of fee for each class attended. Parents/Guardians are responsible for submitting their signed language log to your child's center manager in person on the first business day of the month, but no later than the fifth business day of each month.

Please see office for a Language Fee Waiver Log. This log is also available on the **ᐃᐱᐅᐅᐅᐅ ᐱᐅᐅᐅᐅᐅ** website. Language logs must be submitted monthly on the first Friday of every month.

ᏍᏏᏁᏍᏔ ᏠᏍᏍᏁᏍᏔ Osage Language Class/Cultural Event Fee Waiver Example		
Rate Per Month Per Child (or Family)	Osage Language/Culture Credits	Total
\$500.00	4 classes = \$400.00	\$100.00
\$500.00	3 classes = \$300.00	\$200.00
\$500.00	2 classes = \$200.00	\$300.00
\$500.00	1 class = \$100.00	\$400.00

- **Waivers will apply per child or per family if you have more than 1 child attending ᏍᏏᏁᏍᏔ ᏠᏍᏍᏁᏍᏔ**

Month	# of classes required to receive the maximum credit	Cost per waiver
August	N/A (due to no language classes)	N/A
September	4	\$100
October	4	\$100
November	4	\$100
December	2	\$200
January	4	\$100
February	4	\$100
March	2	\$200
April	4	\$100
May	4	\$100
June	2	\$200
July	N/A (due to no language classes)	N/A

\*July & August will not require language logs to be submitted. However, tuition will be \$100 for the month of July and August.

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## **RIGHT TO REPORT CHILD ABUSE/NEGLECT POLICY**

### **Required to Report**

It is the policy of ᏓᎠᏆᏍᏔᎦ ᎠᏂᏍᏓᎠᏆᏁ, as well as being required by Osage/federal law, that ᏓᎠᏆᏍᏔᎦ ᎠᏂᏍᏓᎠᏆᏁ staff report any suspected cases of child abuse and/or neglect to the proper authorities. The Osage Nation Social Services Department (ONSS) will be called to investigate and substantiate the claim. Those persons required to report will follow verbal reports promptly with written reports.

A copy of the report shall be immediately sent to the Osage Nation Social Services Department and/or Oklahoma Department of Human Services as well as to the Osage Nation Attorney General, Osage Nation Police Department, Osage Nation Human Resources and the Osage Nation Education Secretary.

ᏓᎠᏆᏍᏔᎦ ᎠᏂᏍᏓᎠᏆᏁ staff is responsible for creating and disseminating the reports to all agencies named above.

### **Claim of child abuse toward school personnel**

If the claim of child abuse and/or neglect is made against one of its staff members, the parents/guardians or reporting staff member must call Osage Nation Social Services to report the incident at (918) 287-5335. Social Services will contact the appropriate agency for an investigation.

### **Grievance toward school**

If there is a grievance against the school, contact Constituent Services at 918-287-5555 for direction.

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## **TOBACCO FREE/DRUG FREE ZONE POLICY**

All Osage Nation properties are tobacco and drug free. There will be no use of tobacco inside ᏓᎠᏆᏍᏗᎠ ᎠᏍᏍᏗᎠᏆᏍᏗᎠ buildings or vehicles. This includes parents meetings and times during the day when children are not present. When smoking at a ᏓᎠᏆᏍᏗᎠ ᎠᏍᏍᏗᎠᏆᏍᏗᎠ event off campus, staff and parents must be out of view of the students. Staff is not permitted to smoke with parents.

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## TRANSPORTATION POLICY

When ᏓᎠᏆᏌᏍᎦ ᎠᏍᏓᏐᎠᏆᏆᏆ provides transportation services, the Osage Nation will ensure compliance with federal regulations.

Each vehicle used for providing transportation services is insured and equipped with:

- Communication system to call for assistance in case of emergency
- Safety equipment for use in an emergency, including a charged fire extinguisher that is properly mounted near the driver's seat and a sign indicating its location
- First aid kit and a sign indicating the location of such equipment
- Seat belt cutter for use in an emergency evacuation and a sign indicating its location

Transportation services only use school buses or allowable alternate vehicles to transport students enrolled in ᏓᎠᏆᏌᏍᎦ ᎠᏍᏓᏐᎠᏆᏆᏆ that are equipped for use height-and-weight appropriate child safety restraint systems and have reverse beepers. All vehicles used to transport students who are 50 pounds and under, as part of the transportation services, are equipped for use of height-and-weight appropriate child safety restraint systems.

For each transportation vehicle there is at least one bus monitor on board at all times, with additional bus monitors provided as necessary, such as when needed to accommodate the needs of students with disabilities.

When transportation is provided, drivers and monitors will use sign-in sheets to track children as they board the bus at the bus stop, get off and board the bus at each destination. The drivers and monitors will perform checks, headcounts, and seat inspections at each stop.

Parents/guardians are not allowed on tribal vehicles due to insurance regulations.

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## CLOSINGS

It is the policy of **ፈላጊ ማህተም** to work with parents and guardians to ensure that our students are safe while in our care, both inside and outside the classroom. For this reason, the Osage Nation will close **ፈላጊ ማህተም** sites when driving conditions are unsafe, and any time community schools are closed. If the weather deteriorates after students arrive at **ፈላጊ ማህተም**, parents will be notified to pick up their child/children.

If you have any concerns about offices being open during bad weather, we encourage parents and families to subscribe to Osage Alerts. This system will send notifications by phone call, email, or text message if the Osage Nation is closing some of its sites due to hazardous conditions. In order to receive notifications from the Osage Alerts system, please go to the Emergency Management web page on the Osage Nation website ([osagenation-nsn.gov](http://osagenation-nsn.gov)) and register for alerts. The school will also notify parents on the GroupMe app.

There may also be other factors out of our control that may cause **ፈላጊ ማህተም** to close at a moment's notice, including, but not limited to, severe weather, utility problems, construction, widespread illness, etc. In the event that **ፈላጊ ማህተም** must close, parent's will be contacted immediately to pick up their child.



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## HANDBOOK ACKNOWLEDGEMENT

I have read, understand and will support the policies, procedures, etc. listed in the Parent Handbook.

\_\_\_\_\_  
Parent/Guardian Name (Printed)

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

**Please sign and return to School Office**