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(Our School)

Parent Handbook

Serving children from 6 weeks to 2nd Grade.



“Preserving the Osage Language one child at a time”

2018-2019

**Administrative Offices
627 Grandview
P.O. Box 1389
Pawhuska, OK 74056**

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CONTACT INFORMATION

Immersion	Main Line	(918) 287-3354
Headmaster	David Webb	(918) 287-5279
Center Manager	Michelle Harding	(918) 287- 5317
Director of Operations	Christian Johnson	(918) 287-5653

Introduction

Congratulations on your choice to enroll your student in a truly rewarding, culturally rich, early learning environment!

Vision

Our vision is to become the model for excellence in education throughout Indian Country and beyond.

Mission

Our mission is to provide a premier education for our Osage children through project-driven and personalized curriculum utilizing proven teaching methods, cutting-edge technology and a secure environment. We will foster an environment of communication and collaboration by building strong relationships between students, educators, parents and community members. The Osage people must construct a foundation for the present and future success of Osage children and the Nation as a whole by using methods that support language revitalization, nation building, sovereignty, and the development of accomplished young adults who will discover their talents and leave their footprints for those who follow.

Pillars of Learning

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

ᐃᐱᐅᐅᐅᐅᐅ ᐱᐱᐅᐅᐅᐅᐅ (Our School) provides a comprehensive child development program that promotes and encourages individual growth and development of young children, aged 6 weeks to 2nd Grade. Students are immersed in the Osage language throughout the day as well as having constant exposure to various aspects of the Osage culture throughout the school day.

Enrollment of your student with ᐃᐱᐅᐅᐅᐅᐅ ᐱᐱᐅᐅᐅᐅᐅ requires a commitment from the whole family. The goal of ᐃᐱᐅᐅᐅᐅᐅ ᐱᐱᐅᐅᐅᐅᐅ is to have Osage students speaking conversational Osage both in school, their homes, and throughout the community. For this reason, parent(s)/guardian(s) are required to regularly attend approved Osage Language classes.

ᐃᐱᐅᐅᐅᐅᐅ ᐱᐱᐅᐅᐅᐅᐅ is licensed through the Osage Nation Community Outreach Department's Child Care Services Program. This license ensures that ᐃᐱᐅᐅᐅᐅᐅ ᐱᐱᐅᐅᐅᐅᐅ is in compliance with all applicable health and safety codes, and that student and staff records are up-to-date and maintained.

This handbook is intended to inform the parents/guardians with students attending ᐃᐱᐅᐅᐅᐅᐅ ᐱᐱᐅᐅᐅᐅᐅ of the policies and procedures followed by our staff as well as those that apply to our students/families.

GOALS OF ᏓᏞᏍᏅᏗ ᏞᏗᏍᏅᏗᏞ

- Surround our children with positive Osage role models while creating a nurturing and caring environment steeped in Osage language and culture
- Strengthen and empower families to learn together to bring Osage conversation and cultural values back into our homes on a daily basis
- For teachers to listen to their students, letting the student take the initiative in their educational pursuits, with the teacher acting as a guide/facilitator
- Maintain a highly qualified staff
- Integrate Osage culture and language into each student’s daily learning environment

HOURS OF OPERATION & LOCATION

Year Round Classes on an Academic Calendar

7:30 – 5:00 Hours of Operation

**Osage language and culture integration is present throughout our daily curriculum.*

RIGHTS & RESPONSIBILITIES

Rights

- To take part in the development of family programs that will improve the family life of ՃԱԲՕՏՅԱ ԼՂԿՕԾԼԵՐԻ students.
- To receive regularly scheduled communications from ՃԱԲՕՏՅԱ ԼՂԿՕԾԼԵՐԻ staff regarding my student's progress.
- To always be treated with respect and dignity.
- To receive guidance for my student from ՃԱԲՕՏՅԱ ԼՂԿՕԾԼԵՐԻ staff that will contribute to his/her total development.
- To be confident that all files and information given to ՃԱԲՕՏՅԱ ԼՂԿՕԾԼԵՐԻ are kept confidential.

Responsibilities

- To regularly, and actively participate in approved Osage language classes.
- To track monthly language log and acquire signatures for each class in order to offset cost of fee.
- To submit signed language log to Center Manager on the 1st business day of each month, but no later than the 5th business day of each month.
- To participate in surveys to provide feedback to ՃԱԲՕՏՅԱ ԼՂԿՕԾԼԵՐԻ from a parent's perspective in planning and providing services to young ՏՐԿՆԱՆԻ ԼԵՐ ԿՆՆԱՆՕՒ (Osage children).
- To work with ՃԱԲՕՏՅԱ ԼՂԿՕԾԼԵՐԻ staff and other parents/guardians in a cooperative way.
- To evaluate the program and offer constructive criticism to my student's teacher(s).
- To take part in programs designed to increase my knowledge about my student, Osage language, and Osage culture.
- To follow Osage Nation confidentiality laws and policies pertaining to the program.

STAFF QUALIFICATIONS

ᏓᏱᏆᏍᏗ ᏱᏗᏍᏓᏱᏆᏍᏗ is licensed by the Osage Nation Community Outreach Department. The standards require that records be maintained, health and safety codes are up-to-date at all times, and that staff will continue to further their education and training in the early education field, on an ongoing basis. All Associate Teachers will have, or obtain, an Associate's Degree in Early Childhood Education or Child Development. Teacher Assistants, at minimum, will obtain a Child Development Associate Certification (CDA). All teaching staff will obtain a CDA within the first twelve (12) months of hire and will ensure their CDA is renewed as necessary. Teachers coming from the Osage Language Department to provide immersion to our students will also be required to obtain a CDA within six (6) months of hire. The Pre-K, Kindergarten, 1st Grade, and 2nd Grade Teachers will all be certified with a minimum of a Bachelor's Degree in the field of Education.

RECRUITMENT & ENROLLMENT

In order to ensure the safety of our students, ᐃᐱᐅᐅᐅᐅᐅ ᐱᐱᐅᐅᐅᐅᐅ has a standard enrollment process that must be followed for each student prior to attending ᐃᐱᐅᐅᐅᐅᐅ ᐱᐱᐅᐅᐅᐅᐅ. A limited number of students are allowed to attend ᐃᐱᐅᐅᐅᐅᐅ ᐱᐱᐅᐅᐅᐅᐅ.

A recruitment process begins in March of each year for the new school year (beginning in August). Recruitment is advertised in local news sources and flyers throughout Osage Reservation communities.

The following information must be received before the student will be permitted to attend:

- complete enrollment form signed by the parent/guardian
- complete authorization forms signed by the parent/guardian
- complete parent agreement regarding fee
- current immunization records
- complete parent/guardian contact form
- complete emergency contact information
- acknowledgement form for handbook signed by the parent/guardian

Enrollment packages are available on the Osage Nation website's Immersion page, or may be picked up at ᐃᐱᐅᐅᐅᐅᐅ ᐱᐱᐅᐅᐅᐅᐅ.

All parent(s)/guardians(s) must sign an enrollment contract prior to their student attending any classes at ᐃᐱᐅᐅᐅᐅᐅ ᐱᐱᐅᐅᐅᐅᐅ.

SELECTION CRITERIA & STUDENT/TEACHER RATIO

Enrollment is open to all Osage students between the ages of six weeks to 2nd Grade.

Parents/guardians must provide a CDIB with Osage listed on the card. Students may be provisionally enrolled in the infant classroom pending the issuance of a CDIB with Osage listed on the card for up to six (6) months. Please note, an Osage Nation membership card takes precedence over a CDIB with Osage listed on the card.

Age	Teacher/Student Ratio	Class size	
Infants (6 weeks to 35 months)	1:4	8	2/Pawhuska, 2/Hominy, 2/Grayhorse, 2/other Reservation communities
Toddlers (36 – 48 months)	1:4	8	2/Pawhuska, 2/Hominy, 2/Grayhorse, 2/other Reservation communities
Pre-K (4-Year Olds)	1:5	10	3/Pawhuska, 3/Hominy, 3/Grayhorse, 1/other Reservation communities
Kindergarten	1:4.5	Up to 9	3/Pawhuska, 3/Hominy, 3/Grayhorse, or 1/other Reservation communities
1st Grade	1:5	Up to 10	3/Pawhuska, 3/Hominy, 3/Grayhorse, 1/other Reservation communities
2nd Grade	1:5	Up to 10	3/Pawhuska, 3/Hominy, 3/Grayhorse, 1/other Reservation communities

Students from each of the above named Reservation communities will be scored as follows to determine selection:

- Parent/guardian is enrolled member of the Nation parent/guardian 5 points (per parent/guardian)
- Parent/guardian is currently enrolled in Osage Language classes parent/guardian 5 points (per parent/guardian)
- Parent/guardian was previously enrolled in Osage Language classes parent/guardian 3 points (per parent/guardian)
- Household members currently enrolled in Osage Language classes member) 2 points (per household member)
- Household members previously enrolled in Osage Language classes member) 1 point (per household member)
- Siblings enrolled in immersion classes 3 points (per sibling)
- Siblings previously enrolled in immersion classes 2 points (per sibling)

If one or more Reservation community does not have enough applicants to fill their allotted enrollment slots, the next highest scoring applicant (regardless of residence) will be selected for enrollment.

A waiting list will be developed each year for those students who applied but were not selected. As enrollment slots become available and/or immersion classrooms are added, parent(s)/guardian(s) of applicants on the waiting list will be contacted and offered an enrollment slot.

CLASS PLACEMENT

It is the policy of ՃԱԲՕՏԿԱ ԱՎՃՕԾԱԲՈՒ to provide a learning environment that maximizes opportunities for success. In order to achieve this goal, each student will be assessed upon entering ՃԱԲՕՏԿԱ ԱՎՃՕԾԱԲՈՒ to determine placement. A determination will be made based on the student's age, physical, emotional, cognitive, and social maturity. Typically, students are placed in a class with other students their age.

PAYMENT POLICY

Parents/guardians of students enrolled and attending ᐃᐱᐅᐅᐅᐅᐅ ᐱᐱᐅᐅᐅᐅᐅ that do not work for the Osage Nation have multiple payment options available to them. Parents/guardians of students enrolled and attending ᐃᐱᐅᐅᐅᐅᐅ ᐱᐱᐅᐅᐅᐅᐅ that do work for the Osage Nation will automatically be enrolled in the Nation's Automatic Payroll Deduction program. The intention of the Automatic Payroll Deduction program is to promote personal fiscal responsibility and lessen the administrative burden on the Nation as a whole. The parent/guardian that is an employee of the Osage Nation will be notified through Paycom with specific payroll deduction information within the first month of their student(s) enrollment. If both parents/guardians of the student(s) work for the Osage Nation, please specify, in writing (form available at the school), which parent's/guardian's check the automatic payroll deduction will be drawn from (in instances of court ordered allocations of child care costs split between parents/guardians, please use the available form and specify the exact percentages to be withdrawn from each parent's/guardian's check). Please note, the entirety of any and all balances will be deducted from the parent(s)/guardian(s) check on the 2nd pay-period of each month.

It is the policy of ᐃᐱᐅᐅᐅᐅᐅ ᐱᐱᐅᐅᐅᐅᐅ to make every attempt to aid those students wishing to attend ᐃᐱᐅᐅᐅᐅᐅ ᐱᐱᐅᐅᐅᐅᐅ to be able to do so by providing financial assistance when possible. The Child Care Assistance Program, through the Community Outreach Department, allows families to receive financial assistance for child care expenses. Payment is received by the Osage Nation Community Outreach Department from the funding agency and families are asked to make a co-payment by the 10th of each month. Payments received after the 10th of the month will be assessed and a \$25.00 late fee will apply.

Payments from families that do not work for the Osage Nation are accepted at ᐃᐱᐅᐅᐅᐅᐅ ᐱᐱᐅᐅᐅᐅᐅ by check or money order only. Payments are due no later than the 10th of the following month. Late payment fees will be applied as described above.

If a check is returned, money orders will be the only accepted form of payment.

In cases where payment has not been made by the 30th of the month, students will not be allowed to return to ᐃᐱᐅᐅᐅᐅᐅ ᐱᐱᐅᐅᐅᐅᐅ until their balance has been paid in full.

Accounts for which no payment has been made in over sixty (60) days will be sent to the Osage Nation Attorney General for collection.

CULTURE CLASS FEE WAIVER

Among the goals of the Principal Chief are the expansion and retention of Osage culture and language. In order to expand the use of the Osage language, we must support our Osage families in learning the language and culture together so that it may be used in the home every day. For this reason, it is the policy of ᏓᏳᏅᏍᏔ ᏱᏪᏍᏗᏳᏅ to offset the fee by allowing family members of those students with Osage preference to attend Osage Language or other sanctioned culture classes in order to receive a fee waiver.

Each adult household member attending Osage Nation Language classes, or other sanctioned culture classes, will receive a twenty-five percent (25%) reduction in fee per class attended. This option includes evening language classes for the student and other minors in the home. If parents/guardians are interested in pursuing this option, in lieu of payment, please notify your student's teacher immediately. If younger siblings are in the home and wish to attend Osage Language classes, please contact the Osage Nation Language Department to inquire about the minimum age of students accepted into evening classes. Families may receive a one-hundred percent (100%) waiver of the fee by attending Osage Language classes, or other sanctioned culture classes, per student/per month. Additionally, in a single parent home, a parent/guardian may appoint an immediate family member that has daily interaction with the student to attend language and/or cultural classes in lieu of the parent/guardian. This appointment must be approved through the Headmaster or Center Manager.

Household family members opting for the Osage Language/Culture fee waiver must have language log signed by the authorized instructor for each class in order to offset the cost of the fee for each class attended. Parents/Guardians are responsible for submitting their signed language log to the Center Manager, in person or in the locked drop box located at the ᏓᏳᏅᏍᏔ ᏱᏪᏍᏗᏳᏅ Office, on the 1st business day of each month, but no later than the 5th business day of each month.

Individuals who arrive later than fifteen (15) minutes after scheduled start time will not be allowed to obtain an authorized signature on their language log and will not be credited for that class towards the fee waiver. Individuals leaving class any earlier than fifteen (15) minutes before the scheduled end time will not be credited for that class towards the fee waiver.

ᏓᏳᏅᏍᏔ ᏱᏪᏍᏗᏳᏅ staff will provide parents/guardians with a fee waiver application and a schedule for Osage language/culture classes to be held each week in each community on the Osage Reservation (Osage County). The application will request the names of all ᏓᏳᏅᏍᏔ ᏱᏪᏍᏗᏳᏅ students in the household for which a fee waiver is being requested.

Monthly Parent Training classes with the Immersion School's Curriculum Specialist, along with participation in any community outreach initiatives, will count towards the twenty-five percent (25%) reduction in fee.

***There may be occasions when the fee may be waived for special circumstances by the Headmaster of ᏓᏳᏅᏍᏔ ᏱᏪᏍᏗᏳᏅ.*

ATTENDANCE

ገለጻ ለግብረሰብ is far more than a day care facility. We are an early learning institution preparing our students for their academic careers. For this reason, it is the policy of ገለጻ ለግብረሰብ to treat our students as they would be treated in a K-12 learning institution with regard to attendance. Therefore, regular daily attendance is imperative.

The 2018-2019 academic school year will mark the introduction of Rediker, a student-data-tracking software system. Rediker will allow ገለጻ ለግብረሰብ teachers and administrators to digitally track student's attendance rates throughout the school year. Attendance will be recorded using the Rediker software on a daily basis and will be recorded under the following categories:

Present: There are several circumstances and designations for which a student will be marked present. These include:

1. Student is present in class;
2. Student was in the office or Student Services during class;
3. Student was on a school-authorized field trip, participating in a school activity, or participating in a language or cultural activity on or off of school grounds.

Excused Absence: There are instances for which a student will be marked as excused in their absence. These include:

1. Student has a documented acute or chronic medical condition requiring hospitalization or specialist appointments;
2. Student is absent due to a religious observance;
3. Student is absent due to a death in the immediate family;
4. Student is absent as a result of participation in an educational opportunity or special activity as deemed appropriate by school administration. This designation always requires administrative approval prior to the event;
5. Student is absent as a direct result of legal obligations, supported by court subpoenas or appropriate documentation.
6. Student is absent to participate in or observe an Osage language/cultural event(s).
7. Special circumstance deemed admissible by the Headmaster.

Unexcused Absence: A student's absence will be considered unexcused when:

1. The student is absent and an acceptable excuse through documented contact from a parent/guardian is not received by 8:45 a.m.

Tardy: A student will be considered tardy when:

1. The student is not in the classroom, office, Student Services, or participating in a language or cultural activity on or off of school grounds by 8:35 a.m.

The goal of ገለጻ ለግብረሰብ is that each student maintain an 85% attendance rate each quarter. There are four quarters that make up ገለጻ ለግብረሰብ 2018-2019

academic school year. The four quarters are as follows: *Quarter-One* (August 13th through November 1st); *Quarter-Two* (November 2nd through February 4th); *Quarter-Three* (February 5th through May 2nd); and *Quarter-Four* (May 3rd through July 19th).

ᐃᐱᐅᐅᐅᐅᐅ ᐱᐱᐅᐅᐅᐅᐅ 2018-2019 academic school year is comprised of 208 school days, with each quarter consisting of 52 school days. Eight (8) total unexcused absences will be allowed per quarter. The following is a list of actions that ᐃᐱᐅᐅᐅᐅᐅ ᐱᐱᐅᐅᐅᐅᐅ administrators will take during each quarter as a student's unexcused absences increase:

1. Third (3) unexcused absence will result in an official letter from ᐃᐱᐅᐅᐅᐅᐅ ᐱᐱᐅᐅᐅᐅᐅ being sent to the parents/guardians of the student.
2. Fifth (5) unexcused absence will result in a phone conference with the student's parents/guardians and a school administrator, the student's classroom teacher, and the school's special education teacher.
3. Seventh (7) unexcused absence will result in a mandatory in-person conference with the parents/guardians of the student, the classroom teacher, and the special education teacher.
4. Ninth (9) unexcused absence will result in a truancy panel (Director of Operations, Education Advocate, Headmaster) looking at the facts of the student's case and determining if the student will be allowed to hold their enrollment status within ᐃᐱᐅᐅᐅᐅᐅ ᐱᐱᐅᐅᐅᐅᐅ moving forward.

All attempts to communicate with parents/guardians regarding absences will be documented. Frequent attendance issues could cause your student to lose their enrollment status.

Students may have excused absences due to illness, planned family vacations, family crisis, or other verifiable circumstances. Excused absences will not count against each student's 85% attendance rate.

If students are going to be absent for longer than three (3) days due to a family situation such as vacations, visiting family, or a family crisis, the parents/guardians must notify a school administrator or the classroom teacher so the absences can be excused and documented within the Rediker software.

Parents/guardians must pay for all days that a student is not in attendance; this ensures the student does not lose their enrollment status. The Osage Nation will adjust monthly balances for weeks ᐃᐱᐅᐅᐅᐅᐅ ᐱᐱᐅᐅᐅᐅᐅ is closed.

Tardies will also be tracked and used for calculating attendance. School begins at 8:30 a.m. and students will be counted tardy if not in the classroom, office, Student Services, or participating in a language or cultural activity on or off of school grounds by 8:35 a.m. Four (4) tardies within a quarter will equal one unexcused absence.

Parents/guardians are required to regularly attend Osage language classes as a condition of their student's enrollment. Parents/guardians are allowed three (3) unexcused absences per quarter without consequence. The following is a list of actions that ᐃᐱᐅᐅᐅᐅᐅ ᐱᐱᐅᐅᐅᐅᐅ administrators will take during each quarter as a parent's/guardian's unexcused absences increase:

1. Third (3) unexcused absence will result in the parent/guardian being notified by an official letter that they've exhausted their allotted number of unexcused absences within the stated quarter.

2. Fifth (5) unexcused absence within the stated quarter will result in a mandatory in-person conference with the parent/guardian, headmaster, and Osage language curriculum specialist to discuss and construct an improvement plan for parent/guardian language class participation.
3. Seventh (7) unexcused absence will result in the parent's/guardian's student's enrollment status being placed in probation for the stated quarter. If the parent/guardian reaches seven (7) unexcused absences within a preceding quarter, then their student's enrollment status will be terminated (if the first offense of seven (7) unexcused absence occurs during Quarter-Four, the probationary period will extend into the next school year. The probationary period will end when the parent/guardian has attended three (3) quarters of Osage language classes successfully). The revitalization of the Osage language will not be successful without extensive reinforcement of the Osage language in our student's home. This reinforcement will not be possible if our students parents/guardians are unable to follow/understand the CBI language lessons being sent home. The CBI language lessons are what students are learning throughout the school week. In addition to home reinforcement of the CBI language lessons, our students will participate in a weekly community activity that centers around the Osage language being taught during class. This will allow students to use the Osage language in school, in their homes, and throughout the community.

ILLNESS

It is very important to all staff at the ԾԱԲՕՏՅԱ Ա՛ՅՕԾԱԲՈՂ to ensure that our students are healthy and safe. If any student should exhibit one or more of the following symptoms, the parent/guardian will be contacted immediately and will be expected to pick up the student within 30 minutes. Students not picked up within 30 minutes may lose their enrollment status and may not be allowed back to ԾԱԲՕՏՅԱ Ա՛ՅՕԾԱԲՈՂ.

- **Fever-** any student that has a temperature over 100.4 °
- **Vomiting-** two or more times in a 24-hour period
- **Diarrhea-** runny or watery stools with increased or abnormal frequency
- **Body Rash-** with the exception of diaper rash
- **Eye Discharge-** thick mucus or pus draining from the eye
- **Yellowish skin or eyes**
- **Severe Coughing**
- **Symptoms** of possible illness such as lethargy, irritability, persistent crying, etc.

When a student is sent home for any illness, they will not be permitted to return for at least 24 hours and must be symptom free for at least 24 hours upon return. A doctor's note will be required to reenter ԾԱԲՕՏՅԱ Ա՛ՅՕԾԱԲՈՂ for severe circumstances, including but not limited to: contagious diseases, severe diarrhea or infections.

When a student is absent due to illness, the parent/guardian must notify ԾԱԲՕՏՅԱ Ա՛ՅՕԾԱԲՈՂ no later than 8:30 a.m. on the day of the absence; this will allow staff to plan for the day. Notification of illness also allows the staff to take any precautions necessary to protect the other students should the illness be contagious.

Exposure notices will be sent to parents/guardians when their student has been exposed to a contagious disease.

IMMUNIZATIONS

ፊጋራ ልጅጋራ leadership ensures that the Osage Nation Public Health Nurse has determined that the students' immunizations against vaccine preventable diseases are up-to-date according to the requirements in the schedule of well child care 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).

Students without up-to-date immunizations will be given the option of working with ፊጋራ ልጅጋራ staff and Osage Nation Health Division staff in order to receive needed vaccinations.

Parents/guardians who do not wish to have their student vaccinated must obtain an approval of exemption from the Oklahoma Department of Health prior to the student's first day of school.

Without an approved exemption, those parents/guardians wishing not to immunize, students will not be able to attend school.

MEDICATION

It is the policy of ՃԱԲՕՏՅԱ ԼՂԿՕԾԼԵՐԻ to provide a safe environment for all students. For this reason, staff will only administer medication to a student if the parent/guardian provides ՃԱԲՕՏՅԱ ԼՂԿՕԾԼԵՐԻ 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.

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.

To avoid duplication, each dose administered is recorded on an individual medication log by staff. Logs will be made available to parents/guardians upon request.

All medications are inaccessible to our students and are locked in the main office of each site for safe keeping.

Medication is returned to the parent/guardian when it is out-of-date or if the student has withdrawn from school.

SUPPLIES

It is the policy of ՃԱԲՕՏԿԱ Ա՛ԿՕԾԱԲՈՂ to keep students comfortable, healthy and clean while in our care. For this reason, parents/guardians are responsible for supplying necessary items. Staff members will inform the parent/guardian if their student needs any of the following supplies:

- bottles
- formula/breast milk
- baby food
- diapers
- baby wipes
- bibs
- complete change of clothing

ՃԱԲՕՏԿԱ Ա՛ԿՕԾԱԲՈՂ maintains a supply of emergency diapers and wipes; however, if a student uses any emergency supplies those supplies must be replaced by the student's parent/guardian.

Parents/guardians should send their student to ՃԱԲՕՏԿԱ Ա՛ԿՕԾԱԲՈՂ in comfortable, washable, and weather appropriate play clothes.

All students need an extra set of clothes to be kept at school. Please provide a clean change of socks, underwear, shirt and pants. If possible, an extra pair of shoes for each student would be preferred. Check your student's cubby periodically to ensure their clothes fit and are weather appropriate. Please clearly label your student's clothing.

TOYS AND ELECTRONICS

It is the policy of ՃԱԹՕՏՅԱ ԱՅՕԾԱԹՈՂ to provide your student with an educational environment free from distractions. For this reason, students are not allowed to bring personal toys or electronics from home, this includes cell phones. ՃԱԹՕՏՅԱ ԱՅՕԾԱԹՈՂ will not be responsible for any broken, misplaced, lost or stolen belongings.

DROP OFF & PICK UP

ᐃᐱᐅᐅᐅᐅ ᐱᐱᐅᐅᐅᐅ is open Monday thru Friday with the exception of Osage Nation Holidays, professional days, and days when the Nation may close due to inclement weather. Each parent/guardian will be given an academic calendar upon enrollment of their student.

It is the policy of ᐃᐱᐅᐅᐅᐅ ᐱᐱᐅᐅᐅᐅ to provide students with an environment rich in learning opportunities and with a required student/staff ratio. In order to allow each student to benefit from the full effect of an educational environment, staff requires each student to be signed in, for the day, no later than 8:45 a.m.

Due to security considerations for our students, anyone entering and/or leaving the building must sign in and out at the front door of each classroom.

Each ᐃᐱᐅᐅᐅᐅ ᐱᐱᐅᐅᐅᐅ is equipped with a locked security door for the safety of the students. All students must be escorted into and out of the classroom by a parent/guardian or other authorized adult. In order for someone other than a parent/guardian to pick up a student, they must be listed on the Student Pick-Up Authorization Form. The authorized person must present their driver's license to the staff before the student may leave the premises. This policy is intended to protect your student.

Late pick-ups are highly discouraged by ᐃᐱᐅᐅᐅᐅ ᐱᐱᐅᐅᐅᐅ.

For every one minute a student remains at school after closing the parent/guardian will be charged \$1.00 per student. This late charge must be paid before the student is allowed back to ᐃᐱᐅᐅᐅᐅ ᐱᐱᐅᐅᐅᐅ.

Five minutes past closing a staff member will call the parent/guardian. If no answer, 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.

Fifteen minutes past closing the staff member will attempt to contact the people on the list again.

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 Department of Human Services or the Osage Nation Social Services Department depending on the jurisdiction of the student.

If a parent/guardian has three late pick-ups within a quarter, their student may lose their enrollment status.

REPORTS

It is the policy of ՃԱԲՕՏԿԱ Ա՚ԿՕԾԱԲՈՂ to work with parents/guardians and keep them fully informed of their students' progress, activities, achievements, challenges, and behaviors. For this reason, parents/guardians with students in infant/toddler classroom will receive daily notes regarding their student's eating schedule, diaper changes, nap times and activities and information highlighting the week's activities and events. Parents/guardians with students in Pre-K through 2nd Grade classrooms will receive weekly reports regarding behavior, meal patterns, activities, and highlights.

Weekly lesson plans will also be posted inside each classroom with detailed outlines of daily activities.

Any parent/guardian may schedule a conference with a teacher anytime during the week to discuss attendance, behavior or progress.

If there is any situation at home that may affect the student, please inform your student's teacher.

HOLIDAY & BIRTHDAY CELEBRATIONS

It is the policy of ՃԱԲՕՏԿԱ ԱՎԿՕՃԱԲՈՒ to make the learning experience as engaging and fun as possible. For this reason, parents/guardians may, and are encouraged to, provide treats for holiday and birthday celebrations. Holiday/Birthday celebrations will take place during the afternoon snack period or immediately after lunch. Edible treats are to be pre-packaged and store-bought. Store-bought cupcakes are acceptable.

NUTRITION

It is the policy of ՃԱԲՕՏԿԱ ԱՎՋՕՃԱԲՈՒ to encourage healthy lifestyles among our students, including nutrition. The ՃԱԲՕՏԿԱ ԱՎՋՕՃԱԲՈՒ serves breakfast, lunch and one snack daily. All meals are planned to meet the students' nutritional needs. Monthly menus will be posted in each classroom as well as being sent home. ՃԱԲՕՏԿԱ ԱՎՋՕՃԱԲՈՒ reserves the right to make any changes to the meal plan at any time.

Please provide information regarding your student's dietary restrictions to ՃԱԲՕՏԿԱ ԱՎՋՕՃԱԲՈՒ.

BEHAVIORAL CONCERNS

It is the policy of ՃԱԲՕՏԿԱ ԱՎԿՕՃԱԲՈՂ to help students become increasingly more self-managing and socially responsible. Our goal is to help your student learn how to express their feelings and emotions in a positive, loving way, and to enhance their ability to cooperate with others.

The staff recognizes the limitations of a student's ability to control their emotions and reactions. When redirection is necessary, it will be clearly defined and consistently maintained. At NO time will a student be physically punished, threatened, or intimidated. We will rely on techniques of diverting attention towards constructive pursuits, compromising/arbitrating differences, and encouraging students to seek positive alternatives within the boundaries of their abilities. In some instances, in order to regain self-control, a student may be removed from their area and allowed some private time, under close supervision, until they are ready to return to the group.

Parents/guardians will be notified and consulted if a student is repeatedly disruptive to the learning environment. When there are incidents where the student is putting others in danger, the parents/guardians will be notified to pick up the student. Parents/guardians will be expected to pick up their student within 30 minutes. Students not picked up within 30 minutes may lose their enrollment status and may not be allowed back to ՃԱԲՕՏԿԱ ԱՎԿՕՃԱԲՈՂ. All incidents will be documented with Incident/Accident Reports and placed in the student's file. The parent/guardians will be notified and given a copy of the incident report.

If three (3) incident reports of the same nature are given to the parents/guardians, a parent/teacher conference will be set up. The special education teacher will develop a behavioral plan with the parents/guardians. A referral for a screening, or meeting with a counselor may be given to the parent/guardian after consultation with the ԿՆՆԱԶՕ Health Center.

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 ՃԱԲՕՏԿԱ ԱՎԿՕՃԱԲՈՂ will have no choice but to dismiss or suspend the student from ՃԱԲՕՏԿԱ ԱՎԿՕՃԱԲՈՂ. Our priority is to ensure a safe and healthy environment for every student at the facility.

NAP TIME

It is the policy of ՃԱԲՕՏՅԱ ԱՎՃՕՃԱԲՈՂ to keep students alert and engaged throughout the day in order to allow them to take full advantage of their learning opportunities. For this reason, full time students may take a nap during the day, allowing them to recharge and refocus. The ՃԱԲՕՏՅԱ ԱՎՃՕՃԱԲՈՂ provides individual cots or mats for each student attending ՃԱԲՕՏՅԱ ԱՎՃՕՃԱԲՈՂ at least five (5) hours a day.

- Cots or mats are sanitized once a week.
- Sheets/bedding items are also washed at the end of each week.
- No pillows are allowed.
- The student's head/face area will not be covered by bedding.
- Crib(s) sheets are changed and sanitized on a daily basis.

Non-sleepers are not required to take naps and are allowed quiet time activities such as reading while others are resting.

TOILET TRAINING

It is the policy of ՃԱԲՕՏԿԱ ԱՎԿՕՃԱԲՈՂ to support and encourage students and their families in meeting many of the milestones in the life of a young child, including toilet training. Toilet training is a huge milestone for your student, and we want to make it a positive experience for all. Inform staff when you begin toilet training so that we may assist your student through reinforcing the efforts at the school. Remember to 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 parent/guardians who want their student enrolled or transitioned to a Pre-K classroom to have their student trained prior to moving forward.

LICE

It is the policy of ՃԱԲՕՏԿԱ ԱՎԿՕՇԱԲՈՂ 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. 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 the ՃԱԲՕՏԿԱ ԱՎԿՕՇԱԲՈՂ for a 24-hour incubation period, and until they are lice and nit free.

Upon return to ՃԱԲՕՏԿԱ ԱՎԿՕՇԱԲՈՂ, the student will be inspected for lice and/or nits prior to being allowed to enter his/her classroom.

If the problem persists because the parent/guardian refuses to cooperate with the prescribed treatment, The Osage Nation Social Services Department will be notified.

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

BITING

It is the policy of ՃԱԲՕՏԿԱ ԱՎԿՕՇԱԲՈՂ 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. Staff will work to eliminate this behavior among our students through communication and redirection.

A “Biter” 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 toddlers, the biting stage will pass with age. Most times, toddlers do this as a way to get what they want from another toddler. 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: teething, 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.

When biting occurs:

For the biter:

- The biter is immediately and calmly removed from the area. 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 staff, and the parents/guardians of the biter and victim will be notified and given a copy of the report.

For the Victim:

- The student will be separated from the biter, and comforted by the staff.
- First-Aid will be administered immediately, as necessary.
- An accident/injury report will be completed and the parents/guardians of the biter and victim will be notified and given a copy of the report.

If biting continues to be a problem:

Three (3) written warnings will be given to the parent/guardians before other arrangements are made. Options are as follows:

- Headmaster will meet with staff on a routine basis to provide advice and support as needed.
- Document all incidents, including attempted bites, and indicate location, time, students involved, behaviors, staff present, and circumstances.
- Inform parent/guardians of the problem, and the procedures that will be followed to eliminate the biting problem.
- Adapt the biting plan to better fit the individual student's needs as necessary.

CLOSINGS

It is the policy of ՃԼԲՕՏՅԱ ԼՎԿՕԾԸԲՈՂ to work with parents/guardians to ensure that our students are safe while in our care, and when outside of our care as well. For this reason, the Osage Nation will close ՃԼԲՕՏՅԱ ԼՎԿՕԾԸԲՈՂ when driving conditions are determined to become unsafe. Weather closings will be made by the Director of Emergency Management and executed by the staff of ՃԼԲՕՏՅԱ ԼՎԿՕԾԸԲՈՂ.

The ՃԼԲՕՏՅԱ ԼՎԿՕԾԸԲՈՂ is closed for all National and Osage Nation Holidays, as well as professional training days and scheduled school breaks.

There may also be other factors, out of our control, which may cause us to close at a moment's notice including, but not limited to, severe weather, utility problems, construction, wide-spread illness, etc.

If you have any concerns about offices being open during bad weather, we encourage you to subscribe to Osage Alerts. This system will notify you by phone, email or text if the 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 page on the Osage Nation website (osagenation-nsn.gov), all parents are encouraged to sign-up for alerts from the Emergency Management system, there is an option for Immersion School Parents to receive alerts and notifications that are specific to the Immersion School. Additionally, Rediker will also send alerts to parents/guardians using email and texts that have been provided to the school during the enrolment process.

CHILD ABUSE

It is the policy of ᐃᐱᐅᐅᐅᐅ ᐱᐱᐅᐅᐅᐅ, as well as being required by Osage law, that staff report any suspected cases of child abuse and/or neglect to the proper authorities. The Osage Nation Social Services Department will be called to investigate and substantiate the claim. Verbal reports will be followed promptly with written reports by those persons required to report.

A copy of the report shall be immediately sent to the Osage Nation Social Services Department as well as to the Osage Nation Attorney General, and the Osage Nation Police Department.

ᐃᐱᐅᐅᐅᐅ ᐱᐱᐅᐅᐅᐅ staff is responsible for creating and disseminating the reports to all agencies named above.

If the claim of child abuse and/or neglect is made against ᐃᐱᐅᐅᐅᐅ ᐱᐱᐅᐅᐅᐅ or one of its staff members, parents/guardians may call Osage Nation Social Services to report the incident(s) at (918) 287-5335.

SMOKE FREE/DRUG FREE ZONE

The Drug Free Policy for the staff of the Education Division and ᏓᏗᏅᏍᏗ ᏗᏂᏅᏍᏗᏅ supersedes the Drug Free Policy contained within the Osage Nation Employee Handbook. While we as a Nation strive to help our employees overcome addiction, when it comes to the care and education of our Osage youth drug/alcohol use cannot, and will not, be tolerated.

Staff are expected to report for work and remain at work in a condition, which enables them to perform their duties and tasks free from the effects of drugs or alcohol.

The possession, use, sale, purchase or distribution of illegal drugs or controlled substances, or being under the influence of alcohol or illegal drugs, or misusing prescription drugs on the Nation's premises or in the conduct of related work off-site is prohibited and will result in termination from the ᏓᏗᏅᏍᏗ ᏗᏂᏅᏍᏗᏅ.

It is the responsibility of all supervisors to enforce this Drug Free Workplace Policy. Failure to enforce this policy may result in disciplinary action up to and including termination.

Employees suspected of being impaired by, or being under the influence of, drugs and/or alcohol shall be escorted from the work site by the employee's supervisor or security personnel to a safe and secure area. The supervisor shall immediately document the incident and initiate Reasonable Suspicion Testing.

Peyote

The use, possession and/or transportation of peyote by Native American Church members in connection with the practice of a Native American Church (NAC) ceremony will not be considered a violation of this policy. The employee will not be subject to disciplinary action on the basis of such use, possession, or transportation in connection with the practices of NAC.

Legal Drugs

The use of, or being under the influence of, physician prescribed ("legal") drugs by an employee while in the workplace, or while on work related travel, is prohibited to the extent that such use or influence may, in the Nation's opinion, affect the safety of co-workers or members of the public, the employee's job performance, or the safe and efficient operation of the Nation's facilities. Failure to report to management the use of prescription or legal drugs, which by their nature may impair the employee's ability to perform his/her duties, may result in disciplinary action up to and including termination.

If management has determined that the employee does not pose a threat to his/her own safety, the safety of co-workers, and that the employee's job performance is not significantly affected by the legal drug, the employee may continue to work, even though they may be under the influence of a legal drug.

If management has determined that the employee does pose a threat to his/her own safety, the safety of co-workers, and that the employee's job performance is significantly affected by the

legal drug, the employee may be required to take a leave of absence or comply with appropriate directive as determined by management.

Any violation of this policy will subject the employee to disciplinary action, up to and including termination.

Alcohol

The consumption or influence of alcohol during work hours is prohibited and will subject the employee to termination.

The Nation reserves the right to take disciplinary action, including termination, for an employee's off-duty involvement with drugs, alcohol, or controlled substances. Off-duty involvement includes, but is not limited to, incidents where such involvement is, in the Nation's view, damaging to the Nation's reputation or business, and /or is inconsistent with the employee's duties or image, or when off-duty behavior constitutes criminal behavior. This may include the review of criminal records for convictions with respect to drugs, alcohol, and controlled substances.

The Nation reserves the right to conduct unannounced searches for illegal drugs or illegal controlled substances on the Nation's premises. Acceptance of employment with the Osage Nation constitutes consent to searches for illegal drugs or illegal controlled substances on the Nation's premises.

Reasonable search of employees and their personal property, including vehicles, may be conducted at any time in order to maintain a safe, healthy, and efficient work environment. Staff who refuse to cooperate during an authorized search will be subject to disciplinary action up to and including termination.

Parents/guardians and visitors to ᏓᏞᏍᏗ ᏞᏍᏗᏞᏍᏗ are also responsible for maintaining a safe, secure, and drug/alcohol free environment for students while at school. If a parent/guardian, or any authorized pick-up person or visitor, appears to be under the influence when on the premises, staff will call Osage Nation Police Department (ONPD) and the parent/guardian will not be allowed to leave with the student. Emergency contacts will be called to pick-up the student. If emergency contacts will not pick up the student, staff will call Osage Nation Social Services for assistance.

Tobacco

The Osage Nation recognizes its responsibility to promote the health and well-being of Osage Nation constituents and employees and provide a healthy environment in and around the Nation's properties. For this reason, the Osage Nation's government properties will be considered a smoke free area extending to all owned and leased properties of the Nation that are used by the Nation's government, including vehicles and other equipment. This policy applies to all of the Nation's employees, contractors, visitors, clients, and any others.

There are no approved smoking areas in, or around, any of the Nation's properties if the area around that property is also included as an area owned or leased by the Nation.

This policy prohibits the use of tobacco products including smokeless tobacco products, electronic smoking devices and vapor products whether or not they are considered smokeless. The use of tobacco for traditional, ceremonial purposes, however, is allowed with the permission of the Principal Chief or his/her designee.

STUDENTS WITH DISABILITIES

The Education for All Disabled Children Act (P.L. 94-142) protects the right of all children, without exception, to an education. The primary goal of the Act is to give every child, including the most severely disabled, the learning opportunity he/she needs to become as self-sufficient and productive as possible.

Disabled children are defined in the Act as:

Mentally retarded, hard of hearing, deaf, orthopedically impaired, other health impairments, speech impaired, visually impaired, seriously emotionally disturbed, or children with specific learning disabilities, who, by reason thereof, require special education and related services.

Our goal is to ensure that all of our disabled students have an appropriate education which emphasizes special education and related services designed to meet their unique needs.

TRANSPORTATION

Policy

When ՃԱԲՕՏՅԱ Ա՚ԿՕԾԱԲՈՂ provides transportation services, the Nation will ensure compliance with applicable laws and regulations.

Each vehicle used for providing transportation services is equipped with:

- A 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
- A first aid kit and a sign indicating the location of such equipment
- A seat belt cutter for use in an emergency evacuation and a sign indicating its location

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.

Transportation services only use school buses or allowable alternate vehicles to transport students enrolled in ՃԱԲՕՏՅԱ Ա՚ԿՕԾԱԲՈՂ that are equipped for use height-and-weight appropriate child safety restraint systems and have reverse beepers.

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.

VOLUNTEERS

Parents/guardians, elders, and other Nation staff may, and are encouraged, to volunteer with ᏓᏱᏆᏍᏗ ᏱᏪᏍᏗᏱᏆᏱ. However, for the safety of our students, parents/guardians who wish to be a regular volunteer (volunteer two or more days a week, or on the same day each week) must submit to a background check with drug/alcohol screening and follow all Osage Nation, state, and federal laws and regulations.

Volunteer status will not be granted, or may be revoked, by the Osage Nation when an approved volunteer:

- Fails a drug screen
- Is charged with a drug or alcohol related offense while serving as a volunteer. This status may be restored if not convicted
- Is charged with a sex offense while serving as a volunteer. This status may be restored if not convicted
- Reports for service while under the influence of drugs or alcohol
- Speaks in an inappropriate manner
- Violates Osage Nation policies, procedures, or laws.
- Is a minor (in some instances)
- Destroys Osage Nation property

Parents wishing to volunteer with ᏓᏱᏆᏍᏗ ᏱᏪᏍᏗᏱᏆᏱ outside of the classroom may do so without submitting to a background/drug screening as long as students are not present on the property during volunteer hours.

GRIEVANCES

- Complaints shall be in writing, using the approved form
- Headmaster shall schedule and mediate a meeting between staff and parent/guardian
- If a resolution cannot be reached, the Headmaster will forward the original complaint as well as a narrative of his/her attempt to resolve the conflict through mediation to the Director of Operations of the Osage Nation. The Director of Operations shall make a final decision regarding resolution.

Grievance forms are available at ᏓᏲᏆᏍᏗ ᏲᏳᏍᏗᏲᏆᏍᏗ as well as on the Osage Nation website.

ACKNOWLEDGEMENT

I, (print name) _____, have read, and understand the ՃԱԲՕՏԿԱ ԱՎՃՕՃԱԲՈՂ Parent Handbook. I agree to follow the policies and procedures outlined in the handbook and I understand if I do not abide by the policies and procedures, my student's enrollment status may be terminated.

Parent/guardian Signature

Date

Parent/guardian Signature

Date