

1 **OSAGE NATION SCHOOL SUPPORT PROGRAM**  
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3 A priority of the Osage Nation government is to support the education of Osage students. It is the  
4 policy of the Osage Nation Education Department to provide Osage students with academic  
5 services and assistance that will help them succeed and excel in their educational endeavors. The  
6 Osage Nation School Support Program (ONSSP) is a student-monitoring service and resource  
7 intended to ensure the academic success of Osage students.

8 **Osage Nation Education Department**

9 For the School Support Program, the Osage Nation Education Department serves as a liaison  
10 between schools, Osage families, and the Osage Nation. ONSSP Education Staff will work with  
11 each school in which ONSSP participants are enrolled by gathering information to assist with  
12 assessments, accepting referrals for new Osage students in need of ONSSP services, maintaining  
13 open channels of communication, sharing information regarding other Osage Nation services that  
14 may be useful to Osage students/families, and facilitating meetings between all the parties when  
15 necessary.

16 Osage Nation Education Staff will review each student at the fifth (5<sup>th</sup>) and ninth (9<sup>th</sup>) week of  
17 each semester. If a student receives tutoring support services, their progress will be monitored  
18 more frequently as needed.

19 Education Staff will provide referrals to Osage families by facilitating applications for other  
20 Osage Nation services that can aid in alleviating factors that may be affecting their student's  
21 school performance.

22 The Education Staff, after discussion with school counselors, teachers, and/or tutors, may  
23 recommend testing and/or healthcare services for students whose performance or attendance  
24 indicates a learning disorder, behavior problem, hearing or vision problem, or other health  
25 related issue.

26 **Eligibility & Application**

27 ONSSP operates within the confines of the Osage Reservation (Osage County). Therefore, in  
28 order to qualify for ONSSP services, Osage students must attend school within the boundaries of  
29 the Osage Reservation.

30 ONSSP is open to all legally enrolled members of the Osage Nation who attend Pre-K through  
31 twelfth grade (private or public schools) regardless of school performance.

32 Parents/Guardians wishing to enroll their student in ONSSP must complete an application and  
33 authorization for release of information in order to allow the Education Department to better  
34 assess which ONSSP services are needed.

35 Applications will be considered complete only when all required and requested supporting  
36 documentation has been provided. Upon acceptance, the application is active through the  
37 student's completion of their 12th school year; however, updates may be necessary. ONED will

1 send the applicant either an approval or denial letter notifying them the status of their  
2 application. A denial can be appealed to the Director of Operations, in writing, within five (5) of  
3 receipt of the denial letter. Incomplete applications will be disposed of after thirty (30) calendar  
4 days.

5 Upon acceptance to ONSSP, students will receive monitoring services until the student  
6 graduates, or no longer attends a Pre-K – 12<sup>th</sup> school within the Osage Reservation.

## 7 **ONSSP Services**

### 8 **Tutoring**

9

#### 10 **Eligibility**

11 Eligibility for tutoring services for students enrolled in ONSSP shall be as follows:

- 12 • Osage students performing below grade level in English Language Arts (reading & writing),  
13 math, science, or history.
- 14 • Osage students who have performed below state standards on any state mandated test
- 15 • Osage students struggling to maintain a “C” or lower in any subject
- 16 • Osage students who have performed below a “C” level in any end-of-instruction test (final or  
17 midterm test)
- 18 • Osage students who obtain a recommendation from at least one of their teachers or school  
19 counselor for tutoring services

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21 Those determined to be eligible will be on a first come/first serve basis, and depend on the  
22 availability of funding and tutors.

23 Parents/Guardians are responsible for submitting the tutoring application and all required  
24 supporting documents (located on the Osage Nation website). These documents include but are  
25 not limited to the following:

- 26 • Copy of school issued report card or transcript
- 27 • Copy of state issued test results
- 28 • Copy of end-of-instruction test containing test grade
- 29 • Signed recommendation from teacher or school counselor

30 Tutoring applications will be considered complete only when all required and requested  
31 supporting documentation has been provided. ONED will send the applicant either an approval  
32 or denial letter notifying them the status of their application. A denial can be appealed to the  
33 Director of Operations, in writing, within five (5) of receipt of the denial letter. Incomplete  
34 applications will be disposed after thirty (30) calendar days.

### 35 **Attendance**

36 If tutoring support is provided to a student, attendance at tutoring sessions is required. Each  
37 student will be granted five excused absences per semester and three unexcused absences per  
38 semester. When absences have been exhausted, tutoring services will be terminated and the tutor  
39 will be reassigned.

1 Students with a verifiable chronic illness, or major family emergency, may receive an exemption  
2 from the attendance requirement at the Tutoring Administrator's discretion after consultation  
3 with the student's parent/guardian and tutor.

4 Parents/Guardians shall be responsible for transporting their student to and from tutoring  
5 sessions. Tutors shall not transport students.

6 School attendance impacts student performance. The ONSSP Tutoring Administrator will  
7 monitor school attendance and grades of those students enrolled with ONSSP. Parents will be  
8 alerted by the Tutoring Administrator when students enrolled with ONSSP are experiencing  
9 excessive absences or a drop in grade.

#### 10 **Termination of Services**

11 Tutoring services may be terminated at any time by either the parent/guardian or the Tutoring  
12 Administrator. Requests for termination of services must be submitted in writing. Forms are  
13 available from the Osage Nation Education Department and on the Osage Nation website on the  
14 Education Department's web page.

15 Requests for termination of services submitted by tutors will be reviewed by the Tutoring  
16 Administrator of the Education Department. Parents/guardians and/or school officials may be  
17 contacted by the Tutoring Administrator prior to making a determination to approve or deny the  
18 tutor's request.

19 Tutors may request a termination of services in writing (forms are available Osage Nation  
20 website on the Education Department's web page). A tutor may request termination for the  
21 following reasons:

- 22 • Student graduated
- 23 • Student is no longer enrolled in school or has moved outside the boundaries of the Osage  
24 Nation Reservation
- 25 • Lack of attendance/no contact
- 26 • Behavior problems of student or parent/guardian
- 27 • Student mastered the subject and services are no longer necessary

28  
29 Students may reapply during the next regular semester unless the parent/guardian or student  
30 displayed physically or verbally abusive behavior toward the tutor or another ONSSP student.  
31 The Tutoring Administrator will consider the recommendation as well as the willingness and  
32 availability of other tutors to work with the student when making a determination. Approval of  
33 the student's application may be made with conditions. Those conditions will be documented in  
34 the student file and must be agreed to by the parent/guardian.

35 The Tutoring Administrator will issue a determination in writing to the parent/guardian. The  
36 Tutoring Administrator determination is final.

37 Reports of physical abuse toward an ONSSP tutor or student may be referred to the Osage  
38 Nation Attorney General for legal action.

1 **One-On-One Sessions**

2 One-On-One tutoring sessions shall be provided based upon the tutoring eligibility criteria.

3 **Group Sessions**

4 Group tutoring sessions will contain no more than three students per session in order to allow the  
5 tutor to provide one-on-one attention to each student during the tutoring session. Group tutoring  
6 sessions shall be provided to students if one-on-one tutoring is not needed or available. The  
7 Tutoring Administrator will make the determination after initial student assessment.

8 **Summer Sessions**

9 Students who meet the tutoring eligibility criteria in the required subject areas may receive  
10 ONSSP tutoring services through the summer to aid students in achieving grade-level  
11 performance prior to the beginning of the new school year.

12 **Tutor Qualifications**

13 At a minimum, all tutors shall possess a Bachelor's Degree or its equivalent from an accredited  
14 college, university, or other institution of higher learning within the United States of America.  
15 All tutors shall undergo a criminal background check and may be required to adhere to drug  
16 testing through the Osage Nation Human Resources Department. If employed by an Oklahoma  
17 Public School District, the tutor shall submit a copy of their Oklahoma State Bureau of  
18 Investigation ("OSBI") background check or proof of current employment with the School  
19 District to the Osage Nation Education Department, if available. If currently employed by a  
20 Public School district or by the Osage Nation, this requirement will be waived if that background  
21 check has been conducted in the past ninety (90) days. Osage Nation law and policies apply to all  
22 ONSSP tutors. Other terms and conditions for tutors are found in the Professional Services  
23 Contract.

24 All tutors will undergo a thorough orientation and training by Education Department staff to  
25 ensure that the program mission and goals are pursued.

26 Parents/Guardians may request a change in tutors from ONSSP. Granting of this request will be  
27 dependent upon the availability of other ONSSP tutors.

28 **Special Services**

29 The first core objective of the Education Department is to provide educational opportunities by  
30 initiating and broadening learning activities and events. One way this is done is by collaborating  
31 with other organizations to provide additional support. As such, and in certain cases, specialized  
32 services may be provided by the ONSSP tutors upon the request and needs of the Osage Nation  
33 Executive Branch.

34 Tutors supplement teachers and the educational process. In a short-term need for additional  
35 teaching capacities for Osage children, tutors who meet the eligibility requirements may be  
36 utilized to supplement educational settings. This may include tutors serving as substitute  
37 teachers at Osage programs, continuing education during a school walk-out, or other momentary  
38 needs or lapses in teaching capacities for Osage children. In such situations, tutors will be  
39 required to complete an additional contract for the special circumstance and services rendered.

1 **Confidentiality**

2 The information contained within tutoring agreements/applications/reports and any supporting  
3 documentation attached is a protected record under the Osage Nation Open Records Act. The  
4 Osage Nation will not disclose any record containing protected information without the written  
5 consent of the applicant unless the information is being used to perform the duties of an Osage  
6 Nation employee. The applicant's information may be released to other Osage Nation  
7 Departments/Programs with which the applicant is receiving or requesting services and to the  
8 Office of the Osage Nation Attorney General for an investigation to detect or eliminate fraud.

9 Tutors serving the Nation on contract will be bound by a non-disclosure agreement between the  
10 Nation and themselves.

11 **Termination of Services Procedure**

- 12 • After a full review, the Tutoring Administrator will make a recommendation of approval or  
13 denial and forward to the Director of Education for final approval
- 14 • Determinations made by the Director are final
- 15 • Tutor Administrator will inform parent/guardian within one (10) business day, in writing,  
16 when a tutor initiated termination of service has been granted
- 17 • Tutor Administrator will inform parent/guardian that student may reapply for services after  
18 the conclusion of the current semester unless the student or parent/guardian has been  
19 physically or verbally abusive to the tutor or other students enrolled in in the Program.

20 **Tutoring Procedure**

- 21 • Tutoring Administrator will review student and tutor applications and assign students to  
22 tutors based on the following:
  - 23 ○ Recommendation from student's school
  - 24 ○ Location of student
  - 25 ○ Area of need of student
  - 26 ○ Area of expertise of tutor
  - 27 ○ Service location of tutor
  - 28 ○ Hours of availability of both student and tutor
  - 29 ○ Age preference of tutor
- 30 • Tutoring Administrator will mail or email a tutoring schedule to each student along with  
31 the name of their assigned tutor
- 32 • Students must sign in and sign out of each tutoring session to evidence attendance and  
33 verify billable hours for tutor. Sign-in/Sign-out forms will contain the following:
  - 34 ○ Name of tutor
  - 35 ○ Type of tutoring session
  - 36 ○ Name of student
  - 37 ○ Subject of study
  - 38 ○ Student arrival time
  - 39 ○ Student departure time
- 40 • Tutors will return all sign-in sheets to the Tutoring Administrator of the Education  
41 Department along with invoice and monthly report

- 1 • Tutors will include in monthly report:
- 2     ○ Each assigned student name
- 3     ○ Number of sessions attended by each assigned student
- 4     ○ Progress report of each assigned student
- 5     ○ Meetings attended (other than tutoring sessions)

## 6 **Grievances**

7 Complaints may be submitted in writing to the Director of the Education Department.

8 Complaints may also be submitted to the Constituent Services Program by accessing the form on  
9 the Constituent Services web page of the Osage Nation website or by calling (918) 287-5555.

10 Complaints submitted to the Director of Education will be answered within thirty (30) calendar  
11 days after submission. This answer will be mailed or emailed directly to the complainant. Each  
12 complaint will have a review, investigation (when applicable), and a determination of resolution.

13 If the complainant is not a student, parent/guardian or student's school official, protected  
14 information will not be released to the complainant regarding resolution. The complainant,  
15 however, will be informed that the matter has been investigated and a determination has been  
16 made but because the information involves a minor and/or confidential education records about a  
17 client of the Nation, detailed information cannot be provided.

18 When complaints are issued against ONSSP staff, statements will be taken from all parties  
19 involved regarding the situation. Attempted resolution may require a meeting between all parties  
20 to arrive at resolution.

21 If the complaint concerns the Director of the Education Department, the complaint should be  
22 forwarded to the to the Director of Operations. The Nation's complaint policy will be followed  
23 when complaints are submitted through Constituent Services.

24 If complaints involve accusations of failure to comply with Osage and/or federal law, complaints  
25 will be immediately forwarded directly to the Osage Nation Attorney General's Office.

## 26 **Grievance Procedure**

- 27 • Grievances may be submitted in writing to the Tutoring Administrator or the Education  
28 Department Director
- 29 • Grievances will be reviewed by the Education Department Director, or his/her designee
- 30 • Grievances will be answered, in writing, within thirty (30) calendar days of submission
- 31 • Determinations by the Education Department Director may be appealed to the Director of  
32 Operations within five (5) business days.
- 33 • The Education Department Director will make a determination and notify the  
34 complainant within ten (10) business days.
- 35 • The decision of the Director of Operations is final.
- 36 • Grievances regarding the Education Department Director will be reviewed by the  
37 Director of Operations and will follow the same schedule as above.