

1 Upon acceptance to ONSSP, students will receive monitoring services until student graduates, or
2 no longer attends a K-12 school in Osage County, or moves outside of the boundaries of the
3 Osage Nation Reservation. Those students receiving tutoring must reapply every twelve (12)
4 months. If services are required at the end of each twelve (12) month period, parents/guardians
5 may reapply for ONSSP services.

6 Parents/Guardians wishing to enroll their student in ONSSP must complete an authorization for
7 release of information in order to allow the Education Department to better assess which ONSSP
8 services are needed.

9 **Assessments and Individual Education Plans**

10 Each student participating in ONSSP will be assessed by his/her tutor during the first week of
11 enrollment with the Program. The Tribal Education Advocate, in collaboration with
12 Parents/Guardians, will create an Osage Academic Plan of Excellence (OAPE).

13 Parents/Guardians must sign the plan, agreeing to its contents. Parents/Guardians shall receive a
14 copy of the agreed upon OAPE and may share the OAPE with their school.

15 Parents/Guardians may request additional support from ONSSP when their student experiences a
16 drop in grade in a subject not currently within the scope of their existing OAPE.

17 Should students continue to experience difficulty while enrolled in ONSSP, Education
18 Department staff may schedule a meeting with parents/guardians, Osage Nation Education
19 Advocate, tutor, student, and school teacher/counselor.

20 Students, and parents/guardians, shall be responsible for working with ONSSP staff toward the
21 completion of their OAPE.

22 **Attendance**

23 If tutoring support is provided to a student, attendance at tutoring sessions is required. Each
24 student will be granted five excused absences per semester and three unexcused absences per
25 semester. When absences have been exhausted, enrollment with ONSSP will be terminated and
26 the tutor reassigned.

27 Students with a verifiable chronic illness may receive an exemption from the attendance
28 requirement at the Education Director's discretion after consultation with the student's
29 parent/guardian, and tutor.

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

32 School attendance impacts student performance. ONSSP Education Advocates will monitor
33 school attendance and grades of those students enrolled with ONSSP. Parents will be alerted by
34 Advocates when students enrolled with ONSSP are experiencing excessive absences or a drop in
35 grade.

1 **Termination of Services**

2 ONSSP services may be terminated at any time by either the parent/guardian or the ONSSP
3 tutor. Requests for termination of services must be submitted in writing. Forms are available
4 from the Osage Nation Education Department and on the Osage Nation website on the Education
5 Department’s web page.

6 Requests for termination of services submitted by ONSSP tutors will be reviewed by the Director
7 of the Education Department. Parents/guardians and/or school officials may be contacted by the
8 Director prior to making a determination to approve or deny the tutor’s request.

9 Tutors may request a termination of services in writing (forms available) from the Education
10 Department Director for reasons including but not limited to one or more of the following:

- 11 • Student graduated
- 12 • Student is no longer enrolled in school or has moved outside the boundaries of the Osage
13 Reservation
- 14 • Lack of attendance/no contact
- 15 • Behavior problems of student or parent/guardian

16
17 Students may reapply during the next regular semester unless the parent/guardian or student
18 displayed physically or verbally abusive behavior toward the tutor or another ONSSP student. In
19 cases of abusive behavior, applications may be held by the Director pending verification that the
20 parent/guardian or student has received counseling for his/her behavior and the counselor has
21 provided the Director with a recommendation to reconsider the student’s application. The
22 Director will consider the recommendation as well as the willingness and availability of other
23 tutors to work with the student when making a determination. Approval of the student’s
24 application may be made with conditions. Those conditions will be documented in the student
25 file and must be agreed to by the parent/guardian.

26 The Director will issue a determination in writing to the parent/guardian. The Director’s
27 determination is final.

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

30 **One-On-One Tutoring Sessions**

31 Tutors shall be a certified school teacher, retired certified school teacher, or other professional
32 approved by the Director of the Education Department with no less than a Bachelor’s Degree,
33 from an accredited institution, in their field of study for One-On-One tutoring sessions. One-On-
34 One tutoring sessions shall be provided when student has a “C” average or less in a given subject
35 student is unable to perform at grade level, student has failed a state mandated test, student has
36 failed an end-of-instruction test, or the student has obtained a recommendation from his/her
37 teacher for one-on-one tutoring.

38 **Study Skills Tutoring Sessions**

39 All parent/guardians and students shall be instructed by ONSSP staff in grade-level appropriate
40 study skills. Parents/Guardians will be invited to attend parent meetings at the beginning of each

1 semester to receive handouts and verbal instructions on helping their students maintain good
2 study habits at home.

3 **Group Tutoring Sessions**

4 Tutors shall be a certified school teacher, retired certified school teacher, or certified teacher's
5 aide for Group Tutoring sessions. Group tutoring sessions will contain no more than three
6 students per session in order to allow the tutor to provide one-on-one attention to each student
7 during the hour long tutoring session. Group tutoring sessions shall be provided to students if
8 one-on-one tutoring is not needed or available. Tribal Education Advocates will make this
9 determination after initial student assessment.

10 **Summer Sessions**

11 Students performing below grade level in any subject may receive ONSSP tutoring services
12 through the summer to aid students in achieving grade-level performance prior to the beginning
13 of the new school year. ONSSP staff will coordinate with WA[A]E Youth Academy to ensure
14 students enrolled in both programs will receive all needed services during the summer months.

15 **Tutor Qualifications**

16 All tutors shall undergo a criminal background check and drug test through the Osage Nation
17 Human Resources Department. If currently employed by a Public School district or by the Osage
18 Nation, this requirement will be waived if that background check and drug test has been
19 conducted in the past ninety (90) days. Osage Nation law and policies apply to all ONSSP tutors.

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

22 Parents/Guardians may request a change in tutors from ONSSP. Granting of these request will be
23 dependent upon the availability of other ONSSP tutors.

24 **Tribal Education Advocates**

25 Osage Nation Tribal Education Advocates serve as liaisons between schools, Osage families, and
26 the Osage Nation Education Department. ONSSP Education Advocates will work with each
27 school in which ONSSP participants are enrolled, gathering information to assist with
28 assessments, accepting referrals for new Osage students in need of ONSSP services, maintaining
29 open channels of communication, sharing information regarding other Osage Nation services that
30 may be useful to Osage students/families, and facilitating meetings between all the parties with
31 which they work when necessary.

32 Advocates will review each student to which they have been assigned at the fifth (5th) and ninth
33 (9th) week of each semester in order to take corrective action, Education Department, student,
34 and families at the first sign of distress. If student receives tutoring support services, their
35 progress will be monitored monthly or more frequently as needed.

36 Advocates will serve as a referral service to Osage families, making them aware and facilitating
37 applications to other Osage Nation services that may be of help in alleviating factors that may be
38 affecting their student's school performance.

1 Advocates, after discussion with school counselors, teachers, and/or tutors, may recommend
2 testing and/or healthcare services for students whose performance, or attendance, indicates a
3 learning disorder, behavior problem, hearing or vision problem, or other health related issue.

4 Advocates, in collaboration with tutors will provide parents/guardians with a report on their
5 student's progress after the fifth and ninth week of every quarter during the school year when
6 grades, attendance and/or behavior information provided by the school indicates additional
7 supportive services may be required to ensure the student's academic success.

8 **Confidentiality**

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

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

18 **Grievances**

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

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

22 Complaints submitted to the Director will be answered within thirty (30) calendar days after
23 review, investigation (when applicable), and a resolution determined. Answers will be mailed or
24 emailed directly to the complainant.

25 If the complainant is not a student, parent/guardian or student's school official, protected
26 information will not be released to the complainant regarding resolution. The complainant,
27 however, will be answered that the matter has been investigated and a determination has been
28 made but because the information involves a minor and/or confidential education records about a
29 client of the Nation, detailed information may not be given.

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

33 Complaints submitted to the Constituent Services Program will be forwarded to the Director of
34 the Education Department.

35 If the complaint concerns the Director of the Education Department, the complaint will be
36 forwarded to the Education Services Administrator and copied to the Director of Operations. The
37 Nation's complaint policy will be followed when complaints are submitted through Constituent
38 Services.

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

3 External Communication Procedure

- 4 • No later than two weeks after each Johnson O'Malley (JOM) school supply pick-up,
5 Education Advocates will contact each Osage student from each school by letter, alerting
6 him/her of ONSSP services and where applications may be obtained
- 7 • No later than two (2) weeks prior to each new semester, the Director of the Osage Nation
8 Education Department will issue a press release to the Osage Nation Communications
9 Program, the Osage News, and area newspapers regarding ONSSP services and
10 availability
- 11 • No later than two (2) weeks prior to each new semester, Education Advocates will
12 contact schools in their assigned area regarding ONSSP services for Osage students
13 enrolled in their area.

14 Internal Communication Procedure

- 15 • On the fifth (5th) and ninth (9th) week of each semester, Advocates will request grades,
16 and other relevant school information, for each of their assigned students.
- 17 • Advocates will create a report for parents/guardians and tutors regarding the performance
18 and improvement of each student, as well as an alert to any issues that may lead to a drop
19 in performance when grades, attendance and/or behavior information provided by the
20 school indicates additional supportive services may be required to ensure the student's
21 academic success.
- 22 • These reports will be mailed/emailed to parents and emailed to tutors no less than fifteen
23 (15) business days after receipt of school information.
- 24 • When a student experiences a drop in performance, behavior problem, attendance
25 problem, or any new issue not previously noted on the student's current ONSSP OAPE,
26 the Advocate will request a group meeting with the student's parent/guardian, tutor, and
27 school teacher/counselor with the goal of finding resolution to the problem through
28 increased tutoring services, provision of other Osage Nation services, etc. This group
29 meeting must be scheduled within no more than fifteen (15) business days after receipt of
30 information by the Advocate.
- 31 • The Lead Tribal Education Advocate will organize, and schedule, each year's open
32 parent meetings, and advertise those during the first two (2) weeks of each semester via
33 Osage Nation website, Osage News and area newspapers.

34 Application Procedure

- 35 • Completed applications will be processed by the assigned Tribal Education Advocate
36 within fifteen (15) business days of submissions, and applicants will be notified in
37 writing of acceptance/denial
- 38 • Incomplete applications will be disposed of after forty (40) calendar days.

- 1 • Parents/guardians will be notified, in writing, within fifteen (15) business days of
2 completed application of acceptance/denial and a schedule of tutoring sessions available
3 (when tutoring is required)
- 4 • Notifications of denial will explain why the application was denied and include an appeal
5 form
- 6 • Notification will also include a schedule of all open parent meetings for the school year.
- 7 • Denials may be appealed, in writing, to the Director of the Education Department within
8 ten (10) business days of the date on the notification
- 9 • The Director's determination on the student's appeal will be made within ten (10)
10 business days
- 11 • The Director's determination is final and will be given to parents/guardians and the
12 Education Advocate, in writing

13 Termination of Services Procedure

- 14 • After a full review, the Lead Advocate will make a recommendation of approval or denial
15 and forward to the Director of Education for final approval
- 16 • Determinations made by the Director are final
- 17 • Lead Advocate will inform parent/guardian within one (1) business day, in writing, when a
18 tutor initiated termination of service has been granted
- 19 • Lead Advocate will inform parent/guardian that student may reapply for services after the
20 conclusion of the current semester unless the student or parent/guardian has been physically
21 or verbally abusive to the tutor or other students enrolled in the Program
- 22 • In cases of abusive behavior, students may reapply after counseling has been provided to the
23 student and/or parent/guardian, and a written recommendation made by the counselor.
24 Acceptance in these cases will be determined by the Director on a case by case basis

25 Tutoring Procedure

- 26 • Advocates will review student and tutor applications and assign students to tutors based
27 on the following:
 - 28 ○ Recommendation from student's school
 - 29 ○ Location of student
 - 30 ○ Area of need of student
 - 31 ○ Area of expertise of tutor
 - 32 ○ Service location of tutor
 - 33 ○ Hours of availability of both student and tutor
 - 34 ○ Age preference of tutor
- 35 • Advocates will mail or email a tutoring schedule to each student along with the name of
36 their assigned tutor
- 37 • Students must sign in and sign out of each tutoring session to evidence attendance and
38 verify billable hours for tutor. Sign-in/Sign-out forms will contain the following:
 - 39 ○ Name of tutor
 - 40 ○ Type of tutoring session
 - 41 ○ Name of student

Education Department Policy & Procedure Manual

- 1 ○ Subject of study
- 2 ○ Student arrival time
- 3 ○ Student departure time
- 4 • Tutors will return all sign-in sheets to the Osage Nation Tribal Education Advocate of the
- 5 Education Department along with invoice and monthly report
- 6 • Tutors will include in monthly report:
- 7 ○ Each assigned student name
- 8 ○ Number of sessions attended by each assigned student
- 9 ○ Progress report of each assigned student
- 10 ○ Meetings attended (other than tutoring sessions)
- 11 ○ Travel time (if applicable)

12 Grievance Procedure

- 13 • Grievances may be submitted in writing to the Lead Tribal Education Advocate or the
- 14 Education Department Director
- 15 • Grievances will be reviewed by the Director of the Education Department, or his/her
- 16 designee
- 17 • Grievances will be answered, in writing, within thirty (30) calendar days of submission
- 18 • Determinations by the Education Department Director may be appealed to the Education
- 19 Services Administrator within five (5) business days
- 20 • The Education Services Administrator will make a determination and notify the
- 21 complainant within ten (10) business days
- 22 • The decision of the Education Services Administrator is final
- 23 • Grievances regarding the Director of the Education Department will be reviewed by the
- 24 Education Services Administrator and will follow the same schedule as above
- 25 • Determinations by the Education Services Administrator may be appealed to the Director
- 26 of Operations within five (5) business days
- 27 • The Director of Operations will make a determination and notify the complainant within
- 28 ten (10) business days
- 29 • The decision of the Director of Operations is final
- 30