

## **NATIONWIDE ACADEMIC TUTORING PROGRAM (NATP)**

Support for Osage students in their educational endeavors has always been a priority of the Osage Nation. The Nationwide Academic Tutoring Program (NATP) is an addition to the resources provided by the Osage Nation Education Department in its desire to ensure the success of students enrolled in Pre-K through twelfth grade. It is the policy of the Osage Nation Education Department to provide tutoring services to Osage students, nationwide, to aid them in the achievement of at least grade level expectations.

Through NATP, students may apply for financial assistance to access tutoring services from accredited tutoring centers in their area. NATP financial assistance is not to exceed \$3,000.00 per academic year for each Osage student who qualifies for the Program. NATP will provide payment for tutoring of two (2) subject areas at a time and may extend tutoring services upon availability of funds.

Any assessment fees paid by the program do not count against the \$3,000 maximum for tutoring.

### **Eligibility & Application**

NATP is open to all legally enrolled members of the Osage Nation who attend Pre-K through twelfth grade (private or public schools), regardless of where in the United States they may reside or academic standing in the class requiring tutoring. This program is designed to help those Osage students who need help the most. To qualify for the program, the following is a list of acceptable eligibility requirements:

- Osage students performing below grade level in English Language Arts (reading & writing), Math, Science, or History
- Osage students who have performed below state standards in any state mandated test
- Osage students struggling to maintain a “C” or lower in any subject
- Osage students who have performed at or below a “C” level in any end-of-instruction test (final or midterm test)
- Osage students who obtain a recommendation from at least one teacher or their school counselor for tutoring services

Acceptance to NATP, for those meeting eligibility requirements, will be on a first come/first serve basis and will depend on availability of funds and tutoring centers enrollment capacity in their area.

Applications will be considered complete when all required and requested documentation has been submitted. Incomplete applications will be disposed of after thirty (30) calendar days. This documentation includes, but is not limited to, the following:

- Completed NATP application
- Signed “Release of Information” form
- Copy of school issued report card or transcript
- Copy of state issued test results

## Education Department Policy & Procedure Manual

- Copy of end-of-instruction test containing test grade
- Signed recommendation from teacher or school counselor

Students must reapply each academic year in order to continue services. Those students who are active participants in NATP during the summer months, each year will be notified by ONED that they must reapply by August 31<sup>st</sup> of each year in order to continue their tutoring without interruption.

It is the responsibility of the parent/guardian to schedule appointments with their tutoring center.

### Assessments

Each student participating in NATP will be assessed by his/her local tutoring center prior to beginning tutoring to determine correct placement within the program. NATP will provide payment for the initial assessment fees provided by the tutoring center not to exceed \$200.

Should students continue to experience academic difficulty while enrolled in NATP, Education Department staff may schedule a meeting/conference call with parent/guardian and/or tutoring center staff to reassess the situation and create an alternate plan of action to resolve the issue(s).

### Attendance

Attendance at tutoring sessions is required for continued participation in NATP. If a student fails to attend a tutoring session and does not contact the tutoring center prior to absence, the parent/guardian is responsible for the payment of that session.

Students with a verifiable chronic illness may receive an exemption from the attendance requirement at the Education Director's discretion, after consultation with the student's parent/guardian and receiving verification of their medical condition.

Students must sign in and sign out of each tutoring session to evidence attendance and verify billable hours for the tutoring center. Sign-in/Sign-out forms will contain the following:

- Name of tutoring center
- Name of employee/tutor providing the tutoring services
- Type of tutoring session
- Name of student
- Subject of study
- Student arrival time
- Student departure time

Tutoring centers will include in each student's monthly report:

- Student name
- Attendance of student
- Student progress report for each subject being tutored

### **Termination of Services**

NATP services may be terminated at any time by either the parent/guardian or the tutoring center. Requests for termination of services must be submitted in writing. Forms are available from the Osage Nation Education Department and are also located on the Osage Nation website.

Parents/guardians terminating services during one semester may reapply for services the next academic semester.

Requests for termination of services submitted by the tutoring center will be reviewed by the Lead Tribal Education Advocate. During the review process parent/guardian or tutoring center administration may be contacted by the Director to verify the reason for the termination and to attempt to mediate a resolution when possible. Reasons for terminating services include, but are not limited to:

- Student graduated high school
- Lack of attendance/no contact
- Behavior problems of student or parent/guardian
- Student masters subject and tutoring is no longer necessary

Parents/guardians, or students who have displayed physically or verbally abusive behavior toward a tutor may not be eligible to reapply to NATP. These situations will be evaluated, on a case-by-case basis, and a determination made by the Director of the Education Department after consultation with all parties involved in the case.

### **Tutoring Center Qualifications**

All tutoring centers must be a Nationally accredited tutoring facility. All tutoring center employees/tutors must provide verification of a criminal background check (including a check in the National Sex Offender Registry) and drug test within the last twelve (12) months prior to working with NATP participants.

### **Confidentiality**

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

Contracted tutoring centers and their employees/tutors are bound by a non-disclosure agreement between the Nation and themselves.

## **Grievances**

Complaints may always be submitted to the Osage Nation Constituent Services Program. Forms and the Complaint Policy are located on the Constituent Services web page of the Osage Nation website.

Grievances concerning NATP may be submitted directly to the Osage Nation Education Department. Grievance forms may be found on the Education Department web page of the Osage Nation website. All grievances must be in writing on the approved forms.

Protected information will only be released to the student, their parent/guardian or the tutoring center administration regarding the outcome of any formally filed complaint.

## **Procedures**

### **Application Procedure**

- Completed applications will be processed by the Tutor Administrator within fifteen (15) business days of submission, and applicants will be notified, in writing of acceptance/denial.
- Notifications of denial will explain why the application was denied along with an appeal form and directions for submitting an appeal.
- Award notifications will include a copy of terms of agreement

### **Termination of Services Procedure**

- Upon receipt of a request to terminate services, the Tutor Administrator will review the request and notify the Director of Education
- Tutor Administrator will inform parent/guardian within three (3) business days, in writing, when a tutor center initiates termination services
- Tutor Administrator will inform the tutoring center within three (3) business days, in writing, when a parent/guardian initiates termination of services
- Tutor Administrator will inform parent/guardian that the student may reapply for services during the next academic semester, unless the student or parent/guardian has been physically or verbally abusive to the tutoring center employee/tutor
- Files will be closed after one full semester without activity

### **Procedure for Processing Tutoring Center Payment Requests**

- Tutoring centers will submit copies of all sign-in sheets to the NATP along with invoice and monthly report no later than the tenth day of each month following services
- Monthly requests for payment will be processed and submitted to the Osage Nation Treasury for payment
- Checks for payment will be mailed to the tutoring center upon receipt of payment request to the Treasury

### Grievance Procedure

- Grievances may be submitted in writing to the Tutor Administrator or the Education Department Director
- Grievances will be reviewed by the Education Department
- Grievances will be answered, in writing, within thirty (30) calendar days of submission
- Determinations by the Education Department may be appealed to the Director of Operations within five (5) business days
- The Director of Operations will make a determination and notify the complainant within ten (10) business days
- The decision of the Director of Operations is final
- Grievances regarding the Director of the Education Department will be reviewed by the Director of Operations and will follow the same schedule as above
- The Director of Operations will make a determination and notify the complainant within ten (10) business days
- The decision of the Director of Operations is final