

OSAGE NATION SCHOOL SUPPORT PROGRAM

Supporting the education of Osage students is a priority of the Osage Nation government. It is the policy of the Osage Nation Education Department to provide Osage students with academic services and assistance to help them succeed and excel in their educational endeavors. The Osage Nation School Support Program (ONSSP) is a student-monitoring service and resource intended to ensure the academic success of Osage students.

Osage Nation Education Department

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

Osage Nation Tribal Education Advocates will review each student at the fifth (5th) and ninth (9th) weeks of each semester. The progress of a student receiving tutoring support services will be monitored more frequently as needed.

Osage Nation Tribal Education Advocates will provide referrals to Osage families by facilitating applications for other Osage Nation services that can help alleviate factors that may be affecting their student's school performance.

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

Eligibility & Application

ONSSP operates within the confines of the Osage Reservation (Osage County). Therefore, to qualify for ONSSP services, Osage students must attend school within the Osage Nation Reservation boundaries.

ONSSP is open to all legally enrolled members of the Osage Nation who attend Pre-K – 12th grade, regardless of academic performance.

To allow the Osage Nation Education Department to better assess which ONSSP services are needed, all parents/guardians wishing to enroll their students in ONSSP must complete an application and authorization for the release of information.

Applications will be considered complete only when all required and requested supporting documentation has been provided. Upon acceptance, an application will be active through the

student's completion of their 12th school year; however, updates may be necessary. Incomplete applications will be disposed of after thirty (30) calendar days.

Upon acceptance to ONSSP, students will receive monitoring services until they graduate, or no longer attends a Pre-K – 12th school within the Osage Nation Reservation.

ONSSP Services

Tutoring Eligibility

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

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

Tutoring services for students meeting eligibility requirements will be determined on a first-come/first-served basis and depend on the availability of funding and tutors.

Parents/Guardians are responsible for submitting the tutoring application found on the Osage Nation website, and all required supporting documents. These documents include, but are not limited to the following:

- Completed ONSSP application;
- Copy of school-issued report card or transcript;
- Copy of state-issued test results;
- Copy of end-of-instruction test containing test grade; and/or
- Signed recommendation from a teacher or school counselor.

Tutoring applications will be considered complete only when all required and requested supporting documentation has been provided. ONED will send the applicant a written approval or denial letter notifying them of the status of their application at the address listed on the application.

Attendance

If tutoring support is provided to a student, attendance at tutoring sessions is required. Each student will be granted a maximum of five (5) excused absences per semester and three (3) unexcused absences per semester. If a student's absences are exhausted, tutoring services will be terminated and the tutor reassigned.

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

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

The Tutoring Administrator will alert the parents of a student enrolled with ONSSP experiencing excessive absences or a drop in grade.

Termination of Services

Tutoring services may be terminated at any time by either the parent/guardian or the Osage Nation Tutoring Administrator. All requests for termination of services must be submitted in writing. Forms are available on the Osage Nation Education Department website.

The Tutoring Administrator of the Osage Nation Education Department will review requests for termination of services submitted by tutors. Prior to making a determination to approve or deny the tutor's request, parents/guardians and/or school officials may be contacted by the Tutoring Administrator.

A tutor may request termination for the following reasons:

- Student graduated high school;
- Student is no longer enrolled in school;
- Student has moved outside the boundaries of the Osage Nation Reservation;
- Lack of attendance/no contact;
- Behavior problems of the student or the student's parent/guardian; or
- Student mastered the subject and services are no longer necessary

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

The Osage Nation Tutoring Administrator will issue a determination in writing to the parent/guardian.

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

Termination of Services Procedure

- After a full review of a request to terminate services, the Osage Nation Tutoring Administrator will make a recommendation of approval or denial of the request and forward the recommendation to the Osage Nation Education Director for final approval
- The Tutor Administrator will inform the student's parent/guardian within ten (10) business days, in writing, when a tutor-initiated termination of services has been granted.
- The Tutor Administrator will inform the student's parent/guardian that the student may reapply for services after the conclusion of the current semester, unless the student or parent/guardian has been physically or verbally abusive to the tutor or other students enrolled in the Program.
- Determinations made by the Osage Nation Education Director are final decisions.

One-On-One Sessions

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

Group Sessions

In order to allow the tutor to provide one-on-one attention to each student during the tutoring session, group tutoring sessions will contain no more than three (3) students per session. If one-on-one tutoring is not needed or available, group tutoring sessions shall be provided to students. The Osage Nation Tutoring Administrator will make the determination after the initial student assessment.

Summer Sessions

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

Tutor Qualifications

Osage Nation law and policies apply to all ONSSP tutors. At a minimum, all tutors shall possess a Bachelor's Degree from an accredited college or university. All tutors shall undergo a criminal background check and may be required to ~~adhere~~ submit to drug testing through the Osage Nation Human Resources Department.

If employed by an Oklahoma Public School District, the tutor shall submit a copy of their Oklahoma State Bureau of Investigation ("OSBI") background check or proof of current employment with the School District to the Osage Nation Education Department. If currently employed by a Public School district or by the Osage Nation, this requirement will be waived provided that the background check has been conducted in the past ninety (90) days. Other terms and conditions for tutors are found in the Professional Services Contract.

All tutors will undergo thorough orientation and training by Osage Nation Education Department staff to ensure that the program's mission and goals are pursued.

Parents/Guardians may request a change in tutors from ONSSP. The grant of this request will depend on the availability of other ONSSP tutors.

Special Services

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

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

Confidentiality

The information contained within tutoring agreements/applications/reports, 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 student's parent/guardian unless the information is being used to perform the duties of an Osage Nation employee. The student's information may be released to other Osage Nation Departments/Programs with which the student is receiving or requesting services and to the Office of the Osage Nation Attorney General for an investigation to detect or eliminate fraud.

Contracted tutors serving the Osage Nation will be bound by a Non-Disclosure Agreement with the Nation.

Tutoring Procedure

- The Osage Nation Tutoring Administrator will review student and tutor applications and assign students to tutors based on the following:
 - Recommendations from the student's school;
 - Location of the student;
 - Area of need of the student;
 - Area of expertise of the tutor;
 - Service location of the tutor;
 - Hours of availability of both the student and tutor; and
 - Age preference of the tutor.
- The Tutoring Administrator will mail or email a tutoring schedule to each student, along with the name of their assigned tutor to the address listed on the student application.

- Students must sign in and sign out of each tutoring session to evidence attendance and verify billable hours for tutor. Sign-in/Sign-out forms will contain the following:
 - Name of the tutor;
 - Type of tutoring session;
 - Name of the student;
 - Subject of study;
 - Student arrival time; and
 - Student departure time.
- Tutors will return all sign-in sheets to the Tutoring Administrator of the Osage Nation Education Department along with invoice and monthly report.
- Tutors will include in each monthly report:
 - Each assigned student name;
 - Number of sessions attended by each assigned student; and
 - Progress report of each assigned student.

Grievances

Grievances concerning ONSSP may be submitted directly to the Osage Nation Education Department. Grievance forms are available on the Education Department web page of the Osage Nation website. All Grievances must be in writing on the approved forms and are subject to the Grievance Procedures outlined below.

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

Grievance Procedure

1. Grievances may be submitted in writing to the Tutor Administrator or the Osage Nation Education Department Director.
2. Grievances will be reviewed by the Osage Nation Education Department.
3. Grievances will be answered, in writing, within thirty (30) calendar days upon receipt of the grievance by the Tutor Administrator or Osage Nation Education Department Director.
4. Determinations by the Osage Nation Education Department may be appealed by the student and/or the student's parent/guardian to the Osage Nation Secretary of Education within ten (10) business days upon receipt of determination from the Education Department.
5. The Osage Nation Secretary of Education will make a determination and notify the complainant within ten (10) business days.
6. The decision of the Osage Nation Secretary of Education is a final decision.

Grievances Regarding the Osage Nation Education Department Director

Education Department Policy & Procedure Manual

1. Grievances regarding the Osage Nation Director of the Education Department will be reviewed by the Osage Nation Secretary of Education and will follow the same schedule identified above.
2. The Osage Nation Secretary of Education will make a determination and notify the complainant within ten (10) business days.
3. The decision of the Osage Nation Secretary of Education is a final decision.