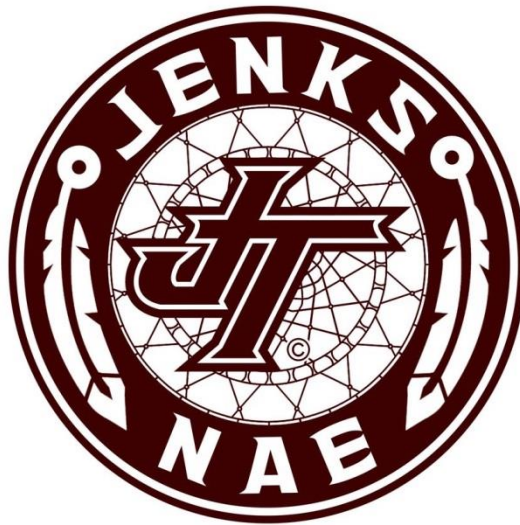


2017 – 2018

**Native American Education
Programs & Procedures
Handbook**



**Publication Approved By:
Johnson-O'Malley and Title VI
Native American Education Parent Council**

Jenks Public Schools

www.jenksp.org



NATIVE AMERICAN EDUCATION NEEDS YOU!

ATTENTION parents of Native American students enrolled at Jenks Public Schools. The Annual Election Meeting serves to elect school year officers for the Johnson O'Malley (JOM) and Title VI Parent Councils.

Both the JOM and Title VI Parent Councils govern the grant allocations, programs, services, and projects. Please plan to attend and consider running for a position on the JOM or Title VI Parent Councils.

ANNUAL ELECTION MEETING

Wednesday, September 14, 2017

JOM-6:00pm Title VI-7:00pm

Education Service Center, Room 204

211 East A Street

Parent Council Meeting Dates for 2017-2018

The Johnson-O'Malley Grant is a contractual allocation from the Muscogee (Creek) Nation. The Title VI Grant is a contractual grant funded through the Department of Education's Office of Indian Education located in Washington D.C. Each grant requires a Parent Council to govern the grant allocations, programs, services and projects.

Johnson-O'Malley Native American Education Parent Council Meetings

Date	Time	Building	Room
August 10, 2017	6:00 pm	ESC	Board Room
*September 14, 2017	6:00 pm	ESC	Board Room
October 12, 2017	6:00 pm	ESC	Board Room
November 9, 2017	6:00 pm	ESC	Board Room
February 8, 2018	6:00 pm	ESC	Board Room
March 8, 2018	6:00 pm	ESC	Board Room
April 12, 2018	6:00 pm	ESC	Board Room
May 10, 2018	6:00 pm	ESC	Board Room

Title VI Native American Education Parent Council Meetings

Date	Time	Building	Room
August 10, 2017	7:00 pm	ESC	Board Room
*September 14, 2017	7:00 pm	ESC	Board Room
October 12, 2017	7:00 pm	ESC	Board Room
November 9, 2017	7:00 pm	ESC	Board Room
February 8, 2018	7:00 pm	ESC	Board Room
March 8, 2018	7:00 pm	ESC	Board Room
April 12, 2018	7:00 pm	ESC	Board Room
May 10, 2018	7:00 pm	ESC	Board Room

*Annual Meeting – The Election of Parent Council Officers

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Introduction

Dear Parents and Students,

Welcome to Jenks Public Schools Native American Education Program. The policies and procedures in this handbook govern the Jenks Public Schools Native American Education grant programs and have been approved by the Title VI and Johnson O'Malley American Indian Education Parent Council and Jenks Public Schools.

Changes to this handbook are implemented as needed to assure programs and procedures remain in compliance with tribal, federal, state and district requirements. New policies, procedures, and programs must be approved by the Parent Council and Jenks Public Schools.

The Parent Council, with the District, has developed this handbook. The handbook describes programs, policies and procedures for students, parents, and staff. The handbook may be accessed at www.jenkspss.org or a copy may be obtained in the NAE office. Parents should become familiar with those sections that concern programs or policies benefiting their child.

The information in this handbook is vital to a student's successful participation in NAE programs for Jenks Public Schools. Changes to this handbook become effective at the beginning of the current school year and remain in effect until such time that changes are made by the Title VI and/or Johnson O'Malley American Indian Education Parent Council.

*Native American Education
19th Revision, June, 2017*

NAE Staff

Amy McKenzie, NAE Coordinator

Office Location:

Education Service Center
211 East A Street
Jenks, OK 74037-2900
918-299-4415, Extension 2213

NAE Student Resource Center:

Sooner Building, Room 121
205 East B Street
Jenks, OK 74037

Notice to Parents

Enrollment in Native American Education (NAE) **is not** automatic at the time of school enrollment. A 506 Form and Certificate of Degree of Indian Blood (CDIB) card and/or a tribal membership card must be on file in the NAE office in order for a student to be enrolled in NAE programs.

Through funding provided by Johnson O'Malley and Title VI grants, the NAE program provides financial support and supplemental programs for all Native American and Alaska Native students enrolled in NAE.

All expenses incurred by NAE programs are funded through the Johnson O'Malley (JOM) and/or Title VI grant funds.

JOM Grant funding information: In 1994, the legislature froze the Jenks JOM student count at 286 students. Each year the District's Native American student count has increased, however, funding has remained at the 1994 allocation. In 2001, Johnson O'Malley (as administered by the Muscogee Creek Nation) began funding this grant at a per pupil rate.

Title VI Grant funding information: While the actual student count continues to increase, the legislative funding for this grant has decreased each year since 1994. The allocation to the District, from this grant, varies.

NOTICE: If a student is enrolled after the annual student count has been completed, Native American Education will not receive funding for that student for the current school year.
The Parent Council continues to implement the policies and procedures as follows:

- * All students will be served based on enrollment regardless of funding;
- * Enrollment is open throughout the school year;
- * Requests for services follow guidelines in this handbook.

Your involvement in the **Parent Council is the backbone of this program**. You are invited to attend all Council meetings.

This handbook is the result of collaboration by the District and the Council Members.

The Annual Election Meeting will be held in the Education Service Center, Room 204. All Regular Council Meetings are held at Jenks Public Schools, Education Service Center, Room 204

JOM meeting @ 6:00 pm and Title VI meeting @ 7:00 pm

School Address and Street Locations

Alternative Center - 205 East B St., Jenks 74037
 East Elementary - 8925 S. Harvard, Tulsa 74137
 East Intermediate - 3933 E. 91st St., Tulsa 74137
 Freshman Academy - 205 East B St., Jenks 74037
 High School - 205 East B St., Jenks 74037
 Middle School - 3019 E. 101st St., Tulsa 74137
 Southeast Elementary - 10222 S. Yale, Tulsa 74137
 West Elementary - 900 N. Adams, Jenks 74037
 West Elementary Building "F" – 1251 W. 91st St., Jenks 74037
 West Intermediate - 909 N. Adams, Jenks 74037
 Northwest Elementary – 1725 S. Elwood Ave West, Tulsa 74132

Mailing Address:
Jenks Public Schools
Native American Education
205 E. B Street
Jenks, OK 74037-3900

Phone numbers:
 Office: (918) 299-4415 Ext. 2213
 FAX: (918) 298-6647

Office Hours and Location:
 8:00 - 4:30 Monday-Friday
 Education Service Center
 211 East A Street
 Jenks, Oklahoma

The office will be closed June and July.

Most Requested Phone Numbers Jenks Public Schools (918) 299-4411

Native American Education	Ext.
NAE Administrative Assistant.....	2213
NAE Coordinator	2769
Director of Student Programs	2400

Administration

Education Service Center Receptionist.....	2776
Student Assessment	2261
Special Education.....	2287

Health Services

Central Campus.....	2280
East Intermediate	5539
East Elementary.	5513/5504
Middle School	5482
West Elementary	5614/6106
West Intermediate	2915
Southeast Elementary.....	5804
Northwest Elementary.....	4415

Services & Programs	Ext.
Before/After School/ Kinderclub.....	2553
Child Nutrition.....	2310
Enrollment Center.....	2415
Community Education.....	2245
Early Learning Center	2405
Transportation Route Coordinator.....	5702

Counseling Services

Alternative Center.....	2697
East Elementary.....	5002/5035/5520/5218
East Intermediate	5580/5562
Freshman Academy	2268/2267
High School	2230
Middle School.....	5307
West Elementary.....	5609/5610/5941/5659/6118
West Intermediate.....	2909
Southeast Elementary	5812
Northwest Elementary.....	4415

Advanced Placement

Requisite classes and grade level requirements must be met to enroll in an Advanced Placement (AP) class.

To meet the needs of students with exceptional abilities and interests in rigorous education studies, Advanced and Pre-Advanced Placement classes are offered at the high school for juniors and seniors.

Advanced Placement courses are taught at the high school. The depth of study and the approach used by the teacher is suited for the self-directed, independent learner. Enrollment in AP classes is voluntary. A student may receive college credit if he/she receives a score of 3 or better on the National AP test.

The National AP test dates are usually in May of each year. There is no limit to the number of tests a student may take.

The cost of each test varies and is dependent upon the test subject and the number of tests taken. The classroom teacher(s) must approve the student's eligibility to take the test. With a teacher's approval, NAE will pay for the test. **Students must be a junior or senior enrolled in the class for which they wish to test and have at least a "B" in the course at the time of registration.**

When grant funds are available; Native American Education Program offers full payment assistance for fees and materials to students enrolled in the program prior to the AP test application due date.

AP Testing Application Fee Due Date

The application for AP exams must be submitted to the NAE office **NO LATER THAN ONE WEEK PRIOR TO THE HIGH SCHOOL'S APPLICATION DUE DATE. No late applications will be accepted. No late fees will be paid.**

Required Classroom Workbooks, Textbooks and Supplies

Students may request assistance from NAE for all required workbooks, supplemental textbooks and school supplies.

Students must come to the NAE Office in the Education Service Center or NAE Student Resource Center located in the Sooner Building to verify enrollment and receive an authorization letter before supplies or fees are considered for payment.

Summer School (First-Time Credit)

Students who wish to receive credit for a course they have not taken may enroll in First-Time Credit classes offered in the summer through Jenks Community Education. Please check with your counselor for enrollment information. Upon successful completion of the summer course, credit earned will count toward graduation requirements.

Students are responsible for their own transportation.

Native American Education offers first time credit tuition assistance only if summer school grant funds remain after all fees are paid for remediation classes.

Enrollment Procedure:

- Your Counselor must complete the enrollment form with you.
- In the case of an elementary student, the child must have been referred by the teacher to Community Education and the enrollment form will be mailed to the parent.
- The parent signature and medical information must be completed.
- The parent must bring the enrollment form to NAE office for payment approval.

Community Education Office: 299-4415 Extension 2245

Summer School (Remediation)

This is a voluntary tuition-based opportunity through Jenks Community Education. This program offers students the opportunity to make-up one-half credit for a previously failed core course. Summer school classes are held in June and July.

All classes are for remediation only. NAE will fund make-up credit one time per course. The NAE Program offers tuition assistance only when grant funds are available.

NOTICE: If a student does not complete a course or changes enrollment funded by NAE to an audit status, future tuition assistance may be forfeited.

Enrollment Procedure:

- Complete NAE application for remediation;
- Upon NAE approval, complete the enrollment form with your counselor;
- Bring enrollment form to NAE for payment;
- Take form to JCE to complete the enrollment process
- Funds are distributed on a first-come-first service basis.

- **NOTICE: The NAE tuition assistance deadline for both first and second semesters of summer school, will be a week prior to the Jenks Community Education’s first semester deadline.**
- **In addition, please note that some classes may change or cancel due to enrollment.**
- **NAE Summer School tuition assistance will not be available for late enrollment.**

ACT Test Dates & Tentative NAE Deadlines

NOTICE: Online registration is not available for payment of test fees.

Test Date	NAE DEADLINE
October 28, 2017	August 23, 2017
December 9, 2017	October 4, 2017
February 10, 2018	December 6, 2018
April 14, 2018	February 7, 2018
June 9, 2018	April 4, 2018

JENKS SCHOOL CODE FOR TESTS: 371905

Procedure for Payment:

ACT Fees are: \$42.50 and \$58.50 for ACT plus the writing.

The Basic Registration Fee of \$42.50 will be paid by NAE. If the student wishes to also participate with the writing portion of the test, they will have to attach a check written to *ACT Student Services* for the \$16.00 difference in prices.

- Pick up/Return application packets to NAE offices in the ESC Building and **verify due date to NAE office.**
- NAE will provide all mailing items (Stamp & Check (unless student is paying for the writing))
- **NO LATE FEES WILL BE PAID**
- All fees are nonrefundable
- Payments are subject to grant funds availability.

SAT Test Fees & Tentative NAE Deadlines

NOTICE: Online registration is not available for payment of test fees.

Test Date	NAE DEADLINE
November 4, 2017	August 30, 2017
December 2, 2017	September 27, 2017
March 10, 2018	January 8, 2018
May 5, 2018	February 28, 2018
June 2, 2018	March 28, 2018

The registration fee for the SAT is \$60.00; Since March of 2016, the Essay is optional and the basic fee goes down to \$46.00 without the Essay. NAE will pay the basic fee when funds are available. Optional service fees for the [Question and Answer Service \(QAS\)](#) and the [Student Answer Service \(SAS\)](#) are not paid by NAE.

Academic Mentoring

The purpose of Academic Mentoring is to provide additional academic support during or after school hours in the core curriculum skill areas.

Eligibility Criteria:

- Students with a letter grade of D or below (grades 5th-12th);
- Students with a “1” or below on their report card (grades K-4);
- Students must be dismissed from the program by a teacher, parent or NAE personnel;
- All rules and regulations of the District apply during Academic Mentoring.

Academic Mentoring during school sites:

West Elementary
West Intermediate
East Intermediate
Middle School

Academic Mentoring after school sites

(when grant funds are available):

High School
Freshman Academy
East Elementary
Southeast Elementary
Northwest Elementary

Class Fees

Academic class fees will be paid by Native American Education grant funds. NAE follows the district guidelines for fee payment. **Requests for class fees are due approximately two weeks after school begins** each semester (September 2nd and January 20th).

High School Procedure

- The student picks up the Letter of Authorization from the NAE office or the Counseling Office.

- The teacher completes the information and returns it to the student.
- The student takes the completed form to the NAE office for approval.

Middle School and Intermediate School Fees are handled through the sites administrative assistants. At time of payment let them know your student is enrolled in NAE.

Late fees will not be paid by NAE.

Notice

- Drivers Education Class fees are not paid by NAE, this is not a required course for graduation.
- Lost textbooks will not be paid for with grant funds.
- T-Shirts are not considered a class fee.
- Uniforms for Physical Education (PE), Choir dresses, etc., are not paid for by NAE.
- Graduation expenses, i.e., announcements, Grad fest, etc., are not considered a class fee.

Jenks Wild

Native American Education is committed to participating in and fully supporting the Jenks Wild Environmental Classes. Jenks Wild teaches sensitivity to the environment which is very important to Native American people. Approximately 400 students, staff and parents attend this annual pilgrimage for 6th grade students.

The Purpose of this program:

- To develop an awareness and appreciation of the total environment;
- To develop an attitude of self-acceptance within group settings;
- To develop a sense of team building in a society;
- To give each participant a wholesome and memorable experience;
- To make aware the contributions of the first Americans and continued growth of cultural sensitivity.

Financial Assistance: NAE will pay a percentage of the cost for Jenks Wild. Payment does not include the cost of the T-shirt.

Cultural-Academic Parallel Curriculum

“The farther back you look, the farther ahead you can see.” Sir Winston Churchill

The mission for creating a Cultural-Academic Parallel Curriculum is to foster and promote Jenks Public Schools’ vision of creating an awareness and understanding of the diverse cultures in our school through equity in school programs.

Native American history and culture is one of many diverse foundations of the history of the United States. Every student should have the opportunity to experience their history. It is the intent of the Native American Education program to collaborate with all staff to create a program that is intellectually challenging while reinforcing a culturally and developmentally appropriate individual student identity. Through providing cultural presentations as well as access to reference materials that are considered relevant and authentic, the Native American Education program strives to create and share a variety of flexible resources that will enrich the students learning experience.

The program’s instructional delivery is through cultural presentations, as well as other resources such as books, DVD’s and cultural curriculum that are considered relevant to the Oklahoma state standards as well as authentic to the culture. Many of the resources are available through the site libraries, as well as through The NAE Resource Center.

Adopted Literature

There is a limited supply of adopted literature for English classes available for NAE students to check out through the Native American Education library located at the NAE Student Resource Center during office hours in the Sooner Building.

Resources

Desktop computers and access to printing are available for NAE students’ use in the NAE Student Resource Center during NAE office hours in the Sooner Building.

Oklahoma Indian Student Honor Society

The Oklahoma Indian Student Honor Society was first conceived in the fall of 1989. The first OISHS membership was listed at 300 students.

The purpose of the Oklahoma Indian Student Honor Society is to honor and encourage higher standards in the intellectual, academic, professional, personal development and cultural development of Oklahoma Native American youth.

Nomination Criteria:

Any missing component disqualifies a candidate.

- **Scholarship Achievement:** 3.9 GPA or above, on an official transcript;
- **Academic Enrollment:** Must be enrolled in a minimum of 4 regular courses in a state accredited secondary school in Oklahoma;
- **Grades:** 9th – College;
- **Tribal Identity:** The nominee **must be “Indian”** as defined by the Title VI Indian; Education Act or must furnish tribal documentation of Indian ancestry or enrollment. The nominator must certify such required documentation for enrollment by signing the form;
- **Community Service:** Demonstrated through volunteerservice;
- **Leadership:** Demonstrated through school and/or community activities;
- **Indian Cultural Activity:** The nominee **must** have participated in Indian Cultural activities within the Title VI or Johnson-O’Malley activities;
- **Character:** The nominator will affirm to the student’s exceptional character;
- **Nomination:** Must be from a local Native American Education staff, teacher, counselor, Parent Council member or school administrator;
- **Selection Criteria:** All nominations will be reviewed by the OISHS Scholarship Committee to determine if all the criteria have been met.

Parent Council Roles and Responsibilities

The Federal Regulations define the Powers and Duties of the Parent Council. They are located in the US Code of Federal Regulations, 25 CFR Ch. 1-273.15, 273.16 and 273.17

The primary role of council members is to represent the Indian students enrolled at Jenks Public School with regard to planning, developing, implementing and evaluating programs and services for Native American students.

All members of the respected Title VI and JOM Council are fully vested and have the authority to:

- Perform all duties incidental to the office of NAE and such other duties as maybe prescribed by the American Indian Education Parent Committee (AIEPC);
- Act on behalf of the members as recorded at meetings;
- Preside over all meetings and elections;
- Ensure that the grant guidelines are consistent with the federal regulations.

Jenks Public Schools
Native American Education
205 East B Street
Jenks, OK 74037

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