

The Absentee Shawnee Tribe  
Of  
Oklahoma



Education Department

Academic Program Guidelines  
(K-12)

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Resolution: L-AS-2001-10

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Academic Program Guidelines

The student must be a member of the Absentee Shawnee Tribe.

Funds must be used to further the intellectual education of Absentee Shawnee youth.

This program will fund Elementary, Middle School, Junior High and High School students for various academic programs such as:

- Summer School
- Academic Trips
- Concurrent Enrollment (College or University classes while in High School)
- Remedial Classes (one time per class)
- ACT/SAT college entrance exams (can fund multiple tests)
- Correspondence Classes (one time per class)
- Driver's Education Class (one time only)
- Tutoring ♦
- Athletic expenses ♦♦
- Special Needs programs
- Other Academic Programs will be reviewed on a case-by-case basis and will be approved by the Education Director.

Students receiving funding for summer school, concurrent enrollment, remedial, correspondence and driver's education classes must provide the Director of Education with proof of completion of funded courses.

Students receiving funding for ACT/SAT college entrance exams must provide the Director of Education with a copy of official results, immediately, once student has received the official results.

The funds will be issued in the name of the student to the proper facility.

There will be no duplication of monies for expenses between JOM and Education programs.

#### ♦Tutoring Guidelines♦

The funds to pay for tutors are deducted from the Academic Program (K-12), which has a maximum of \$500.00 allowable for each student per academic year, as funds are available.

For a tutor to be paid under the program the tutor must be a teacher certified in the area they will serve as a tutor or the tutor must be through a tutoring program sponsored by a University, College, public school or some other accepted organization.

The Education Department prefers students to not be tutored in their home or the home of the tutor, but rather in a school, library, or other appropriate facility. If this is not possible, please contact the Director of Education.

The Director of Education must pre-approve pay rates. Currently, the pay rates are:

- \$15.00 per hour = Certified teachers
- \$10.00 per hour = College students/other

Time sheets demonstrating the actual time utilized tutoring must be provided to the Education Department. Time sheets will be furnished by the Education Department; sheets can be sent to the parent/caregiver or picked up at the Education Department.

Tutoring administered through the Absentee Shawnee Tribe will have the following guidelines:

- Parent/Caregivers are to provide transportation to and from the complex.
- Parent/Caregivers are required to notify the Education Department twenty-four (24) hours in advance of a student's absence.
- If a student has three (3) unapproved absences, the student will be removed from the program. Late calls will be counted as unapproved absences.
- Tutoring groups will be limited on the number of students per group, with a maximum of six (6) students per group. Upon exceeding four (4) students an aide will be provided.
- Tutoring groups will meet once (1) a week, unless determined by teacher student(s) may need additional time.
- Teachers will be paid will be \$15.00 per student per hour not to exceed \$60.00 for groups of 4-6 students.
- The aide will be paid \$10.00 per hour, regardless of the number of students.
- The cost will be distributed equally among the number of students.

These guidelines provide a framework for establishing the tutoring program. If deemed necessary, the Director of Education will introduce additional guidelines and/or adjustments.

#### ◆◆Athletic expenses Guidelines◆◆

- There will be no duplication of athletic monies between JOM and Education programs. These programs will not pay for the same expense, yet the student can access funds for various athletic programs (football, basketball, softball, track, etc.) during the school year.
- A copy of class schedule or note from athletic coach, athletic director, or school counselor stating student is in a school athletic program.
- The student must be meet "academic eligibility" as determined by those standards set forth by the school district in which the student attends.

- The parent must forward a copy of the student's grade report to the Education Department for the semester in which the student was funded for continued funding through the program.
- There is a maximum amount allowable for athletic expenses. The limit is \$250.00 of the \$500.00 allotted per academic year, as funds are available on a first come, first served basis.

The funds will not be used for:

- Graduation gifts
- Yearbooks
- Letter Jackets
- Computers
- Internet services
- Software programs
- Educational toys
- Hooked on Phonics Programs
- Or other similar expenses.

A maximum allowable limit of \$500.00 per student per academic year is set for the program, as funds are available, on a first come, first served basis. Programs with a cost in excess of \$500.00 can be paid with the approval of the Absentee Shawnee Education Committee.