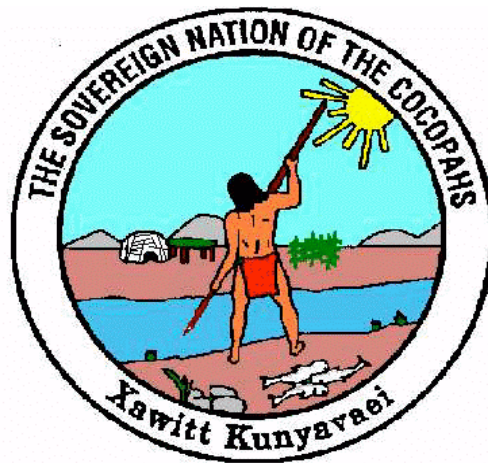


COCOPAH EDUCATION DEPARTMENT



K – 12 EDUCATION HANDBOOK

K – 12th EDUCATION GUIDELINES

INTRODUCTION

The Student Handbook is not meant to be comprehensive, but does address the most frequently asked questions about Cocopah Indian Tribe Education programs. If you have additional questions or concerns, please do not hesitate in calling or writing to the Department of Education. We are ready to assist you.

MISSION

The Cocopah Department of Education exists to address the primary and secondary education issues and concerns of the Cocopah Indian Nation by providing information and funding opportunities which assist the maximum number of Cocopah Indian students. The goal of the Cocopah Department of Education is to assist Cocopah Indian students in ascertaining their High School Diploma.

KEY POINTS

Programs administered by Cocopah Department of Education

Transportation	Summer School Assistance
Clothing Allowance	Summer Youth Program
School Counselor	Achievement Awards
Truancy	Johnson O'Malley Program
Tutoring Services	Student Expense Guidelines
Youth Incentive Trip	Academic Policy

The Cocopah Department of Education **does not** fund the following expenses: Computer Purchase, Computer Software, Security and/or Rental Deposits, Special Events Clothing, Fines or Tickets, Delinquent Bills, Personal Travel Expenses, Shipping Costs, School Supplies, Photography or Video Equipment, or any other Materials and/or Expenses not deemed educational.

EDUCATION DEPARTMENT FUNCTIONS

SCHOOL COUNSELORS

The primary role of the Education Counselor is to facilitate the optimum educational opportunities for all the (K-12th grade) Cocopah students who attend public and/or private schools. The counselors also monitor the progress of the students by visiting the campus where the students are attending and making home visits. They also maintain contact with parents/legal guardians to aid and inform them of their student's progress and identify problem areas.

TRUANCY

The role of the Truant Counselor is to inspect attendance records for Cocopah students in kindergarten through 12th grade that attend public schools. The Truant Counselor will make home visits to the parents/legal guardians to make arrangements for consistent attendance. The truant program is designed to help aid parents/legal guardians in keeping their children in school.

TUTORING SERVICES

The role of the tutors is to assist all Cocopah students with their academics within the classroom and outside of the classroom environment. The duties of the tutors are as follows:

- Supervise elementary students in tutorial programs and study halls
- Assist students with proper study techniques
- Assist the teacher with supervision and monitoring of students in the classroom and on special field trips
- Assist the teacher with classroom projects, daily activities, and coordination of special events/field trips
- Assist with the Cocopah Education Department's summer programs
- After school tutoring sessions

TRANSPORTATION

Transportation is a benefit provided to Cocopah students. Transportation will be available to all students who are enrolled Cocopah members provided they follow all Cocopah Education Department transportation rules. If at any time, the driver determines that a student is not following the Cocopah Education Department rules as well as safety rules, he/she will forfeit their right to the transportation provided by the Cocopah Education Department.

TRANSPORTATION GUIDELINES

Parents/legal guardians are responsible for making arrangements for transportation of their children. The parent/legal guardian must make the request for transportation services to the Cocopah Education Department. If any transportation issues arise while the child is in the care of the school, then the schools first contact will be the parent/legal guardian. The schools will adhere to this process unless an emergency arises and the parent/legal guardian cannot be contacted. In an emergency situation the school will seek assistance from the Education Department in contacting the parent/legal guardian.

The following serve as guidelines for the Cocopah Education Department transportation. *(This is not a comprehensive list of guidelines but eligibility may be determined based on an individual case):*

- Transportation will arrive at your location one time and will wait for 3 minutes only. If the 3 minutes have expired and you are not in the vehicle, then the vehicle will leave and will not come back again. You will have to find alternative transportation.
- Student is not permitted to request transportation from the Education Department. Parents/legal guardians and/or school will be permitted to request transportation for the student.
- Transportation will be give priority to those who contact the Education Department first.
- Students receiving routine transportation from the Education Department due to lack of transportation provided by the school, must maintain academic satisfactory progress and maintain consistent attendance to be eligible for continuous transportation provided by the Education Department.
- Transportation will not be provided to students who routinely abuse the transportation services provided by the Education Department.

TRANSPORTATION ELIGIBILITY

Transportation will be provided for all students who are eligible. The following are eligibility requirements that determine utilization of transportation provided by the Cocopah Education Department for the student in question/need:

- The student must be an enrolled Cocopah Tribal member, no pending Cocopah Tribal enrollment.
- Student must be living on the Cocopah Indian Reservation or in the immediate surrounding area of Yuma, AZ, or Somerton, AZ.
- Transportation is given priority to kindergarten through 12th grade students.
- The student must be enrolled in a public or private school.
- Individuals seeking transportation services from the Education Department who are not enrolled K through 12th grade students may be eligible for transportation services, provided the transportation is education related. Parents/legal guardians and college/university students must submit a request 3 days before transportation is needed, unless in an emergency. Request for transportation must be education related.

TRANSPORTATION RULES

Proper conduct is required for continued use of transportation. Students will be warned when they violate the safety and behavior rules. Continued disorderly conduct or refusal to obey the instructions of the transportation driver shall be sufficient reason for the student to be denied transportation. The transportation rules are in place as a safety precaution for all passengers.

RULES:

- Sit in assigned seat and remain seated while the vehicle is in motion.
- Do not commit or threaten to commit harm to another individual.
- Do not use vulgarity or inappropriate language.
- Do not eat or drink in vehicle.
- No screaming, spitting, or throwing things in or out of the vehicle.
- Do not damage or destroy property.
- Follow directions given by the driver.
- School supplies and materials are to remain in backpacks at all times.
- Wearing seat belt is mandatory; refusal to wear seat belt will result in immediate suspension.
- No drugs or alcohol allowed in the vehicle.
- No weapons of any kind.

SUSPENSION STATUS

If the student violates any of the Education Department transportation rules more than three times in an academic semester, then the student will be suspended from the Education Department transportation services. If the student violates the drug, alcohol, violence or weapons rule, then the student will be immediately suspended from the transportation services. The suspension period will be upheld for one academic semester. The student will be eligible for the Education Department transportation services starting with the next academic semester.

The Education Department will assist with transportation of those students who are suspended from the school district transportation, but transportation will be provided on a limited basis. If the student is suspended from the school district transportation then the Education Department will help transport the child for one suspension period per semester, if child gets suspended more than once per semester then the parent/legal guardian will need to arrange transportation through other resources. If other resources are not available to the parent/legal guardian and the Education Department's transportation is their only option, then there will be a fee of \$1.00 per round trip for transportation services. The \$1.00 fee must be paid at the time when the child is being provided transportation. If the fee is not paid then the student will not be transported by the Education Department.

ACADEMIC POLICY: ACADEMIC AND ATTENDANCE STANDING/PROGRESS AND SUSPENSION OR WITHDRAW

Good academic progress, for the purpose of Education Department K-5th grade funding, is defined as receiving satisfactory marks during evaluation periods. Good academic standing, for the purpose of Education Department 6-12th grade funding, is defined as a 2.00 grade point average (GPA) for the academic semester. When the school has not yet assessed a GPA or progress report, or does not produce GPA's or progress reports as part of their curriculum, the student may be required to complete a progress report form provided by the Education Department, signed by the teacher(s), verifying their academic standing or progress. Good academic standing is required for any additional funding as required in the sections below. Academic standing or progress is assessed on a semester basis.

Display of consistent attendance is a requirement for good attendance standing and will be evaluated on a regular basis. Consistent attendance is defined as fewer than five days absences during each academic semester. Students who attend make-up school to lower their absences to fewer than five will be considered to be of good attendance standing. If the student exceeds the five-day absence criteria due to circumstances out of their control, then consideration will be established in the evaluation of the student's performance with regards to funding.

If a student voluntarily or is involuntarily withdrawn, or suspended for any reason from school, and does not complete the academic semester or year at another school or program, then that student is limited in funding for the next academic semester to class and registration fees only. The student will be eligible for additional funding after the successful completion of an academic semester.

STUDENT EXPENSES GUIDELINES (K-12)

The Education Department may assist with various educational expenses but within set guidelines. **The student must be an enrolled Cocopah member to receive assistance, no pending Cocopah Tribal Enrollment.** The following outlines the expenses that the Education Department may assist with, based upon the availability of funding:

- The following school fees will be funded by the Education Department:
 - Registration Fees
 - ID/Activity Cards
 - Locker Fees
 - Class Fees
 - Books (if student loses and/or destroys classroom textbooks, then the student and/or parents/legal guardians are responsible for the expenses of replacing the textbooks)
- The Education Department may assist with school sanctioned trips once per academic year as it's **related to education**; these would include band, school recognized educational clubs, sports, special events or other **educational related activities**. This is limited to one time costs only per academic year. The student will need to be in good academic and attendance status as defined by the Cocopah Education Department to be eligible for funding. **Funding will be limited to direct costs only.** (*Contingent upon the availability of funding*)
- Additional class participation fees will be limited to one time costs only at a maximum amount of \$20.00. The student and/or parent/legal guardian will incur additional class expenses beyond the maximum amount. The student will need to be in good academic and attendance status as defined by the Cocopah Education Department to be eligible for funding. (*Contingent upon the availability of funding*)
- School club and organization fees may be funded but will be limited to one time costs only per academic year at a maximum amount of \$15.00. The student must join a school-recognized club or organization that is educational related and the student must be in good academic and attendance standing as defined by the Cocopah Education Department to be eligible for funding. The student and/or parent/legal guardian will incur additional fees and expenses beyond the maximum amount. (*Contingent upon the availability of funding*)
- The Education Department may incur the cost of yearbooks for Junior High School and High School students. The purchase of the yearbook will be contingent on the student passing to the next grade level, if the student does not pass to the next grade level the Education Department **will not** purchase the yearbook for the student. (*Contingent upon the availability of funding*)

- The Education Department may fund the expenses of a high school senior's class ring up to a \$250.00 maximum. If the \$250.00 limit is exceeded, then the remaining balance will be the responsibility of the student and/or parent/legal guardian. The student must provide verification that they will graduate with their senior class before they are eligible for funding provided by the Education Department for a senior class ring. The Education Department provides the option to utilize a jeweler located in the Yuma area for high school senior's class ring. *(Contingent upon the availability of funding)*
- Funding may be provided by the Education Department for high school seniors' graduation announcements and cap/gown. The Education Department will only fund for the student to have the middle plan package for the graduation announcements. The student must provide verification that they will graduate with their senior class before they are eligible for funding provided by the Education Department for the graduation announcements and cap and gown. *(Contingent upon the availability of funding)* **The Education Department does not provide funding for clothing and/or accessories for class pictures, senior pictures or graduation ceremonies.**
- The Education Department may assist with expenses for students with disabilities for items such as minor equipment, instructional materials, and books related to their educational growth. The student will need to provide documentation from a certified specialist regarding their special needs before any funding is dispensed on their behalf. **Personal computers will not be purchased by the Education Department.** *(Contingent upon the availability of funding)*
- The Education Department may assist with the cost of the ACT (American College Test) and SAT (Stanford Achievement Test) for those students whom are juniors or seniors and are in good academic and attendance standing as defined by the Cocopah Education Department. **The Education Department will incur the cost of each of these tests only once per academic year.** *(Contingent upon the availability of funding)*
- Educational/correspondence course packets may be funded for those students that require credits to fulfill graduation requirements to ascertain their high school diploma. Eligibility and priority for the correspondence packets are given to juniors and seniors who are currently enrolled in a state funded high school. If there are justified reasons for those that are not high school students and are dependent on the correspondence packets to progress academically then the Education Department may assist depending on the particular case. This could include but not limited to medical reasons, lost credits due to relocation, extenuating family situations, etc. Student need and the availability of funds will determine the support provided to the student. Home school and other extenuating situations will be dealt with on a case-by-case basis. For these cases, documentation must be provided as to why funding is being sought and if funding is provided to the student then semester progress reports must be provided to the

Education Department for continuance of funding assistance. (*Contingent upon the availability of funding*)

- The Education Department may assist with rental of musical instruments and/or sporting equipment for programs that are sanctioned by or sponsored by the school with which the student is attending. The student must maintain and be in good academic and attendance standing as defined by the Cocopah Education Department to be eligible for assistance. (*Contingent upon the availability of funding*)
- The Education Department may assist in funding of the students' uniform related to educational school activities such as band, sports, etc. The uniform expenses should not exceed what is necessary by the student to be able to perform their duties and obligations. The student will need to be in good academic and attendance status as defined by the Cocopah Education Department to be eligible for funding. Each situation will be dealt with on a case-by-case basis. (*Contingent upon the availability of funding*)
- Class and bus fees may be funded by the Education Department for those students who will be attending summer school sessions. Students are only eligible for courses required for graduation and must provide evidence that the course is needed due to being behind in credits or failure in the course during the school year. The student is also responsible for passing and completing the summer session that is funded. Failure to pass the summer session or complete it in its entirety will jeopardize that student's educational funding for the next school term, being limited to funding for class fees only. Students who repeatedly fail or do not finish the summer session are the responsibility of the student. The Education Department will not provide funding for lost or damaged textbooks. Also, lost bus passes will not be replaced by the Education Department. (*Contingent upon the availability of funding*)
- The Education Department may assist with the tuition and fees of those Cocopah students attending tuition-based schools. The Education Department will fund for tuition only. Parents/legal guardians will incur any other expenses that are required for attending tuition-based schools. If the child is expelled from the school due to their own actions (i.e. violence, academics, cheating, truancy, etc.) then the parent/legal guardian will be required to repay the funds that the Education Department has disbursed for the child's tuition. To be eligible for the funding the student must be in good academic and attendance standing as defined by the Cocopah Education Department, current academic transcripts will need to be provided to the Education Department. (*Contingent upon the availability of funding*)

- The Education Department may aid in the funding of graduating high school seniors with their college and/or university admissions application fees. The Education Department will incur the fees for up to 3 college/university admissions applications. The student must provide verification that they will graduate with their senior class before they are eligible for funding provided by the Education Department. The student must also demonstrate intent on attending a college/university by submitting a letter to the Education Department indicating what their scholastic goals will be for the upcoming academic year. The Education Department will be available to assist those students with 4 or more college/university application fees who have adequate reason and are in good academic and attendance standing as defined by the Cocopah Education Department. *(Contingent upon the availability of funding)*

- The Education Department may fund the expenses for professional tutoring sessions for Cocopah students. The Education Department requires that the parent/legal guardian seek out professional learning centers that will guarantee the student show positive progress within their studies by increasing their knowledge and grades. Prior to acquiring assistance from the Education Department for funding the student will need to have:
 1. Sought tutoring services from the school with which they are attending; this includes school tutoring sessions and/or seeking one to one sessions with their instructor.
 2. Verification will need to be provided to the Cocopah Education Department from school officials indicating that the student has sought tutoring assistance from the school and that outside resources such as a professional learning center is needed for the student in order for the student to progress academically. *(Contingent upon the availability of funding)*

- Students attending boarding schools may be authorized up to \$50.00 per academic semester if funding is not available through the school with which the student is attending. The funding would be utilized for unforeseen school expenses and/or emergencies. Before any arrangements or actions are to be taken, prior approval through the Education Director is required before any funding is allocated. The student will need to be in good academic and attendance status as defined by the Cocopah Education Department to be eligible for funding. *(Contingent upon the availability of funding)*

GRADUATION ACHIEVEMENT AWARDS

Cash incentives will be provided to Cocopah Indian students who have completed their course of study within the following degrees:

- High School Diploma
- Junior High School Diploma

Must be an enrolled Cocopah Tribal member, no pending Tribal enrollment. No incentives will be paid retroactively or to those that do not complete their graduation requirements within the academic year of their graduating class. Incentive awards will not be given to those who are promoted due to age. Incentives are only awarded based on the availability of funds. Transcripts will be used to verify student's credits before any incentive award is distributed. Home school students are not eligible for the achievement awards.

CHILDREN'S SCHOOL CLOTHING

The children's school clothing program is a service that the Cocopah Tribal Council has developed to aid Cocopah families. The program was implemented to help supplement parents/legal guardians with their children's clothing but is not meant to outfit the child for the entire academic school year. School age children must be enrolled Cocopah Tribal members, no pending Cocopah Tribal enrollments, and Head Start through 12th grade. **All students must be registered and attending a state funded school, or state recognized public or private school, or a state recognized school program. Home school students are not eligible for the school clothes funding. Students must complete a full academic school year in order to be eligible for the student clothing funding for the next academic year. Those who have received profit sharing are not eligible to receive the student school clothes funding.** The school age children's clothing program is tentatively scheduled for distribution in the month of August. *(Contingent upon the availability of funding)*

SUMMER YOUTH PROGRAM

The Cocopah Summer Youth Program is an employment program that is available to high school students that meet specified criteria and have successfully completed an academic school year. The Summer Youth Program is a six-week program that allows selected students to experience on-the-job training as well as learn how Cocopah Tribal offices operate on a day-to-day basis. Applicants must be 15 years of age on or before June 1 of the program year and not beyond 18 years of age. The applicants must also have earned all their credits from the school year, completed one year of high school, not exceeded more than five unexcused absences per semester, and be registered in high school for the next academic year. **Students must be an enrolled Cocopah Tribal member, no pending Cocopah Tribal enrollments. Eligible youth must be high school students and registered and attending a state funded school, or state recognized public or private school, or a state recognized high school program.** Students selected for employment are subject to a pre-employment drug screen and random drug screens thereafter. Applications for the program should be filed with the Cocopah Education Department by the deadline date. *(Contingent upon the availability of funding)*

YOUTH INCENTIVE TRIP

Upon availability of funding the Education Department will coordinate a youth trip as an incentive for K-12th grade students, ages 5-18. Seniors are eligible for the youth incentive trip only if completing their graduation requirements within the academic year of their graduating class. The purpose of the trip is an **incentive for students who have showed display of consistent attendance during the most recent school year.** Display of consistent attendance includes no more than 5 absences in each academic semester (a more detailed explanation for “Good Academic and Attendance Standing” can be found on page 6 in the student handbook). **Eligibility requirements for the youth trip are in accordance with casino revenue statutes requiring the beneficiaries to be persons enrolled in the Cocopah Tribe. Students must be registered and attending a state funded school, or state recognized public or private school, or a state recognized school program. No pending Cocopah enrollments or enrollments with other tribes, or home school students will be eligible for the youth incentive trip.** In addition to the Education Department Staff, chaperons and/or volunteers may be asked to accompany the youth incentive trip. Chaperons and volunteers must be the parent or legal guardian of a Cocopah enrolled attendee. **The youth incentive trip is not part of the Johnson O’Malley Program.**

JOHNSON O’MALLEY PROGRAM

The Johnson O’Malley program is funded by a 638 Bureau of Indian Affairs contract and supplemented with Tribal money. This is a math and reading program, with cultural and traditional values integrated for school age children entering kindergarten through 12th grade. The Johnson O’Malley Program is held during the summer months so as all Native American school age children can participate.

The Johnson O’Malley program is managed by the Cocopah Education Department with the guidance of a parent committee. The committee consists of elected officers comprised of Cocopah parents, grandparents, and legal guardians of school age children. By-laws have been developed and adopted for the purpose of regulating this program.

The current Johnson O’Malley parent committee consists of:

President
Vice-President
Secretary

** The youth trip is not a function of the Johnson O'Malley program.*

PHONE DIRECTORY

SOMERTON SCHOOL DISTRICT	PHONE NUMBER	FAX NUMBER
Tierra Del Sol	(928) 341-6400	(928) 341-6490
Desert Sonora	(928) 341-6300	(928) 341-6390
Orange Grove	(928) 341-6200	(928) 341-6290
Somerton Middle School	(928) 341-6100	(928) 341-6190
Special Ed. Services	(928) 341-6041	(928) 341-6090
Transportation	(928) 341-6061	(928) 341-6090
PPEP Tech	(928) 627-9648	(928) 627-9197
Rio Colorado	(928) 627-8883	(928) 627-9717
San Luis Middle School	(928) 627-1015	(928) 627-9339
WACOG Orange Grove	(928) 627-2601	(928) 627-8138
YUMA SCHOOL DISTRICT	PHONE NUMBER	FAX NUMBER
Cibola High	(928) 783-7837	(928) 782-0093
Kofa High	(928) 726-5750	(928) 344-3940
Yuma High	(928) 783-1881	(928) 783-8671
Vista High	(928) 343-2521	(928) 343-2582
Continuation School	(928) 317-1635	(928) 317-1635
Alacron School	(928) 344-8765	(928) 344-9850
Aztec High School	(928) 726-2831	(928) 726-2826
Alice Byrne	(928) 782-9585	(928) 782-1942
OC Johnson	(928) 782-3629	(928) 782-1535
CW Mcgraw	(928) 782-3828	(928) 782-1395
Mary E. Post	(928) 782-2561	(928) 329-0489
Fourth Ave Jr.	(928) 783-2193	(928) 783-2195
Woodard Jr. High	(928) 782- 6546	(928) 783-1943
Rancho Viejo	(928) 782-4761	(928) 329-1761
Amerischool	(928) 329-1100	(928) 329-9177
Yuma Accommodation	(928) 329-2243	(928) 329-1065
Crane Jr. High	(928) 726-0553	(928) 344-6821
Valley Horizon	(928) 329-0500	(928) 329-0504
Education Opp. Center	(928) 329-0990	(928) 783-0886
Happy Trails	(928) 329-9109	(928) 329-9109
Palmcroft	(928) 344-2113	(928) 729-4738
Carver	(928) 782-1843	(928) 782-4094
Wonderland Preschool	(928) 343-9332	(928) 782-0696
HL Suverkrup	(928) 782-9271	(928) 782-3132
Desert Mesa	(928) 341-9700	(928) 341-9800
Otondo School	(928) 344-0979	(928) 344-8168
Pecan Grove	(928) 782-4351	(928) 782-0956

Castle Dome	(928) 341-1600	(928) 341-1700
James B. Rolle	(928) 726-4610	(928) 726-6131
WINTERHAVEN	PHONE NUMBER	FAX NUMBER
San Pasqual School	(760) 572-0222	(760) 572-0711
ARIZONA MIGRANT	PHONE NUMBER	FAX NUMBER
PASS Program	(928) 344-4409	(928) 726-7725