

**Indian Policies and Procedures (IPP)**

**Cape Flattery School District (CFSD)**

**2018-2019 School Year**

It is the intent of the CFSD that all Indian children of school age have equal access to all programs, services and activities offered within the CFSD. To this end, the CFSD will consult with Makah Tribal officials and parents of Indian children in the planning and development of Indian Policies and Procedures (IPPs), general education programs, and activities. These policies and procedures will be reviewed annually and revisions will be made within 90 days of the determination that requirements are not being adequately met.

**ATTESTATIONS**

The CFSD attests that it has established IPPs as required in section 7004 of the Impact Aid Law for any children who reside on eligible Makah Tribal Indian lands. The IPPs have been adequately disseminated to the Makah Tribe and parents of children residing on eligible Makah Tribal Indian lands. A copy of the current policies and procedures was attached to the FY 2018-2019 Impact Aid application.

The CFSD attests that it has provided a copy of written responses to comments, concerns and recommendations received from Makah Tribal leaders and parents of Indian children through the IPP consultation process. These responses will be disseminated to Makah Tribal leaders and parents of Indian children prior to the submission of their FY 2018-2019 Impact Aid application.

**Indian Policies and Procedures**

The following Indian policies and procedures become effective upon CFSD board approval.

**Policy 1: The Local Education Agency (LEA)/CFSD will disseminate relevant applications, evaluations, program plans and information related to the LEA's education program and activities with sufficient advance notice to allow tribes and parents of Indian children the opportunity to review and make recommendations. [34CFR222.94(a)(1)]**

**Procedure 1:** The CFSD will disseminate information and seek timely input regarding the following programs on its educational program (including, but not limited to): Title I Part A, C, and D; Title II Part A; Title III Part A; Title IV Part A; Title IV Part B; Title V Part B subpart 2; Title VI Part A subpart 1; Title VII-Impact Aid programs; and Johnson O'Malley programming.

The completed applications, evaluations, and program planning will be made available to parents of Indian children, Makah Tribal officials, and the Indian Policies and Procedures Committee (IPPC/Parent Advisory Committee). A summary will be prepared and disseminated 3 weeks in advance of public hearings held in November and May to afford all interested parties the opportunity to review the documents with sufficient time to provide thoughtful input at the public meetings. These hearings will be publically advertised through the CFSD website, posted at conspicuous locations or emailed to various parties at conspicuous locations throughout the community for display to encourage all interested parties to attend. In addition, representatives from the CFSD and IPPC will schedule meetings with the parents of Indian children, Makah Tribal officials, and the Indian Policies and Procedures Committee to seek input.

Parents of Indian children, Makah Tribal officials, the IPPC and any other interested persons can review assessment data to help develop or modify educational programs and services allowing for the participation of Indian students on an equal basis in the CFSD.

Minutes from the IPPC meetings will be posted on the CFSD's website for all patrons and Makah Tribal officials to review. This will allow for ongoing dissemination of information.

**POLICY (2): The CFSD will provide an opportunity for the Makah Tribal officials and parents of Indian children to provide their views on the District's educational program and activities, including recommendations on the needs of their children and on how the District may help those children realize the benefits of the educational programs and activities. [34CFR222 .94(a)(2)]**

- (i) Notify tribes and the parents of Indian children of the opportunity to submit comments and recommendations, considering the tribe's preference for method of communication, and
- (ii) Modify the method of and time for soliciting Tribal input, if necessary, to ensure the maximum participation of tribes and parents of Indian children.

**Procedure 2:** The IPPC of the CFSD will meet monthly during the academic year for the purpose of addressing comments and concerns of parents of Indian children regarding the CFSD's educational programs and activities. The meeting agendas are posted and all meetings are open to the public allowing for Makah Tribal officials, as well as, parents of Indian children the opportunity to submit comments and recommendations for consideration.

A CFSD board representative, or Superintendent designee, is a non-voting member of IPPC. This representation allows for the discussion of the needs of the students and ideas to be brought forward to both the IPPC, as well as, the CFSD Board.

At each of the monthly CFSD board meetings, a section of time is set aside for communications from the public. This is a time to offer comments and suggestions regarding programming for Indian students. In addition, two public hearings are scheduled in November and May which are specifically devoted to addressing questions regarding educational programs and activities. Based upon suggestions, preferred methods of communication, ways to maximize participation from Makah Tribal officials, as well as, parents of Indian children will be seriously considered. Information will be included in student handbooks/enrollment packets regarding opportunities to provide input to the CFSD.

The CFSD and IPPC representatives will schedule meetings with the Makah Tribe to discuss ongoing programming goals.

The CFSD will also allow Indian parents and Makah Tribal officials to provide commentary concerning (1) the needs of their children and the ways in which they can assist them in realizing the benefits of the education programs; (2) the overall operation of the CFSD's education program; and (3) the degree of parental participation allowed in the same. The CFSD Board will mail parents of Indian children and Makah Tribal officials a survey requesting their input and recommendations in the fall and will thereafter hold at one of its annual CFSD Board meeting where such commentary may be reviewed by Indian parents, Makah Tribal officials, and the CFSD Board.

Indian parents and Makah Tribal officials will be given notice of any and all meetings by including in the above-referred survey to be disseminated in the fall semester information as to the location of legally posted CFSD Board notices. The location, date and time of any meeting described above shall be posted in the same manner as a legally posted CFSD Board meeting.

If participation in the survey results in a low return rate or the established meeting yield low participation by the parents of Indian children and Makah Tribal officials, CFSD will re-evaluate its plan and consult with parents of Indian children and Makah Tribal officials on ways to improve and enhance participation in the consultation process.

**POLICY (3): The CFSD will annually assess the extent to which Indian children participate on an equal basis with non-Indian children in the District's education program and activities.**

**[34CFR222.94(a)(3)]**

- (i) Share relevant information related to Indian children's participation in the CFSD's education program and activities with tribes and parents of Indian children; and
- (ii) Allow tribes and parents of Indian children the opportunity and time to review and comment on whether Indian children participate on an equal basis with non-Indian children.

**Procedure 3:** The CFSD shall annually analyze participation rates of Indian children compared to other children in all aspects of the educational program and school sponsored activities.

The CFSD will share its assessment of Indian student participation which is inclusive of the materials and supplies, supports, CFSD funding, related academic achievements and other related data with the parents of Indian children and Makah Tribal officials by mail, email, CFSD website, posted at conspicuous locations or emailed to various parties at conspicuous locations throughout the community for display.

The CFSD's Superintendent and school staff, in conjunction with the IPPC, will review annual survey data and comments gathered from families and students. The results of the data and its comments will be shared with all interested parties in the CFSD. In addition, comments and/or suggestions brought forth from these conversations will become part of the Committee's approved minutes. This data will be utilized to develop appropriate support for various programs.

During the public hearings in (November and May), the CFSD will gather information relating to Indian children's participation in the LEA's education programs and activities. This information will also be made available to the parents of Indian children, Makah Tribal officials and the IPPC by mail, email, CFSD website, posted at conspicuous locations or emailed to various parties at conspicuous locations throughout the community for display.

Parents of Indian children, Makah Tribal officials and other interested parties may express their views on participation through direct communication with the CFSD, at any regularly scheduled CFSD board meetings, IPPC meetings by phone, email, and writing. In addition, parents of Indian children and Makah Tribal officials may comment in the fall and spring semester through a survey requesting information concerning their views as to the extent of Indian children's participation in educational programs on an equal basis with other children.

If it is determined that there are gaps in Indian participation in the educational program or activities, the CFSD Board in consultation with the IPPC and Makah Tribal officials, will modify its education program in such a way as to improve Indian participation.

**POLICY (4): The CFSD will modify the IPPs if necessary, based upon the results of any assessment or input described in this document. [34CRF222.94(a)(4)]**

**Procedure 4:** The CFSD Board, in consultation with Makah Tribal officials, will establish a committee of Indian parents ("the Indian Policies and Procedures Committee") to annually review the components the Indian Policies and Procedures to ensure that they meet federal regulatory and statutory requirements. During the annual organization meeting of the IPPC, the IPPC will review the CFSD Indian Policies and Procedures and revise if needed.

The IPPC shall serve as a task force to review the meaningfulness of Indian input, to review the extent of opportunity for Indian input and to review the CFSD's response to Indian commentary. The IPPC will review the effectiveness of the CFSD's methods of gathering the input of Indian parents and Makah Tribal members; calculate the number of Indian suggestions which were actually implemented; permit Indian parents and Makah Tribal officials to suggest more effective ways of communicating their views. If necessary, the IPPC shall make recommendations to the CFSD Board to modify its policies and procedures.

If the IPPC indicates that modifications to the policies and procedures are necessary, at the subsequent meeting, the CFSD will hold a CFSD Board meeting to modify.

The CFSD will notify parents of Indian children, Makah Tribal officials and the general public of any changes to the Indian Policies and Procedures by mail, email, CFSD website, posted at conspicuous locations or emailed to various parties at conspicuous locations throughout the community for display.

**POLICY (5): The CFSD will respond at least annually in writing to comments and recommendations made by tribes or parents of Indian children, and disseminate the responses to the tribe and parents of Indian children prior to the submission of the IPPs by the LEA.**  
**[34CRF222 .94(a)(5)]**

**Procedure 5:** The CFSD will, at least, annually respond in writing to comments and recommendations made by the IPPC, Makah Tribal officials, or parents of Indian children, and disseminate the responses to all parties by mail, email, CFSD website, posted at conspicuous locations or emailed to various parties at conspicuous locations throughout the community for display prior to the submission of the IPPs by the CFSD.

**POLICY (6): The CFSD will provide a copy of the IPPs annually to the affected tribe or tribes.**  
**[34CR F222.94 (a)(6)]**

**Procedure 6:** The CFSD will annually provide a copy of the current Indian Policies and Procedures including the attached calendar of events to the Makah Tribe by mail, email, CFSD website, posted at conspicuous locations or emailed to various parties at conspicuous locations throughout the community for display.

CFSD Board Approval

Date December 13, 2017

## **CFSD Indian Policy and Procedure Calendar**

**Timelines approximate and include but are not limited to:**

### **Fall (September, October, November, December)**

Survey/questionnaire  
School Improvement Plans to IPPC  
Review of IPPCs (modify if necessary)  
Public Hearing – November; board meeting discuss budget closeout

### **Winter (December, January, February, March)**

Review results of survey/questionnaire  
Review results of tests  
Provide testimony  
MTC review updated IPPs  
School Board assignment to IPPC

### **Spring (April, May, June)**

Budget presentation and Board adoption  
CFSD provides report of progress towards suggestions/recommendations  
Public Hearing - May

### **Summer (July, August)**

Break

### **Monthly**

Post meeting agendas  
Post meeting minutes

### **Quarterly**

Provide update to MTC

### **Bi-Annually**

Testimony  
Grant reporting/budget presentation

### **Annually**

Survey/questionnaire  
Review IPPs and postings  
Monthly meeting calendar  
Application review by IPPC and MTC Chair  
Review strategic plans of Campuses  
Student handbook explanation of IPPC and flyer available at school sites  
CFSD review of survey results  
Assignment of a CFSD Board person

Provide written responses to concerns