



**COCOPAH EDUCATION
DEPARTMENT
K-12th EDUCATION HANDBOOK**

COCOPAH EDUCATION DEPARTMENT POLICIES

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AUTHORIZATION FOR RELEASE OF INFORMATION BY A PARENT/LEGAL GUARDIAN

A release of information granting permission to access grades must be signed by a parent/legal guardian and returned to the Cocopah Education Department before any funds can be disbursed. Legal guardianship documents must be provided. In accordance with the school's regulations, a signed release of information form is required before the school can release grades and attendance. Our form is aligned to the standard form used by all school districts deadline to submit this form is the first week in August new form must be signed if any changes occur during the school year and the student's file must be updated within two weeks of new change.

Parents are responsible for notifying Cocopah Education Department when a change of address or a change of school occurs. Failure to notify the department will result in the loss of funding.

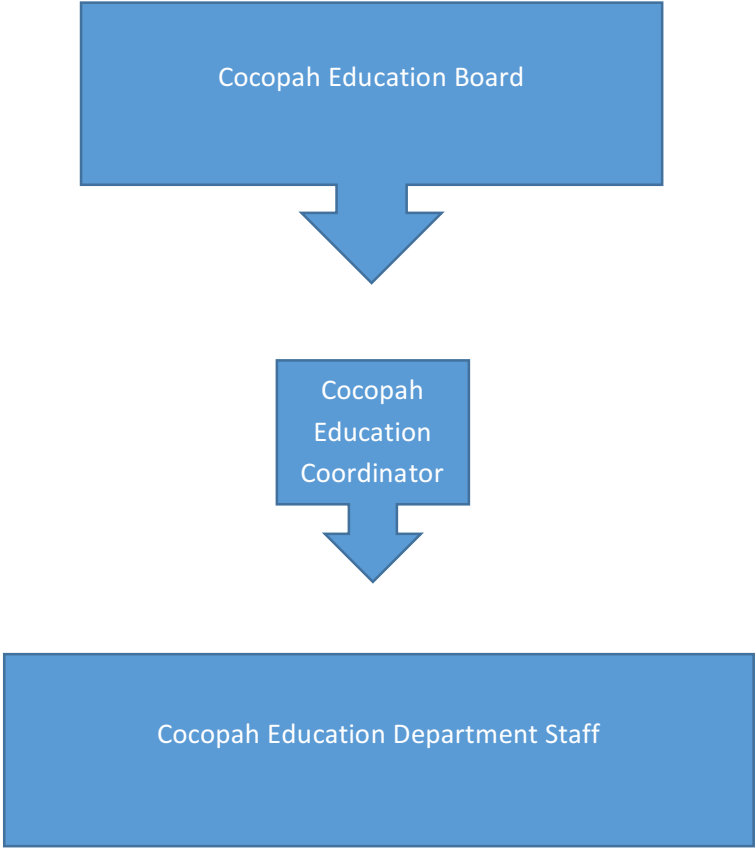
ITEMS NOT FUNDED—

COCOPAH EDUCATION DEPARTMENT WILL NOT FUND THE FOLLOWING:

- Tuition based schools
- Bible/Religious schools
- Private schools
- Home schools
- Online schools
- GED classes & testing
- Personal computers
- Insurance for computers
- Class pictures
- Senior pictures
- Senior night or prom
- Costs associated with lost or damaged netbooks, text books, calculators, etc., etc.....

Organization

Organization provided by Cocopah Education Board members.



INTRODUCTION

This student handbook is not meant to be a complete list; however it does address the most frequently asked questions about the Cocopah Indian Tribe education programs. If you have additional questions or concerns please do not hesitate to call or write to the Cocopah Education Department. **Please note that all funding is based on availability of funds.** We look forward to working with you.

MISSION STATEMENT

The mission of the Cocopah Education Department is to assist enrolled students in achieving their educational goals.

1. Academic Policy:

Academic Standing/Progress/Expectations and Suspension or Withdraw

Good academic progress, for the purpose of Cocopah Education Department K-5th grade funding is defined as receiving satisfactory marks (“C” average or “Meeting” expectations) during each grading period.

Good academic standing, for the purpose of Cocopah Education Department 6-12th grade funding is defined as having a 2.0 grade point average (GPA) for each academic semester.

When the school has not yet assessed a GPA or progress report, or does not produce GPA’s, progress report or report card as part of their curriculum. The student will be required to complete a progress report form provided by the Cocopah Education Department. This form will need to be signed by the teacher(s) to verify the students’ academic standing or progress. The Prior year’s academic progress may also be used.

Failure to meet good academic standing will result in loss of any or all funding until such time the student’s academic standing improves to a satisfactory standing. Academic standing or progress is assessed and evaluated on a semester (every 2 quarters) basis. Funding will be reinstated after the successful completion of one academic semester. If a student fails to meet the requirements for good academic standing due to circumstances beyond his or her control, the parent or guardian must provide documentation to the education department for a re-evaluation of the situation. The Cocopah Education Department will use the prior semester or final semester grades and GPA from prior year to determine eligibility. Funding includes but not limited to:

- Tuition
- Books
- Instrument rental
- School Trips
- Achievement Awards
- Graduation Fees
- Student ID’s
- PE Uniforms
- Any other fees or school academic related expense

2. The following are Grading Scales used in various school districts:

E	=	Excellent	=	A	90%	-	100%	4 GPA
S	=	Satisfactory	=	B	80%	-	89%	3 GPA
N	=	Needs Improvement	=	C	70%	-	79%	2 GPA
U	=	Unsatisfactory	=	D	60%	-	69%	1 GPA
				F	0%	-	59%	0 GPA
(GPA is the Grade Point Average)								

E	=	Exceeds	=	4 GPA
M	=	Meets	=	3 GPA
A	=	Approaches	=	2 GPA
F	=	Falls Far Below	=	1 GPA

High School Districts F's = 0 GPA

A	=	Excellent	=	90%	-	100%	4 GPA
B	=	Above Average	=	80%	-	89%	3 GPA
C	=	Average	=	70%	-	79%	2 GPA
D	=	Below Average	=	60%	-	69%	1 GPA
F	=	Failing/No Credit	=	0%	-	59%	0 GPA

“I” indicates “Incomplete” which means the student was unable to complete his or her work due to circumstances beyond his or her control.

“NC” indicates the student did not earn credit for extenuating circumstances (i.e. excessive absences).

Academic Performance Indicator Scale

HP = Highly Proficient	P = Proficient
PP = Partially Proficient	MP = Minimally Proficient
*(asterisk) = Modified	

Productivity Scale

E = Excellent (90-100%)	S = Satisfactory (80-89%)
I = Improving (70-79%)	N = Needs Improvement (60-69%)
U = Unsatisfactory (0-59%)	

3. ATTENDANCE

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 absences during each academic semester. Students who attend make-up school to lower their absences to fewer than five will be considered to be in 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, the student will be ineligible for funding for the next academic semester. The student will be eligible for additional funding after the successful completion of one academic semester.

(FOR AWARDS PURPOSES)

- Perfect attendance - Is defined as having zero absences during the academic school year.
- Outstanding Attendance – Is defined as fewer than 5 absences during each academic semester.

4. STUDENT EXPENSE GUIDELINES (K-12)

The Cocopah Education Department will assist with various educational expenses but within set guidelines. **The student must be an enrolled member of the Cocopah Indian Tribe enrolled in an accredited school and under the age of 19 to receive assistance, not pending Cocopah Tribal Enrollment. The following outlines the expenses that the Education Department may assist with, based upon the availability of funding:**

- Registration Fees
- Club Fees
- School ID (One per academic semester)
- Locker Fees
- Class Fees
- Yearbook

Books (If a student loses and/or destroys classroom textbooks, the student and/or parents/legal guardians are responsible for the expenses of replacing the textbooks)

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

4A. INSTRUMENT/ EQUIPMENT-- Cocopah Education Department will assist with rental of musical instruments/equipment for programs that are sanctioned or sponsored by the school with which the student is attending. The student must maintain good attendance and academic standing as defined by Cocopah Education Department to be eligible for assistance. If the student fails to meet the requirements, parents will be liable for the rental costs until the student successfully completes one academic semester. Parents are responsible for lost or stolen instruments and equipment.

4B. UNIFORMS (Extra Curricular)-- Cocopah Education Department will assist with the funding of students' uniforms related to extracurricular educational school activities such as band, sports, etc. The uniform expenses should not exceed what is necessary for the student to be able to perform their obligations as a student. The students must maintain good attendance and academic standing as defined by Cocopah Education Department to be eligible for funding. Each situation will be dealt with on a case-by-case basis. Specialty Uniforms (with school logo) for daily attendance are limited to two polo shirts per academic school year.

4C. YEARBOOKS-- Cocopah Education Department may incur the cost of yearbooks for graduating Junior High 8th graders and graduation High School seniors only. The purchase of the yearbook will be contingent on the student meeting the expectations as defined in the K-12 handbook.

4D. ONLINE SCHOOLS-- Cocopah Education Department will not provide services or funding for students who wish to attend Primavera or any other on-line high school.

4E. SCHOOL TRIPS-- Cocopah Education Department on occasion may assist with school sanctioned trips once per academic year when related to education; these would include band, school recognized educational clubs, sports or other educational related activities. This is limited to a onetime cost only per academic year. The student must maintain good attendance and academic standing as defined by the Cocopah Education Department to be eligible for funding. All documents pertaining to the trip must be submitted at least 8 weeks in advance, including a grade report, prior to funding approval. Any student who fails to meet all the requirements will be denied funding. Funding will be limited to direct costs only.

4F. SUMMER SCHOOL-- Class fees will be funded by Cocopah Education Department for those students who will be attending summer school sessions. The student is responsible for passing and completing the summer session that is funded. Students who do not finish two consecutive summer sessions or fail two sessions will be ineligible for funding for the next summer session. The Cocopah Education Department will not provide funding for lost or damaged textbooks and lost bus passes will not be replaced by the Education Department.

4G. HIGHER EDUCATION FEES & DEPOSITS-- Cocopah Education Department will aid in the funding of graduating high school juniors and seniors with their college or university admissions application fees. The Cocopah Education Department will pay the fees for up to 3 college or university admissions applications.

The student must provide verification that he/she will graduate before he/she is eligible for funding provided by the Cocopah Education Department. The student must demonstrate a desire to attend a college or university by submitting a letter to the Cocopah Education Department. The letter must include why he/she wants to attend college and what his/her academic goals will be for the upcoming academic year. Cocopah Education Department will be available to assist those students with (3) university application fees. Students must be in good academic and attendance standing as defined by the Cocopah Education Department. The Cocopah Education Department will also aid in the funding of enrollment & a one-time dorm deposit upon the acceptance of a selected College/University. Juniors and seniors must be in contact with the Higher Education Coordinator to begin this process.

4H. DISABILITIES-- Cocopah Education Department may assist with expenses for students with disabilities (from ages 5 through 22) for items such as instructional materials and books related to their educational growth. The student parent/legal guardian will need to request in writing and provide documentation from a certified specialist regarding their special needs before any funding is dispensed on their behalf; this is to be reviewed for approval by Cocopah Education Board.

4I. PROFESSIONAL TUTORING-- Cocopah Education Department may assist with funding for professional tutoring sessions for Cocopah students. The department will not provide transportation for this service. Prior to acquiring assistance from the Cocopah Education Department for funding the student/parent will need to take these following steps:

Step 1: Must seek tutoring services from the school with which they are attending; this includes school tutoring sessions and/or seeking one on one sessions with their instructor.

Step 2: Must seek tutoring through Cocopah Education Department.

Step 3: A Verification must be provided to Cocopah Education Department from school officials indicating that the student has sought tutoring assistance from the school and that tutoring is needed for the student in order for him/her to progress academically.

Step 4: **A contract must be signed by the parent/legal guardian stating that the student will complete all tutoring sessions. If tutoring contract is not completed student will not be eligible for future tutoring funding.**

This is to be reviewed for approval by Cocopah Education Board before any funds are allocated.

4J. HARDSHIPS-- Parents/legal guardians of students who are in jeopardy of experiencing a denial to their educational goals may request funding in writing along with documentation for review by Cocopah Education Board.

5. HIGH SCHOOL FUNDING

5A. SCHOOL CLUB AND ORGANIZATION FEES-- School club and organization fees will be funded for any club or organization that is educational related. The student must be in good attendance and academic standing as defined by the Cocopah Education Department to be eligible for funding.

5B. HIGH SCHOOL TESTING-- Cocopah Education Department will assist with the cost of the American College Test (ACT) and Stanford Achievement Test (SAT) for those students who are juniors or seniors and are in good academic and attendance standing as defined by the Cocopah Education Department. **The Cocopah Education Department will incur the cost of each of these tests only once per academic year.**

5C. HIGH SCHOOL AND COLLEGE CLASSES-- Cocopah Education Department will assist with funding high school students who would like to take college courses the following are the requirements:

- Make an appointment with the Cocopah Higher Education Advisor
- Have a recommendation from a High School Counselor
- MUST have passed all classes with a “C” or better on previous semester
- Meet ALL the requirements under the “Part-Time” Higher-Education Handbook

5D. CORRESPONDENCE COURSE PACKETS-- Education correspondence course packets will be funded for any junior and senior student who is lacking sufficient credits to fulfill graduation requirements. Course packets will not be funded to any student who did not complete the previous semester in good academic standing. Student need and the availability of funds will determine the support provided to the student. Educational staff will determine a student’s need for course packets 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 Cocopah Education Department for continuance of funding assistance. It is the student’s responsibility to provide invoices and all other documents to the Cocopah Education department in a timely manner.

6. HIGH SCHOOL SENIOR FUNDING

6A. CLASS RINGS-- Cocopah Education Department will fund the expenses of a high school senior's class ring up to a \$325.00 maximum. If the \$325.00 limit is exceeded, the remaining balance will be the responsibility of the student and parent or legal guardian. The student must provide verification that they will graduate with their senior class and are in good academic standing before they are eligible for funding provided by Cocopah Education Department for a senior class ring. All documents including the invoice must be provided to Cocopah Education Department before funding approval.

6B. HIGH SCHOOL GRADUATION-- Funding will be provided by the Cocopah Education Department to purchase high school seniors' graduation announcements and cap/gown. The Cocopah Education Department will only provide funding for the middle plan package for the graduation announcements for students in good academic standing. The student must provide verification they will graduate with their senior class before they are eligible for funding. **The Cocopah Education Department does not provide funding for pictures, clothing or accessories for class pictures, senior pictures of graduation ceremonies, senior night or prom.**

7. TRUANCY-- Cocopah Education Advisors assists with attendance records to prevent truancy. When students continue to acquire excessive absences, then the advisors will cooperate with the Truancy Officer in pursuing further actions.

Cocopah Law and Order Code Article III, Chapter 2, Section 141.

8. Transportation--Transportation is a benefit provided to Cocopah students for emergency situations only. More than three times a month is considered an abuse of the transportation privilege and transportation will be suspended for the remainder of the month. 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 a student is not following Cocopah Education Department rules as well as safety rules, he/she could possibly forfeit their right to the transportation provided by Cocopah Education Department for the remainder of the school year.

8A. TRANSPORTAION REQUESTS-- Parents or legal guardians are responsible for making arrangements for transportation of their children. The parent or legal guardian must make the request for transportation services to Cocopah Education Department. If any transportation issues arise while the child is in the care of the school, then the school's first contact will be the parent or legal guardian. The schools will adhere to this process unless an emergency arises and the parent or legal guardian cannot be contacted. In an emergency situation the school will seek assistance from Cocopah Education Department in contacting the parent or legal guardian

8B. TRANSPORTATION GUIDELINES

- Emergency transportation will be provided at a maximum of 3 days per month.
- Students will only be transported to the public school they are registered at.
- Student must be living on the Cocopah Indian Reservation or in the immediate surrounding area of Yuma, Arizona or Somerton, Arizona.

NOTE: (This is not a comprehensive list of guidelines).

9. GRADUATION ACHIEVEMENT AWARDS--Incentive awards will be provided to Cocopah Tribal students who have successfully completed these:

- Kindergarten Promotion
- Elementary 5th/6th grade Promotion
- Junior High School Promotion
- High School Diploma

Students must be an enrolled Cocopah Tribal member, no pending Tribal enrollment. No incentives will be paid retroactively. Incentive awards will not be given to those who are promoted due to age. Promotion certificates, transcripts or final report cards will be used to verify student's credits before any incentive award are distributed.

9A. ACADEMIC ACHIEVEMENT AWARDS BANQUET-- Cocopah Education Department will hold a banquet at the end of each **academic year** to honor students. Students will be recognized for the following awards:

- A-Honor Roll/Highly Proficient
- A/B-Honor Roll/Proficient
- Perfect Attendance meaning 0 days for academic year
- Outstanding Attendance meaning less than 5 absences per semester
- Participation in any sport, band or school club a maximum of 3 clubs per student
- Student of the Month
- Go Getter
- Principal Award
- Citizenship Award
- Presidential Award
- Spelling Bee

The academic and attendance awards will be determined by report card grades. Documentation of awards for any sport, band or school club or special academic award must be delivered to Cocopah Education Department by the student, parent or legal guardian. The Cocopah Education Department will not be responsible for collecting any awards. **NOTE:** Students will not be recognized for awards such as most improved in any area, classroom awards, student of the week, or any other non-academic award. **Home school and GED students are ineligible to receive any awards. Any student who is currently suspended, in bad academic standing, or in truancy program will not qualify for any incentives.**

10. CHILDREN'S SCHOOL CLOTHING GUIDELINES--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 or legal guardians with their children's clothing but is not meant to outfit the child for the entire academic school year. School-aged children must be enrolled in kindergarten through 12th grade. All students must be registered and attending a campus for a State accredited public school. Home school students, on-line students or GED students, are not eligible to receive the school clothing fund. Students who do not complete a full academic school year will not be eligible for the student clothing fund. Students who do not have the Release of Information Form signed by a Parent/Legal Guardian or check off to decline the release of information are not eligible to receive the Children's School Clothing Fund. The school age children's clothing program is tentatively scheduled for distribution in the month of August. Please see the school clothing application for more details.

- Students must complete a full academic year to be eligible for clothing assistance for the following school year.
- Circumstances beyond control will be reviewed on a case by case basis.

11. SUMMER YOUTH PROGRAM-- Cocopah Summer Youth Program is an employment program that is available to high school students who meet the specified criteria and have successfully completed an academic school year. The Summer Youth Program is a four to 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 have earned their credits from the previous 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 registered and attending a State funded school, or State recognized public school.** Students selected for employment are subject to a pre-employment drug screen and random drug screens thereafter. Students are required to complete an application for the program and return it to the Cocopah Education Department by the deadline date. Applications are screened and those students who meet the requirements will be granted an interview. No late applications will be accepted.

12. JOHNSON O'MALLEY PROGRAM-- 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-aged 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.

If no committee is established before the JOM Program begins, the program may continue with the Cocopah Education Board along with Cocopah Education Coordinator acting for the committee and with the Cocopah Education Board and the Education Coordinator approval.

13. YOUTH INCENTIVES--Upon availability of funding the Cocopah Education Department will coordinate an Incentive for K-12th grade students. Seniors may be eligible only if completing their graduation requirements within the academic year of their graduating class and have a GPA of 3.5 or higher with zero unexcused absences throughout the entire school year. The purpose of the incentive is for students who have displayed good **Attendance** and **Academics** during the most recent school year. Students must be registered and attending a state funded school or a state accredited public school. This is contingent upon the availability of funding and the availability of positions.

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
Crane School District			Phone Number	Fax Number
Gary A. Knox Elementary			(928) 373-5500	
H.L. Suverkrup Elementary			(928) 373-3500	
Mesquite			(928) 373-4100	
Pueblo			(928) 373-3600	
Rancho Viejo			(928) 373-3800	
Ronald Reagan			(928) 373-3700	
Salida del Sol			(928) 373-5600	
Valley Horizon			(928) 373-4000	
Centennial Middle School			(928) 373-3300	
Crane Middle School			(928) 373-3200	
Yuma District One			Phone Number	Fax Number
Alice Byrne			(928) 782-9585	(928) 782-1942
G.W. Carver			(928) 502-7600	(928) 782-4094
Desert Mesa			(928) 341-9700	(928) 341-9800
Gwyneth Ham			(928) 782-9241	(928) 782-6737
C.W. McGraw			(928) 502-7700	(928) 782-1395
O.C. Johnson			(928) 502-7900	(928) 502-7879
Mary A. Otondo			(928) 344-0979	(928) 344-8168
Palmcroft			(928) 502-8000	(928) 314-0685
Pecan Grove			(928) 502-8050	(928) 502-8082
James D. Price Elementary			(928) 329-4279	
James B. Rolle			(928) 726-4610	(928) 726-6131
Roosevelt			(928) 502-8150	(928) 502-8228
Sunrise Elementary			(928) 502-8800	(928) 502-8787
Fourth Avenue Junior High			(928) 783-2193	
Gila Vista Junior High			(928) 782-5174	(928) 782-1483
Woodard Junior High			(928) 782-6546	(928) 782-4596
Castle Dome Middle School			(928) 341-1600	(928) 341-1700
Ron Watson Middle School			(928) 502-7400	(928) 502-7403
Alternative Program			(928) 539-5148	(928) 539-5149

