



LUMMI NATION
JOHNSON O'MALLEY
PARENT/STUDENT
HANDBOOK

January 23, 2024

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Mission

To provide extra support for Pre-K through 12th grade students, eligible for Lummi JOM Services.

Purpose

The Lummi Nation Johnson O'Malley department supports students' educational growth by providing quality supplemental support to JOM eligible students attending Lummi Nation School, Ferndale School District #502, and Lummi enrolled members attending other accredited institutions outside of Lummi Reservation.

The Johnson O'Malley Program (JOM) has developed the following policies and procedures with the purpose of serving as a reference guide for JOM staff, students, and families for daily operations of the program and services provided. The manual was voted on by both the Lummi Education Board and the Lummi JOM Parent Committee (JOM PAC). The JOM program, with the approval of the JOM PAC and Ed Board, reserves the right to modify or rescind these policies and procedures as they see fit at any time.

Eligibility

To be eligible for Lummi JOM services, students must meet the eligibility requirements below:

- At least ¼ degree Indian blood, OR an enrolled member of a federally recognized tribe/Alaskan Native (must provide proof of enrollment)
- Age 3 through 12th grade
- Enrolled in Lummi Nation School K-12 or Ferndale School District, or Lummi enrolled student attending an outlying accredited institute.

A copy of the students' tribal enrollment must be provided or already on file to receive services.

JOM may request a copy of enrollment from the Lummi enrollment office, for Lummi members, if needed.

A consent form will be required for students enrolled in other federally recognized tribes or Alaska Native for JOM to obtain proof of enrollment, if not provided by parent/guardian.

JOM Services

Tutoring

Lummi Johnson O'Malley Program offers academic support through after school tutoring.

- Tutoring participants must be referred to the JOM Tutoring Program by their parent, teacher, or counselor. **Students must show academic need!**
- Academic goals will be established between the JOM Tutoring Program, the student, their parent, and teacher.
- A completed JOM Tutoring Agreement must be submitted to the JOM office for review. Once approved, parents will be notified of their students' start date.
- Bus arrangements must be made by the parents with the school bus personnel. JOM staff will submit a list of students to the school bus garages.
- Tutoring schedule is from 3pm-5:30pm, Monday-Thursday, except for school closures, half-days, and inclement weather closures via LIBC.
- All students must be physically signed out by their parent/guardian listed on their JOM Tutoring Agreement form. Any students that walk home must submit a written permission form with their agreement.
- Pick up time for tutoring is at 5:30pm. There will be a 10-minute grace period for late pick-ups for students. More than three (3) late pick-ups without notification will result in that student being dropped from the JOM tutoring program. Parents are responsible for notifying JOM tutoring staff if they're running late.
- The Lummi JOM Tutoring program is a **NO BULLYING/HARASSMENT ZONE!** Violation of this rule will result in a write up and/or the student(s) being sent home for the day or dropped

from the program. There is **ZERO TOLERANCE** for bullying/harassment behavior. Students, staff, and visitors are subject to the rules and guidelines of the JOM building.

Transportation

Lummi JOM may provide transportation for the following reasons:

- Missed bus and parent has no means of transportation.
- Students are sent home sick, and the parents have no available transportation.
- Parents need a ride to parent/teacher conferences or IEP/school meetings.

***Transportation services are based on availability.**

JOM eligibility requirements must be met to receive transportation services.

Transportation to school is between 8am-10am. No transportation to school will be available after that time.

Parents/Students must contact the JOM office at 360-384-7170 to request a ride.

All transportation trips will be logged, that include names, destination, milage, and who performed the transport.

Completed logs will be turned into the JOM office assistant for proper scanning and filing.

Graduation Incentive

Eligible high school seniors attending Ferndale School District, Lummi Nation School, or Lummi Enrolled living in outlying areas; and will receive their high school diploma, will receive a \$150 graduation incentive.

This incentive can be used towards graduation costs, such as:

- cap and gown
- yearbooks
- ASB cards (student athletes)
- School fees/fines
- senior pictures
- other gradation costs

A reimbursement will be provided for parents/students for costs paid for towards graduation. The total for the reimbursement may not exceed \$150.

A funding request form and a letter from the students' high school counselor stating they are on track to graduate is required to receive the graduation incentive.

****JOM will begin accepting applications for senior incentive requests starting March 1st of each academic year, with a cut-off of no later than June 30th of the same year.**

Gas Cards

Gas cards will be available for JOM eligible Running Start Students and parents/guardians of JOM eligible students for transportation to school.

\$25 for parents/guardians. One per individual/household, per month.

\$50 for running start students. One per month.

Gas cards will only be available during the academic school year, except for running start students taking summer courses.

Per LIBC, gas card amounts must not exceed \$599.00 for the calendar year, per individual.

Documents required for gas cards:

- Valid Driver's License
- Valid Registration (License of registered owner, for Running start students)
- Valid car insurance
- Tribal verification, i.e. (CIB, Tribal ID, Letter from Tribal Enrollment Office, if already not on file, for eligible JOM student.
- Gas card agreement form
- Service Funding Request Form

Copies will be filed and uploaded.

Recipients are to sign out gas cards with JOM staff. JOM staff are responsible for ensuring gas cards match sign out log sheet.

**All gas cards must match numbers on log sheet and be accounted for to avoid delays of future distribution.*

The JOM Director will have full discretion of gas card distribution and will keep cards locked away.

Service Funding Request

If requesting funding, a JOM Program Application and JOM Funding Service Request must be submitted, along with an invoice/receipt, current W-9, and method of payment (copy of card used). Failure to submit required documentation will result in delayed or non-payment.

Funding is based on availability of funds, and JOM has the right to deny funding due to limited funding. JOM encourages students and families to seek out other funding resources first.

Funding amounts are capped at \$50 for students ages 3 through 11th, except for Running Start Student fees. Eligible Graduating Seniors will receive a \$150 incentives.

Examples of services under the funding request are the following:

- ASB Card (for student athletes)
- Yearbooks for graduating seniors.
- Graduation Incentive-\$150 max
- Class fees/fines
- Cap/Gown/Tassel
- Running Start Fees (current class schedule must be attached). ***Maximum \$1000 for the calendar year. Must maintain a 2.0 GPA per term.***
- Device Insurance (public school)
- School supplies
- Gas cards- \$50 for eligible JOM students enrolled in Running Start
\$25 for Parents/Guardians of eligible JOM students enrolled and attending Ferndale Schools, LNS, or outlying accredited schools.

A balance will be made available to parents/students for their records, and any remaining amount may be used for additional services, per availability of funds.

Reimbursement checks will be available for pick up at the JOM office and will need to be signed out. A copy of the check will also be made for JOM records.

Documentation

Incident Reporting

JOM staff will be responsible for documenting incidents involving students, staff, and/or visitors involved in the JOM tutoring program. These incident reports will be filed appropriately and a follow up will be done accordingly. Parents will be notified instantly when a problem occurs, followed with a copy of the incident report. The safety of the students, staff, and visitors is paramount and the JOM program wants to ensure that all necessary steps are taken to prevent future incidents.

Closures

In the event of closure of the JOM Program, parents of tutoring participants will be notified immediately. JOM staff will also inform the Ferndale School District and Lummi Nation School Bus garages about closures. JOM will follow the FSD and LNS school calendars, to ensure services are made available while students are in school.