

***MIDDLE COLLEGE HIGH SCHOOL***

**Middle College High School Indian Policies and Procedures**

2023-2024 School Year

It is the intent of the Middle College High School that all Indian children of school age have equal access to all programs, services and activities offered within the school. To this end, MCHS will consult with local tribes 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 Middle College High School attests that it has established Indian Policies and Procedures (IPPs) as required in section 7004 of the Impact Aid law for any children claimed who reside on eligible Indian lands. The IPPs have been adequately disseminated to the tribes and parents of children residing on eligible Indian lands. A copy of the current policies and procedures was attached to the FY 2024 Impact Aid application.

The Middle College High School attests that it has provided a copy of written responses to comments, concerns and recommendations received from tribal leaders and parents of Indian children through the Indian policies and procedures consultation process and disseminated these responses to tribal leaders and parents of Indian children prior to the submission of their FY 2024 Impact Aid application.

**Indian Policies and Procedures**

**TRIBE’s PREFERRED METHOD(s) OF COMMUNICATION (describe):** Written copies of the school’s Indian Policies and Procedures (IPPs) are disseminated to the designated tribal education offices via email with a telephone call confirming their receipt of them, as directed by tribal government. These IPPs are reviewed in annual consultation meetings with tribal education officials and, upon approval, posted to the school’s official website.

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

**Policy 1:** The LEA 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:**

1.1: Middle College High School follows the requirements and timelines of the Indian Education Act, which includes conducting a needs assessment that begins in October of each year, with the results published on the school’s website no later than the end of January. The needs assessment includes data received from the state’s annual government-to-government meeting each November, in which the school participates and receives feedback from tribal and state leaders. Input from parent surveys, which open in January, is also included in the published assessment. Additionally, the school advertises and invites public comment from stakeholders at each governing council meeting, which is held monthly.

1.2: Notice of stakeholder input, specific to tribal education planning, is solicited in October of each year and is ongoing throughout the year.

The LEA disseminates, as soon as reasonably possible after such information becomes available, but not later than two weeks in advance of any meeting, through public notice to Indian parents and Tribes on the school’s website a copy of the following documents:

* Impact Aid FY24 application;
* Assessment/Evaluation of Equal Participation in all Educational Programs;
* Indian Policies Procedures (IPPs);
* Any Plans for District education programs;
* And Feedback from Annual Consultation with the Department of Diné Education or representatives of the Navajo Nation Council’s Health, Education, and Human Services Committee.

Parents of Indian children, tribes and the public will be given notice of any and all meetings at least two weeks in advance related to the above documents (Including IPPs) through public notice to Indian parents and Tribes on the school’s website. This will allow parents of Indian children and tribes the time to review and provide comments on all documents and information received.

**POLICY (2):** The Middle College High School will provide an opportunity for the Navajo Nation and parents of Indian children to provide their views on the school's educational program and activities, including recommendations on the needs of their children and how the school may help those children realize the benefits of the educational programs and activities. [34CFR222 .94(a)(2)] As a part of this requirement, the LEA will-

(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 Indian views, if necessary, to ensure the maximum participation of tribes and parents of Indian children.

**Procedure 2:**

2.1: The LEA will make the following opportunities available for parents of Indian Children and tribes to provide input on the educational program and activities:

* The school provides for public comment related to policies and procedures at regularly scheduled governing council meetings.
* The school solicits input from Indian parents, students, and stakeholders via an annual input survey, which also informs the school’s programmatic and budgeting priorities.

2.2: Governing council meetings occur monthly, and notice of the annual input survey is communicated to families through School Messenger, which sends emails and phone calls to addresses and phone numbers in the school’s student information system database. The input survey goes live in January.

2.3: The Navajo Nation and Pueblo of Zuni prefer all communication with the tribe and the parents of Indian children be disseminated via School Messenger notifications sent through email and phone. The school also utilizes postal notifications and notices sent through students.

These preferred methods of communication with the tribes and parents of Indian children will be used throughout the consultation process. Any changes to the method will happen through additional consultation with tribes and parents. The LEA will, to the greatest extent possible, take the tribe’s preferred method of communication into consideration for all correspondence with the tribe and the parents of Indian children.

2.4: If the consultation participation by parents of Indian children and tribes is low, the school will re-evaluate its consultation process. Specifically, MCHS will take the following measures to improve or enhance participation:

* Consult with parents of Indian children and tribes
* Change communication method
* Change time of meeting

POLICY (3): The Middle College High School will, at least annually, assess the extent to which Indian children participate on an equal basis with non-Indian children in the school's education program and activities. [34CFR222.94(a)(3)] As part of this requirement, the LEA will:

(i) Share relevant information related to Indian children's participation in the LEA'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 Middle College High School will take the following measures to annually assess the extent to which Indian children participate on an equal basis with non-Indian children in the school's education program and activities.

3.1: Prior to posting notice of the parent and stakeholder input survey in January, the LEA will review the prior year’s needs assessment to inform the content of the current year’s survey. This activity will be in tandem with the IEA’s timeline that requires each tribally-impacted LEA to post notification of its Indian Education Systemic Framework activities each December. The Systemic Framework, which is later published on the school’s website and provided to the state’s public education department upon completion, measures the participation and success rates of Indian students in reference to the school’s general population.

3.2: The school will evaluate all educational programs and outcomes with respect to Indian students, as defined in the school’s charter contract and performance framework. As MCHS is an early college high school, these include the participation and success rates of Indian students in the school’s dual credit programs.

3.3: The results of this evaluation will be communicated within the school’s Indian Education Systemic Framework, which must be published to the school’s website annually, no later than the end of January, and will also be included in the school’s annual consultation with the Navajo Nation’s Department of Diné Education or Health, Education, and Human Services Committee, which will also be published on the school’s website and submitted to the state’s public education department.

3.4: Notification for input begins in December with parent surveys opening in January. The annual consultation process culminates in a meeting with the Department of Diné Education or the Navajo Nation Health, Education, and Human Services Committee, in which parental input has been collected and disaggregated, no later than April of each year.

3.5: As indicated above, notice for the solicitation of feedback occurs at least one month in advance of the release of the parent input survey.

3.6: In order to meet the above goals, the Middle College High School shall:

* annually calculate from its records the ratio of Indian children compared to non-Indian children participating in all academic and co-curricular programs;
* share the prior year’s data at least one month in advance of any meeting to discuss the extent to which Indian children participate with non-Indian children;
* provide, according to stakeholder’s preferred methods of communication, a forum for which interested parties may express their views on participation;
* document its efforts in the collection and retention of survey responses and communicate these responses at a public governing council meeting that occurs no later than the meeting at which the school’s annual budget receives approval.

3.7: If it is determined that there are gaps in Indian participation in the educational program or activities, the Middle College High School Governing Council, in consultation with the school’s Equity Council, will modify its education program in such a way as to improve Indian participation.

POLICY (4): The Middle College High School 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:**

4.1 The Middle College High School solicits parent input beginning with the posting of its needs assessment in October, and including parent and student participation in its annual input survey in January, as well as monthly during its publicly noticed governing council meeting agendas that include a standing item for public comment. These avenues of input inform the content of these IPPs, equal participation initiatives, and educational program and activities. Parents of Indian children and tribes are notified of these opportunities via public notice and personal invitations communicated through the LEA’s School Messenger system, which generates emails and phone calls to all addresses and phone numbers on file.

4.2: The school’s Equity Council reviews all recommendations, which are simultaneously shared with the school’s administration and governing council. Evaluated recommendations are also shared with the Department of Diné Education or representatives of the Health, Education, and Human Services Committee during the school’s regularly scheduled annual consultation meetings.

4.3: The Middle College High School’s governing council, in collaboration with the school’s equity council, approves all recommended revisions to these IPPs.

4.4: Identified changes are effective immediately or as soon as reasonably possible, and no later than the following semester.

4.5: The Middle College High School publishes copies of the revised IPPs to its website within 30 days of adoption by the Governing Council.

POLICY (5): The Middle College High School 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:**

5.1: The Middle College High School will annually keep track of and assemble all comments and suggestions received through the various consultation processes by retaining copies, including electronic copies, of all survey responses and will publish its response(s) on its website, as included in its needs assessment, Indian Education Systemic Framework, and IPPs.

5.2: Responses to these respective items will be disseminated at least annually, with specific inquiries from concerned individuals being responded to within 10 working days of such inquiries. These inquiries and related responses will be kept on file, with the confidentiality of such individuals maintained, unless otherwise waived by the individual(s).

POLICY (6): The Middle College High School will provide a copy of the IPPs annually to the Navajo Nation and the Pueblo of Zuni. [34CR F222.94 (a)(6)]

**Procedure 6:**

6.1: The Middle College High School will annually provide a copy of the current Indian Policies and Procedures to the Department of Diné Education or representatives of the Health, Education, and Human Services Committee via email and/or postal mail prior to submitting the Impact Aid Application.

Board Approval Date \_\_\_\_\_\_September 27, 2023\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date

***UNM GALLUP, 705 GURLEY AVE- GALLUP, NEW MEXICO 87301 –www.mchsgallup.com***