*The IPP Sample is designed to provide an example of language that may be used. The sample may not be reflective of complete policies. Explanatory text is in red.*

SAMPLE Indian Policies and Procedures SAMPLE

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School District

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School Year

It is the intent of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_School District that all Indian children of school age have equal access to all programs, services and activities offered within the school district. To this end, the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_School District 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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_ School District 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 \_\_\_\_\_Impact Aid application.

The \_\_\_\_\_\_\_\_\_\_\_\_\_\_ School District 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 \_\_\_\_\_\_\_\_\_\_\_\_Impact Aid application.

# Indian Policies and Procedures

**TRIBE’s PREFERRED METHOD(s) OF COMMUNICATION (describe): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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:** (Describe in detail how your LEA will achieve Policy 1. If multiple methods used describe all methods.)

1.1 *List* and describe *how* the application, evaluations, program plans and other information will be distributed to the parents of Indian children and the tribes

1.2 State *how far in advance* of any meeting on these topics, the materials will be provided

EXAMPLE: The LEA will disseminate, as soon as reasonably possible after such information becomes available, but not later than \_\_\_\_\_\_\_\_ (specify days/ weeks) in advance of any meeting, by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (describe how the information will be disseminated) to Indian parents and Tribes a copy of the following documents:

* Impact Aid FY \_\_\_\_application;
* Assessment/Evaluation of Equal Participation in all Educational Programs;
* Indian Policies Procedures (IPPs);
* Any Plans for District education programs;
* Other (LEA may specify other documents as a part of your consultation process).

Parents of Indian children, tribes and the public will be given notice of any and all meetings at least \_\_\_\_\_\_\_\_\_ ( specify days/weeks) in advance related to the above documents (Including IPPs) by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(describe how notices will be disseminated). 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 \_\_\_\_\_\_\_\_\_\_\_\_School District will provide an opportunity for the \_\_\_\_\_\_\_\_\_ Tribe 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 how the District 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:** (Describe in detail how your LEA will achieve Policy 2.)

2.1 Describe *how* the parents of Indian children and members of the tribe can provide input on the educational program and activities.

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

* Describe opportunities in detail (time, location, methods, etc.).

2.2 Describe *how and when* the LEA will notify tribe and parents of Indian lands of the opportunities to submit recommendations and comments

**EXAMPLE:** Indian parents and Tribes will be given notice of any and all meetings by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ­­­­­­­­­­­­­­[describe notification method(s) and time(s)].

2.3 State the tribe’s preferred method (s) of communication (if not provided at the top of the document), and state how the LEA will consider the tribe’s preferred method of communication.

**EXAMPLE:** The \_\_\_\_\_\_\_\_\_Tribe prefers all communication with the tribe and the parents of Indian children be disseminated via \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(email, mail, home with the student, etc.) (if multiple tribes are served and/or multiple methods used, describe all).

Once the preferred method of communication has been decided, the tribe and parents of Indian children communication method 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 State *how* the LEA will modify the method of communication and time of meetings to ensure maximum participation

**EXAMPLE:** If the consultation participation by parents of Indian children and tribes is low, the \_\_\_\_\_\_\_\_\_\_\_School District will re-evaluate its consultation process. Specifically, the \_\_\_\_\_\_\_\_\_\_School District 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
* Other(s) (specify).

## POLICY (3): The \_\_\_\_\_\_\_\_\_School District will, at least 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)] 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:** (Describe in detail how your LEA will achieve Policy 3)

3.1 Explain *how* the LEA will evaluate the Indian participation in educational programs and activities.

3.2 Describe *which* programs will be evaluated.

3.3 Describe *how and when* it will communicate the results of the evaluation with the tribes and parents of Indian children.

3.4 Describe *how* and *when* the LEA will accept comments, recommendations or feedback on equal participation from the tribes and parents of Indian children.

3.5 State *how far in advance* of the meeting or feedback timeframe will the evaluation be shared.

**EXAMPLE:** The \_\_\_\_\_\_\_\_\_\_\_\_School District 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 District's education program and activities.

A. The \_\_\_\_\_\_\_\_\_\_\_\_School District shall annually calculate from its records the ratio of Indian children compared to non-Indian children participating in all academic and co-curricular programs.

B. The \_\_\_\_\_\_\_\_\_\_School District will disseminate its assessment of Indian children participation compared to non-Indian children and any other related data with the parents of Indian children and tribes by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [describe method(s)]. This information will be shared at least \_\_\_\_\_\_\_\_\_\_\_\_ days/weeks in advance of any meeting to discuss the extent to which Indian children participate with non-Indian children.

C. Parents of Indian children, tribes and other interested parties may express their views on participation through the following ways:

* (Describe in detail how this will be achieved, direct communication, board meetings, etc.,).

D. If it is determined that there are gaps in Indian participation in the educational program or activities, the \_\_\_\_\_\_\_\_\_\_\_\_School Board in consultation with the Indian Education Committee (Parent Advisory Committee) ,tribes and the parents of Indian children, will modify its education program in such a way as to improve Indian participation.

## POLICY (4): The \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_School District 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:** (Describe in detail how your LEA will achieve Policy 4)

4.1 Describe *how and when* the tribes or parents of Indian children can make recommendations for changes to the IPPs (based on any comments and suggestions received about IPPs, equal participation assessment, educational program, communication preferences, etc.).

**EXAMPLE:** The \_\_\_\_\_\_\_\_\_ School Board will schedule a meeting in \_\_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (enter months of meetings) to discuss the content of the IPPs, equal participation, and educational program and activities. Parents of Indian children and tribes will be notified via \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (describe all notification methods) regarding these meetings and their ability to submit comment.

4.2 Describe *who* evaluates the recommendations.

**EXAMPLE:** The \_\_\_\_\_\_\_\_\_ School Board and/or The Indian Education Committee will evaluate all recommendations for changes to these IPPs.

4.3 Describe *who* decides if the IPPs will be revised to accommodate these recommendations.

**EXAMPLE:** The \_\_\_\_\_\_\_\_\_ School Board and/or The Indian Education Committee will decide on all recommended revisions to these IPPs.

4.4 Describe *when* the changes will be implemented

**EXAMPLE:** Any changes by the \_\_\_\_\_\_\_\_\_ School Board will become effective immediately upon adoption (or describe local process).

4.5 Describe *how* the tribes and parents of Indian children will be made aware of the changes.

EXAMPLE: The \_\_\_\_\_\_\_\_\_ School District will disseminate copies of the revised IPPs to the tribe and parents of Indian children by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_ [describe method(s)] within 30 days of adoption by the \_\_\_\_\_\_\_\_\_ School Board.

POLICY (5) : The \_\_\_\_\_\_\_\_\_\_\_\_\_\_School District 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:** (Describe in detail what process your LEA will use to achieve policy 5. All comments, and recommendations received via all consultation methods regarding IPPs, educational program, equal participation assessment, etc. must be tracked and responded to each year). Examples of consultation methods include but are not limited to surveys, parent meetings, advisory meetings, board meetings, and in person consultations.

5.1 Describe *how and when* the LEA will respond to the comments received through the IPP consultation.

5.2 Describe *how and when* the LEA will disseminate responses to comments and recommendations?

## **EXAMPLE**:The \_\_\_\_\_\_ School District will annually keep track of and assemble all comments and suggestions received through the various the consultation processes by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(describe in detail how the comments will be tracked and assembled).

The \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_School District will at least annually respond in writing to comments and recommendations made by tribes, or parents of Indian children, and disseminate the responses to all parties by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(describe all methods ) prior to the submission of the IPPs by the District (all questions, comments, recommendations must be responded to, and all responses must be sent to all parties).

## POLICY (6): The \_\_\_\_\_\_\_\_\_\_\_\_\_\_School District will provide a copy of the IPPs annually to the affected tribe or tribes. [34CR F222.94 (a)(6)]

**Procedure 6:** (Describe in detail what process your LEA will use to achieve policy 6.)

6.1 Describe *how and when* the IPPs will be distributed to the tribe.

**EXAMPLE:** The \_\_\_\_\_\_\_\_\_\_\_\_\_\_ School District will annually provide a copy of the current Indian Policies and Procedures to the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ tribe (s) by\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(mail, email, posting at tribal offices, etc.) prior to submitting the Impact Aid Application.

Board Approval Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date