



**LUMMI NATION
JOHNSON O'MALLEY
Program
(JOM)**

**Policies and Procedures
Handbook**

Updated July 18, 2025

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Mission

To provide extra support for JOM eligible students ages 3 through 12th grade, through school.

Purpose

The purpose of the Lummi Nation Johnson O'Malley (JOM) program is to promote educational success by providing quality supplemental financial and educational support services, that address the unique educational needs of eligible students from age three (3) through grade twelve (12).

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 receive JOM Services, students must meet the following:

- 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, attending Lummi Nation School, Ferndale School District, or be a Lummi student attending an outlying public school.
- *Descendants with at least one (1) parent or one (1) grandparent enrolled in a Federally Recognized Tribe:

Proof of tribal enrollment is required to determine eligible for JOM services. Descendants must provide proof linking the student to the parent and/or grandparent enrolled in a Federally Recognized tribe must be provided.

Acceptable forms of proof:

- Certificate of Indian Blood (CIB)
- Tribal Identification Card
- Letter from tribal enrollment office
- Letter from the Bureau of Indian Affairs (BIA)
- Birth certificate(s) of either the parent who is enrolled, or a grandparent if the parent is also a descendant.

JOM staff can request tribal verification from Lummi enrollment, or from other tribal entities with prior approval from parents/guardians.

JOM Services

After School Tutoring

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

Who

JOM eligible students in grade three (3) through grade twelve (12), enrolled in public school

How to apply

Submit a completed JOM Tutoring Agreement, which can be picked up from the JOM office, or requested via email at Lummijom@nsn.gov.

Once reviewed and approved, parents will be notified of their student(s) start date.

A list of tutoring participants will be sent to bus personnel to be added to the "drop-off" list.

Tutoring Schedule and Location

Monday-Thursday from 3pm-5:30pm, at the JOM Building on Kwina Rd.

Tutoring Closures & Cancelations

The JOM program will follow the education calendar, which aligns with school closures, including holidays and half days. Parents and bus personnel will be notified of any last-minute or unplanned closures.

There is no tutoring on school half days, so if one school district has half day but the other does not, there will still be NO Tutoring.

Tutoring Guidelines for students and parents

Students:

1. Must be JOM eligible
2. Are in at least **second (2nd)** grade and actively attending public school.
3. Must be referred to JOM by a parent/teacher/school counselor.
4. Must show academic need and have assignments to work on.
5. Will come to tutoring prepared to work.
6. Will be respectful of themselves, other participants, JOM tutors/staff, and visitors.
7. Must be signed out by an authorized individual (**unless they walk home, with written permission**).

The JOM Tutoring Program is a **NO BULLYING/HARASSMENT ZONE!** Violation of this rule will result in:

1. A verbal warning and parent contact for the first violation, followed by a write-up for the second violation, and finally, the student being sent home for the day for a third violation.
2. If the behavior has not improved after the third violation, the JOM program will work with the student, family and if necessary, their teacher(s) to develop an intervention plan.

Parents:

1. Are responsible for picking up their student(s) at the scheduled pick-up time. JOM does not offer transportation home.
2. Pick up time is at ***5:30pm and NO later than 5:45pm***
3. We understand that life happens, however, it is important to respect the time of our staff. Our staff may not always be able to accommodate late pick-ups.

Transportation

Lummi JOM may be able to assist in transportation needs for emergency purposes.

Who:

Students living on or near the Lummi Reservation and attending Ferndale Schools. Students attending Lummi Nation School are encouraged to contact the LNS Truancy/Security office if they miss the bus.

Reasons for transportation:

- 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.

How to request a ride

Parents/Students must contact the JOM office at 360-384-7170 or 360-595-5552.

- Rides will be logged daily to ensure safety and liability for both riders and the driver.

***Transportation services are based on the availability of staff. We cannot guarantee daily transportations but will do our best to accommodate when we can.**

Gas Cards

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

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

\$50 for running start students. One per month. Must provide class schedule

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

When

Gas cards will only be available from September through the first week of June of each academic year.

Who

Running Start students submit the following:

- Gas Card Agreement- good for the entire term (fall/winter/spring)
- Class schedule (required every term)
- Tribal verification, i.e. (CIB, Tribal ID, Letter from Tribal Enrollment Office, if already not on file, for eligible JOM student(s).
- A progress report must be submitted each month to receive a new gas card. JOM will provide copies to students. If students are unable to contact their instructors, a copy of their current grades will be accepted.

Parents/Guardians must submit the following:

- Gas Card Agreement- good for the school year but must be updated with any changes.

- Tribal verification, i.e. (CIB, Tribal ID, Letter from Tribal Enrollment Office, if already not on file, for eligible JOM student(s).

**Must update any changes*

Cards must be signed out with JOM staff.

Cards will not be:

- Replaced if lost or stolen
- Distributed on Fridays.

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

Service Request

JOM eligible students may request up to \$50 for the following services:

***Funding based on availability*

- | | |
|--|--|
| <ul style="list-style-type: none"> • School curricular/extracurricular activities: <ul style="list-style-type: none"> - School Team uniforms, shoes, equipment - Band instruments - Sports fees • Running Start Fees (Up to \$500 per academic year) | <ul style="list-style-type: none"> • ASB cards (Student athletes) • Yearbooks (Seniors) • Class fines/Fees • Technology Insurance • Other educational needs <ul style="list-style-type: none"> - eyeglass hardware (must utilize other resources first) - school supplies |
|--|--|

All funding requests will be in the form of reimbursement

Requests must include:

- A completed registration application
- A completed service request application
- A receipt/invoice
- W-9 form
- Proof of tribal enrollment or descendency
- A copy of the debit/credit card used, showing name, last four (4) digits and security code, unless paid in cash.

High School Senior Graduates

\$150 Graduation Incentive Reimbursement

Who is eligible?

JOM eligible students graduating from Lummi Nation School, Ferndale School District, and Lummi students attending outlying public schools.

JOM eligible graduates can receive up to \$150 reimbursement for the following:

- Cap, including cedar caps
- Gown
- Tassels
- Sashes
- Senior Pictures (Lummi students only)

Food and clothing are **NOT allowed.*

Seniors/Parents must submit the following:

- Completed registration application
- Completed service request application
- Receipt/invoice
- W-9 form
- Proof of tribal enrollment or descendency
- A copy of the debit/credit card used, showing name, last four (4) digits and security code.

Requests will be accepted starting in May, until June 30th. No requests will be accepted after June 30th. Missing documents may delay reimbursements.

****Seniors are only eligible for one incentive, so if they receive funding and do not graduate, they will not be eligible for another reimbursement if they decide to return the following school year.**

Senior Recognition Night

Lummi JOM hosts the Annual Senior Recognition Night yearly, to recognize and celebrate JOM eligible Seniors graduating high school.

Who:

JOM eligible graduating seniors attending Lummi Nation School, Ferndale High School, and Lummi students in outlying accredited Institutions.

**Lummi tribal members that are high school age receiving their high school diploma/completion from an accredited institution for the current year.*

**JOM works with the Lummi Nation School and Ferndale High School to track graduating seniors. Lummi families are encouraged to contact JOM if they know of or have Lummi seniors graduating from outlying public schools. JOM will reach out to the community via social media and emails to identify Lummi seniors in outlying public schools as well as share updates regarding seniors.*

Invitations are given to seniors/parents for the event.

Where: Silver Reef Casino Event Center

When: Annually, near graduation.

Seniors are asked to submit the following to JOM Staff prior to the event:

- Biography
- Three (3) pictures (baby, middle age, and senior)

These items will be used to create the senior PowerPoint with is shown throughout the evening.

Three (3) senior meetings will be held during the school year.

Haxton Way Senior Banners

JOM graduates will receive a banner that hangs on the Haxton trail.

JOM is not responsible for lost, stolen, or damaged banners and will not replace them. Parents are welcome to purchase a replacement at their own expense.

Each year, the banners are replaced with the new graduating class. Students are welcome to take theirs as keepsakes once taken down.

JOM Building Reporting

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 immediately when a problem occurs, followed by 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.

Mandatory Reporting

In the case of suspected child abuse or neglect, the JOM Director or delegated administrator must be informed as soon as possible, and an oral and written report filed immediately after, per the Education Division Mandatory Reporting Policy.

JOM Office Closures

Any closures of the JOM Program will be communicated promptly using all necessary modes of communication.

Reasons

- Holidays/Other School Closures
- Inclement Weather
- Emergency Closures