

The Confederated Tribes of Grand Ronde Youth Education Department Handbook



“Providing a safe, healthy learning environment that values young people and meets the diverse educational needs of all youth and families with a caring staff of well trained professionals that are supported by a broad base of resources. Through providing academic, leadership, and cultural opportunities we will help build Native youth into positive role models and leaders of our future.”

Welcome to the Confederated Tribes of Grand Ronde Youth Education Department. We are glad to have you as a part of our programs.

The following pages are divided by program. Please refer to the section that corresponds to the program your child is a part of, along with Section 4. Sections 4 and 5 apply to all K-12th grade students who participate in any of our programs or services.

Section 1	K5 School Year & Summer Programs
Section 2	6-12 School Year & Summer Programs
Section 3	K-12 General Policies and Procedures

***All rules and policies herein are subject to change as per policy approval process.
The Education Division Administration reserves the right to make discretionary decisions regarding consequences for policy violation.***

Table of Contents

Section 1

K5 Elementary Program	-11
General Services	8
Open Enrollment General Timelines	8
Eligibility Criteria/Intake Policy.....	8
Enrollment Process.....	9-10
Attendance/Withdrawal Policy.....	10
School Suspension Policy	10
Head Lice Policy	11

Section 2

Middle and High School Program	12-21
General Services	13
Eligibility Criteria/Intake Policy.....	13-15
Hours of Operation/ Sign In/Out Policy	15-19
Promotion of Activities and Camps/Registration Policy	16-20
Academic Assistance/Native Club/Afterschool Program/Spring Break	17-21
Summer Program/Credit Recovery	19
Summer Youth Employment Program (SYE)	20

Section 3

Youth Education Department General Policies	22
General Information/Goals of Youth Education Programs	23
Youth Education Program Closures.....	23
Emergency Procedures.....	24
Transportation Safety Rules.....	25-35
Food Policy/Extra Clothing Policy	26-27
Medication Administration Policy.....	27
Disease Exclusion Policy.....	28-29
Appropriate Dress Policy/Child Abuse and Neglect Policy	31

Students with Special Needs 32

Behavior Management Procedures 32-35

Functions Policy/Complaint Policy 35

Smoke-Free Policy 36

Youth Sponsorship.....37-39

Authority and Purpose 41

Dissemination of Information.....41

Youth Education Directory

Youth Education Department Contact Information

9615 Grand Ronde Road
Grand Ronde, OR 97347

Front Desk: 503-879-2101
Fax: 503-879-2141

Hours of Operation: 8 a.m. to 5 p.m.
Facebook.com/CTGR Youth Education
www.grandronde.org/departments/education/youth-education/

Youth Education Department Staff

<i>Acting Education Division Manager, Bryan Langley</i>	(503) 879-2276
<i>Youth Education Program Manager, Tim Barry</i>	(503) 879-2102
<i>Administrative Assistant, Isaiah Sherwood</i>	(503) 879-2101
<i>Elementary Supervisor, Matt Bucknell</i>	(503) 879-2224
<i>K-2 Elementary Tutor/Advisor Lead, Kyla McCallister</i>	(503) 879-2318
<i>3-5 Elementary Tutor/Advisor Lead, Devin Boekoff</i>	(503) 879-2318
<i>3-5 Elementary Tutor/Advisor, George Neujahr</i>	(503) 879-2318
<i>K-2 Elementary Tutor/Advisor, Santiago Atancio</i>	(503) 879-2318
<i>Middle School Lead, Dominique Olson</i>	(503) 879-2144
<i>High School Lead, Kevin Simmons</i>	(503) 879-4534
<i>6-12 Tutor/Advisor, Vincent Chargualaf</i>	(503) 879-1921
<i>Tutor/Advisor, Kaylee Oakes</i>	(503) 879-1921

Other Phone Numbers Available

Willamina Elementary	(503) 879-4525
Willamina High School	(503) 876-4525
Willamina Alternative	(503) 876-1538
Falconer Chapman School	(971) 261-6960
Sheridan High School	(971) 261-6970
Sheridan Japanese Immersion Program	(503) 843-3400
CTGR Youth Prevention Department	(503) 879-2034
CTGR Behavioral Health Department	(503) 879-2026
CTGR Children & Family Services	(503) 879-2039

K5 ELEMENTARY PROGRAM
Section 1



Elementary K5 Lead, Matt Bucknell

(503) 879-2224

Elementary Tutor/Advisor K-2 Lead, Kyla McCallister

(503) 879-2318

Elementary Tutor/Advisor, 3-5 Lead Devin Boekoff

(503) 879-2318

Elementary Tutor/Advisor, George Neujahr

(503) 879-2318

Elementary Tutor/Advisor, Santiago Atanacio

(503) 879-2318

K5 ELEMENTARY PROGRAM

General Services

Our program provides the following general services:

School Year Program

- Tutorial services (Willamina Elementary, Faulconer-Chapman School and Sheridan Japanese Immersion Program) upon teacher or a parent/guardian request (with signed “release of information” form by a parent/guardian)
- Afterschool program 3:30 p.m.-5:15 p.m. (Snack provided)
- All-day programming on weekdays when there is no school 7:45 a.m. -5:15 p.m. (breakfast, lunch, and snack provided)
- Educational, recreational, and cultural activities
- Please note: There will be a permission slip requirement for all youth wanting enrichment programming on Christmas and Spring break programming. Those youth who are currently in the K5 school year program will be allowed to sign up by a specific date. Openings not filled, will be open to other Tribal Member, Native or Descendant youth that are currently not enrolled in the program.

The Youth Education Department will have a total of three weeks which the facility will be completely closed to students. The first week in June is closed to allow the staff to close out the academic year, and prepare for the summer program. The Youth Education Department will also be closed the two weeks prior to the start of the academic year to allow staff to adequately set-up and prepare for the upcoming academic year.

Summer Program

- All-day programming 7:45 a.m.-5:15 p.m. (breakfast, snack, and lunch provided)
- Educational, recreational, and cultural activities
- Off-Campus Field Trips

Please note: There are specific no-school days throughout the year that programming will not be offered for staffing purposes such as; Parent teacher conferences, staff trainings etc)

Open Enrollment General Timelines

Afterschool Program- Applications will be available by the third week of June of each year. Sign-ups will take place the last week July.

Summer Programs- Applications will be available by the first week of April of each year. Sign-ups will take place the first week May.

K5 ELEMENTARY PROGRAM

A recruitment letter will go out to all current K5 program students, two announcements will be placed in Smoke Signals, and flyers will be posted to recruit students. The Youth Education Department will also post the announcement to the Confederated Tribes of Grand Ronde reader board, on the Youth Education Department's Facebook page, as well as the Confederated Tribes of Grand Ronde website, and all-employee emails.

Open enrollment will last Monday to Friday 8 a.m. to 12 p.m. and 1 p.m. to 5 p.m. on the dates specifically advertised for that year.

Complete applications will be given priority based on the time and date received. All applications must be turned in by the student's parent or legal guardian unless prior approval has been granted by the YED manager or K5 supervisor. Incomplete applications will not be considered or accepted until all required information and documentation has been received.

Eligibility Criteria/Intake Policy

All students participating in the program must meet the following eligibility guidelines for enrollment:

Tribal Preference Intake Policy

K5 Afterschool roster spots are filled on a first come, first serve basis using a "Four Tier System", with 60 roster openings, (K/2: 30 spots & 3/5: 30 spots)

- 1. Enrolled CTGR Tribal youth will be offered roster positions first**
- 2. CTGR Tribal Descendant youth will be offered roster positions second**
- 3. Other enrolled Native American youth (enrolled from a federally recognized Tribe or Alaska Native) will be offered roster positions third**
- 4. Non-Native Siblings will be offered roster positions fourth**

Enrollment Process

One week enrollment is open to all Native youth. Preference the first week for open spots will be for Tribal member youth. Direct Decedents and other native youth can sign up the first week but will be placed on a wait list in the order they were received. After the sign up week is over, open spots will be filled by direct descendent and other native youth.

- Tribal member youth signing up after the first week will be placed on the wait list but placed at the top for the next opening.
- All native youth are eligible for the K5 program. (Parents/Guardians working and/or in school is not a requirement)
- Student must be enrolled in kindergarten through fifth grade.
- **Tribal Affiliation:** Must be an enrolled member of the Confederated Tribes of Grand Ronde; a member of another federally recognized tribe; or a descendent

Service Area: Student must reside in one of six county service areas (Polk, Marion, Multnomah, Tillamook, Washington, and Yamhill)

K5 ELEMENTARY PROGRAM

The parent/guardian will be notified by mail if the student is accepted into the program or have been placed on the waiting list. The parent/guardian will also receive written notification of the assigned program fee amount according to the established sliding fee scale. In the event an opening becomes available, the program will accept students in order of the waiting list, at which time the parent/guardian will be notified by mail.

Student's Attendance/Withdrawal Policy

A parent/guardian are encourage to the Youth Education Department's front desk if the student will be tardy or absent. A two-week written notification is required should the parent/guardian decide to stop sending the student to the program so that the staff can fill the vacancy in a timely manner and stop the fees from being added to the childcare account.

- The first time your student is signed in or out during non-program hours you will receive a written notice.
- The second time your student is signed-in or signed-out during non-program hours you will receive a second written notice, and a meeting with the parent/guardian will be required within three business days.
- Should a third violation occur, you will receive a third written notice, your student will be excluded from program activities until a meeting between a parent/guardian and the Elementary Lead or Youth Education Manager can take place for the student to return to program activities. This meeting will address the attendance/withdrawal issues and the surrounding circumstances, ways to alleviate the situation from happening again, and a discussion of the potential consequences for future violations, including service time or payment.

Parents/Guardians/Emergency Contacts must sign-in and out students when dropping off your child at the YED program. The only intake exception is when youth are transported from school to after-school program.

Student School Suspension Policy

Students suspended or expelled from regular school, will not be allowed to transport back to Youth Education and cannot attend YED after-school programming or no school day activities until the student is back in school. In the event it is decided that a student is unable to participate in a particular activity, a meeting will be held with the student, parent/guardian, and the Youth Education Program Manager to discuss why the student is not allowed to participate. A plan of action will then be created which specifically states how the student will be able to earn eligibility to participate in future activities. Please see the behavior management policy for more detailed information.

K5 ELEMENTARY PROGRAM

Head Lice Policy

All students will be checked for head lice and nits as needed.

If a student is found to have head lice or nits, staff will call their family to come pick them up from the K5 Program. Students cannot ride on the buses/vans until lice/nit free. Students must be picked up within a half hour of contact, if not picked up within this time frame K5 staff will begin contacting individuals on the student's emergency contact list.

If the student has any siblings in the Early Childhood Education or the Middle and High School programs the appropriate staff will be notified and the policy will again be followed. Staff will also notify Willamina Elementary School, however the student will have to be checked back into the K5 Program.

The family will be given information about head lice and how to get rid of it. We will send the "Health Notice" home with all students that day. Staff will contact Housekeeping to treat the classroom for head lice after class.

The student can come back to school after he/she have been treated and all nits have been removed. When the student is nit free, the parent/guardian will need to make arrangements for the student to be checked by K5 Program staff or Health and Family Partnership Coordinator. It is the responsibility of the parent/guardian responsibility to remove all nits prior to this check.

MIDDLE AND HIGH SCHOOL PROGRAM
Section 2



Middle School Lead, Dominique Olson
High School Lead, Kevin Simmons
6-12 Tutor Advisor, Vincent Chargualaf
6-12 Tutor Advisor, Kaylee Oakes

(503) 879-2144
(503) 879-4534
(503) 879-1921
(503) 879-1921

MIDDLE AND HIGH SCHOOL PROGRAM

General Services

Our program will provide the following services:

School Year Program:

- In-School Academic Assistance (Willamina and Sheridan school districts) with an “Authorization of Release of Information” form filled out, signed, and turned in by the parent/guardian
- Afterschool Homework Assistance at the Youth Education Department
- Native Club (Willamina School District)
- Educational, Recreational, and Cultural activities
- An Activity provided on specific designated no school days (lunch, and a light snack will be provided). Please note; If the activity offered that day is an off campus field trip, there are limited openings. There will likely not be additional staff at YED for onsite programming.
- **Please note:** There are specific no-school days throughout the year that programming will not be offered for staffing purposes such as; Parent teacher conferences, staff trainings etc)

Summer Programs:

- Educational, Cultural, Recreational and Enrichment activities
- Credit recovery assistance
- Summer Youth Employment (SYE)
Note: This program is organized by the Human resources department and in collaboration with the Youth Education Department.

Eligibility Criteria/Intake Policy

All general services are available for any youth currently enrolled in the Confederated Tribes of Grand Ronde, or from another federally recognized Tribe, or can provide proof of direct descendant.

Please note: Students who have graduated or received their GED diploma will be allowed to participate during the summer of the year they graduated. After summer programming is complete, that student is no longer eligible for program, scholarship or other special services offered by the Youth Education department.

MIDDLE AND HIGH SCHOOL PROGRAM

Youth Education Activities, field-trips and camps intake is based on the following four tier system:

1. **Enrolled CTGR Tribal youth will be offered roster positions first**
2. **CTGR Tribal Descendant youth will be offered roster positions second**
3. **Other enrolled Native American youth (enrolled from a federally recognized Tribe or Alaska Native) will be offered roster positions third**
4. **Non-Native Siblings will be offered roster positions fourth**

Tribal families with Non-Indian siblings - in the instance in which a tribal member youth has non-tribal and/or non-Native siblings, an effort will be made to include said siblings for regular programming on and off-site field trips. Tribal member, direct descendent and other native youth will have preference. The decision will be dependent on capacity and is at the discretion of the youth education program staff and/or manager.

Community Youth programming designated activities for community youth to participate in YED programs will be advertised on flyers.

* Other program access services for community youth will at the discretion of staff.

All youth participating in the above mentioned programs must meet the following eligibility guidelines for participation:

- Provide proof of enrollment in a federally recognized tribe or that of a parent/grandparent.
- Student must be currently enrolled in sixth through twelfth grade. The summer program is based on the grade that the youth completed in the previous school year.
- Turn in all required paperwork and forms
- Students who choose to participate in activities, field trips, conferences, workshops, or trainings on a school day must meet the following requirements:
 - Must have all required registration/permission forms completed, signed, and turned in by the provided deadline;
 - Must make arrangements with school for pre-arranged absence if the activity will cause the student to miss any portion of the school day and provide written proof to the Middle School Lead or High School Lead;
 - Students may not have any “F’s” and/or no more than one “D” in any of their classes (only if the activity is offered during school hours) and;
 - Must not have had more than 3 unexcused absences during the school year and/or have had more than two unexcused absences in the same month of the scheduled activity.

MIDDLE AND HIGH SCHOOL PROGRAM

- Youth Education staff will determine on a case by case basis if there are attendance and/or behavior issues with each student. The Youth Education Department reserves the right to accept or deny attendance of a student based on attendance and/or behavior issues. Students suspended or expelled from regular school, will not be allowed to transport back to Youth Education and cannot attend YED after-school programming or no school day activities until the student is back in school. In the event it is decided that a student is unable to participate in a particular activity, a meeting will be held with the student, parent/guardian, and the Youth Education Program Manager to discuss why the student is not allowed to participate. A plan of action will then be created which specifically states how the student will be able to earn eligibility to participate in future activities. Please see the behavior management policy for more detailed information.

Specific Services for Enrolled Tribal Members of Confederated Tribes of Grand Ronde:

- Summer Youth Employment (SYE)
- School Supply Distribution
- Youth Sponsorship
- Other activities such as field trips, conferences, workshops, or trainings as decided by the Youth Education Department

Hours of Operation & Sign In/Out Policy

- **Sign in/out policy:** Students will sign in immediately upon arriving at the Youth Education building and sign-out, listing a destination, when they leave the building. Students will not be allowed to sign in/out multiple times during the afterschool program. If this becomes an ongoing issue, the parent/guardian will be notified according to the terms of our policy. Once a student has reached five incidents of not signing in or out, Youth Education will reserve the right to deny attendance for that student on the next activity.
- **After school hours of operation:** 3:30 p.m. – 5:00 p.m. Students must sign in immediately after arriving to the Youth Education Department. After 5:00 p.m., students are not under the supervision of Youth Education staff. Parents/Guardians should plan with the student to make arrangements for transportation home.

MIDDLE AND HIGH SCHOOL PROGRAM

- **All-Day Programming:** In the event that there is no school offered for students during the week, they will have the option of attending the Youth Education Department. The Youth Education facility will be open and available to students from 8 a.m. to 5 p.m. Programming on these days may be in collaboration or lead and operated by other departments.
- Students who attend the Youth Education Department are committing to either work on school work and/or participate in the planned activity. Students under the age of 18 are not allowed to be in the gymnasium without a Youth Education or Recreation Department staff member.

Promotion of Activities

Youth Education staff will make every effort to inform the parent/guardian of upcoming activities and camps that will be offered. Youth Education staff will communicate through the Confederated Tribes of Grand Ronde email system, the Youth Education Department’s Facebook page, word of mouth, Smoke Signals, the Confederated Tribes of Grand Ronde reader board, the Confederated Tribes of Grand Ronde website, flyers, and occasional mailings. There will be four major promotions a year that will allow you to see what will be offered in the coming months so that you can make decisions on what programs to sign up for. The four major promotions will be:

		<u>Promotion Available</u>
• Fall Activities	August – November	July
• Winter Activities	December – February	November
• Spring Activities	March – May	April
• Summer Activities	June – August	May

Registration Policy

Registration forms: There will be one application form each year that will need to be completed and turned in. An “Authorization of Release” form will also be required to be completed and turned in at the beginning of the school year. This form will be valid for one year from the date it is signed. This form allows the Youth Education Department to exchange information with local school districts and/or other Confederated Tribes of Grand Ronde departments. The parent/guardian may elect to choose all or none of the options available on the form. These forms will be available the last week of July.

Please note: If your child has a specific allergy, medical condition or other; parent/guardian is required to complete additional care plan document.

MIDDLE AND HIGH SCHOOL PROGRAM

Specific Activity Registration: When you sign up your student for a scheduled activity or camp, please make sure that he or she attends the program. If you decide later that you need to cancel this activity, please notify the Youth Education Department's front desk no less than two business days in advance. Many of our programs and camps have limited openings with a waiting list. Youth Education staff will attempt to contact the parent/guardian 2-3 days before the activity starts to confirm your student's attendance. If staff cannot confirm with the parent/guardian of their student's attendance in this program, the next student on the waiting list will be offered the opportunity to participate. This policy allows staff to better plan for activities and expenses.

Sign-ups will be based on the date/time the completed and signed permission slip is turned in.

Program Specifics

Registration Assistance	Organizational Skills	Tutoring in core subjects areas
Academic Advising	Study Skills	Mentorship & Leadership
IEP Advocacy	Assignment Completion	Facilitate communication w/ school,
Grade Checks	College/Career Planning	student & parent

Academic Assistance

Youth Education staff work closely with the Willamina and Sheridan school districts, the parent/guardian, and student to create, implement, and maintain a plan of action with the purpose of each individual student achieving the best possible academic performance. The Youth Education Department's Middle and High School programs provide academic assistance to students in schools three to four days a week.

Native Club

Our Native Club operates within the Willamina School District. This program was established to better identify native students that we may not already be serving and to give students the opportunity to socialize as well as receive educational and cultural information. The club gives students the chance to meet with staff and other native students from within their schools, as well as to participate in educational, cultural, and recreational activities being offered. The club also gives staff the opportunity to identify new native students within the school, to connect them with services like academic tutoring, college prep, and to notify them of local cultural and educational events.

MIDDLE AND HIGH SCHOOL PROGRAM

Afterschool Program

The Youth Education Department has focused the afterschool hours to encouraging students to focus on academic enhancement and offer other educational, recreational, and cultural opportunities. We have created an atmosphere that is focused on completing assignments, networking for group projects, and using technology where it is needed. For those students using this time wisely, we have seen a marked increase in their academic output. A variety of activities will take place during afterschool hours including, but not limited to; academic, enrichment, recreational, cultural activities, and on occasion an off-campus field trip.

General After-School Schedule:

- 3:45-4:00 Welcome and Snack
- 4:00-4:30 Homework or specific scheduled activity
- 4:30-5:00 Scheduled Activity (Culture, Health/Fitness, other)

Transportation rules

Students riding the bus and or vans out to Youth Education must attend after-school program for a minimum of 45 minutes of after-school program. Exceptions can be for scheduled doctor appointments, family emergencies etc.

Spring Break

Each year the Youth Education Department offers a Spring Break Camp that is open to middle and high school students. Camp participants are given the opportunity to experience a wide range of activities including educational, cultural, leadership/mentorship and recreational activities...

MIDDLE AND HIGH SCHOOL PROGRAM

Summer Program

A variety of camps, field trips, and activities are provided throughout the summer for the students to participate in. Activities are focused on Education, Culture and Enrichment.

Registration forms for major over-night camps and first week of activities become available the first week of May. Sign-ups for activities for following weeks will be available as advertised on the general summer flyer. We encourage students to return these as soon as possible, as many camps only have a limited amount of spaces open. We also encourage the parent/guardian and student to keep communication open with the Youth Education Department if a student will not be attending a scheduled activity.

The Youth Education Department will have a total of three weeks which the facility will be completely closed to students. The first week in June is closed to allow the staff to close out the academic year, and prepare for the summer program. The Youth Education Department will also be closed the two weeks prior to the start of the academic year to allow staff to adequately set-up and prepare for the upcoming academic year.

Credit Recovery Assistance

Students are able to recover lost credits, which are courses the student has failed in previous years through the Odysseyware/Acellus program offered through the CTGR Youth Education Department during the summer months (Specific dates are determined each summer). Students are able to work at their own pace and tests are proctored under the supervision of a certified teacher in the computer lab. The lab is open to students on the days and times specified in the program contract. Students who attend school outside of the Willamina School District will need to contact the High School Lead for further information on the possibility of enrollment.

- **Parent/Guardian/Student Contract:** Must be signed agreeing to complete the program. A refundable \$50 deposit is required provided the student completes the course.
Please note: Enrolled CTGR Youth have the option to utilize their Youth Sponsorship.
- **Current Student Transcript:** A copy of the student's most recent transcript.
- If the student attends a school district other than Sheridan or Willamina, the student will need to provide written verification that the school will accept the credits completed.

MIDDLE AND HIGH SCHOOL PROGRAM

Summer Youth Employment Program (SYE)

The purpose of this program is to promote the development of lifelong learners through work experience, training, and education. The Summer Youth Employment Program is funded by Tribal program dollars and the number of placements is subject to the availability of Tribal budgetary resources. Students can receive up to 180 hours (subject to availability of program funding) at the current minimum wage rate. Positions vary from part to full time over the summer not to exceed 160-180 total. All checks will be issued through the CTGR Finance department and may be picked up at the YED front desk. All checks that are not picked up that day will be mailed out the next business day. Students who attend Willamina or Sheridan High School can potentially earn .5 credits toward a work study elective. Please see The Youth Education Program Manager for more information.

Application Requirements

Employment will be offered to students on a first-come, first-serve basis depending upon funding availability and under the following conditions:

Application Process

Applications will be available and can be completed online. Online applications can be found on the tribal website under employment. Applications are generally available in early April. Assistance with this process, students will need to contact Human resources department Preference for positions for junior and senior students for the following academic year.

Applicant Eligibility Requirements

The student must be an enrolled member of the Confederated Tribes of Grand Ronde;

- The student must be working towards high school completion.
- A GPA is not required for most positions unless noted in the job descriptions posted.
- The student must be between the ages of 14-17 at the time of the application.
- The student must attend the mandatory program information meeting and scheduled Professional Development trainings.
- The student must complete the Confederated Tribes of Grand Ronde employee application available at the Human Resources Department.
- The student must attend their scheduled interview(s) on time.
- The student must pass a urinalysis and background check before start date (NO EXCEPTIONS).
- The student must abide by all Confederated Tribes of Grand Ronde Human Resources Division policies.

Eligibility Requirements

Students who wish to participate in the Summer Youth Employment (SYE) Program will be allowed to apply to positions pre-approved by the CTGR Human Resources Dept. and Youth Education Program. .

Available positions will be posted on the CTGR website and will be posted in Smoke Signals in May. Applications are available on the CTGR tribal website and are online applications. Applications are generally available to apply for in early April. Applications will be reviewed, and students that meet all eligibility requirements will be notified of the scheduled interview date and time which will be held in June. Students will be required to commit to the pre-employment screening through the Human Resources Department which consists of a background check and a U.A. Students will begin employment the first Monday after Independence Day and will have the opportunity to complete their hours through August in their assigned position.

Acceptance and placement of a student is not guaranteed.

SYE Program Operations/Collaboration

This program is collaboration with the CTGR Human Resource Department. Youth Education department leads the four professional development trainings, supports with managers meetings, conducts mock interviews and assists with official interviews. Human resources advertise, recruits positions and supervisors, manages and places students into positions and conducts official interviews. Funding for this program is paid from the Youth Education Department

**YOUTH EDUCATION DEPARTMENT GENERAL POLICIES
Section 3**

(The following pages are applicable for all K-12 grade programs)



YOUTH EDUCATION DEPARTMENT GENERAL POLICIES

General Information

All of these policies have been carefully written to ensure that each student is safe, healthy, and happy in the K-12 programs. We are proud of the high standard of our programs, our dedicated staff, and our attention to each student and family. It is our belief that a physically and emotionally safe environment facilitates a higher degree of learning and fun. If you should have any questions regarding our policies, please contact the Youth Education Program Manager at (503) 879-2102. While we have tried to list our most important policies and procedures, **please note that the Confederated Tribes of Grand Ronde Education Division reserves the right to make decisions not covered in this handbook as deemed necessary for the safety and welfare of all students, staff, and the program.**

Mandatory Orientations – Parent/guardian orientations are required every August and September for the new school year and summer to come as well as a full application completed in order to receive tutorial support, transportation and after-school and no-school programming services.

Goals of Youth Education Programs

The Youth Education Program strives to provide quality education-based programs in a safe and fun atmosphere. As each day passes, staff will help students grow to their fullest potential through specific skill development, sportsmanship, and valued center programming. Ten years from now, it is our hope that your student will remember that special day at camp, the accomplishment of completing an art project, or a special off site field trip or camp they attended. Most importantly, we hope they will remember the caring staff that took the time to make them feel special and build a strong relationship.

Youth Education Program Closures

Holidays: The following days there will be no programs provided at the Youth Education Department. The majority of the time, the day before will be a half work day. In that event, after-school programming will not be held.

Holidays observed: New Year's, Tribal Chief Day/Presidents Day, Martin Luther King Day, Memorial Day, Independence Day, Labor Day, National Indian Day, Indigenous Peoples Day, Veterans Day, Restoration Day, Thanksgiving Day and Christmas Day.

YOUTH EDUCATION DEPARTMENT GENERAL POLICIES

Administrative Leave: On occasion the Confederated Tribes of Grand Ronde Executive Office will grant Administrative Leave. As soon as this information is known, we will notify the parent/guardian as soon as possible so that alternative arrangements can be made. If Administrative Leave is granted to staff on the same day in which a program is in operation, the Youth Education Department will continue to operate programs, except in the case of inclement weather in which the parent/guardian will be asked to pick up their student as soon as possible.

Inclement Weather: At different times during the year, the weather can alter programming, special activities and field trips for safety reasons. Please refer to the general Confederated Tribes of Grand Ronde website for updates. Generally this is posted by 6 a.m. that day. In the event that the Confederated Tribes of Grand Ronde closes due to weather, all Youth Education Department programs will also be closed.

www.grandronde.org (503) 879-5211

Closure for Programming: On occasion, any or all of the Youth Education Department programs may be closed due to a special planned activity or for Parent Teacher Conferences. These activities include activities where all of the Youth Education staff is present. The parent/guardian will be notified about programming closures as soon as possible by phone, mail, email, and/or flyer.

Emergency Procedures

All Youth Education staff is trained in standard procedures for emergencies. Each emergency is different and will vary by situation. Examples of safety procedures are listed but please note, this is not a complete list. For more information, please contact the Youth Education Department's front desk.

- Emergency drills: including fire, earthquake, lock downs.
- Emergency Equipment: Standard list of what is needed is at all sites and vehicles.
- Transportation: Including arrival and departure procedures, driving standards, and emergency plans.
- Information: Staff have immediate access at all times to student's forms including health information, adults authorized to pick up each child, and signed release for medical treatment.
- Health and Safety: Each staff is certified in CPR/First Aid, procedures for injuries and illness.
- Attendance: Staff is trained on roll call procedures, head counts, and plans for staff on field trips and on-site to guarantee that the location of each child is known at all times.
- Programming: Staff is trained in the activities and structure of our programs, as well as what is appropriate for working with students of varying age levels.

YOUTH EDUCATION DEPARTMENT GENERAL POLICIES

Transportation Rules

In order to make your student's bus/van ride safe and pleasant, The Youth Education Department would like to enlist you and your student's cooperation in observing the following rules:

- Students to be transported are under the authority of the YED staff.
- Loud voices, active play, abusive language, inappropriate music and disruptive actions (i.e. spitting, hitting, etc.) are not allowed.
- The K5 after-school bus transportation program is primarily for enrolled K5 after-school youth. 6-12 grade students may ride the K5 bus only if there are open spaces available after all youth have boarded. 6-12 grade students who choose to ride the K5 bus are expected to follow the K5 transportation rules. Students riding the bus must attend after-school program.
- Students riding the bus and or vans out to Youth Education must attend after-school program for a minimum of 45 minutes of after-school program. Exceptions can be for scheduled doctor appointments, family emergencies etc.
- Seating is first come first serve on all tribal buses and vans (No saving seats)
- Seat belts are to be worn throughout the trip if they are available on the vehicle (bus does not have seat belts so it is imperative that all of the other safety rules are followed for your student's protection).
- Students are to remain seated at all times.
- Seats may be assigned.
- Hands, arms, head, or objects may not be extended through the bus/van windows. No shouting outside of vehicles to others driving on road.
- Students will help keep the bus/van clean and free from damage, students will be expected to clean out the van after each use before leaving for the day. No food or drinks (except water) in vehicles.
- **Off site field trip transportation**
Students who participate in Youth Education programming and attend off campus YED sponsored activities, must follow the following guidelines;
 1. Register for the program activity (General application must be on file and permission slip completed and signed by guardian)
 2. Transportation to off-site programming - Students who attend off-site activities must take CTGR tribal vehicles and driven by YED staff and follow offsite program rules in order to participate in sponsored YED programming. *(The only exception to this policy is if a parent has a pre-arranged agreement with YED staff where as the parent transports their child to the off-site activity. Applications and permission slips must be on file to participate)*

YOUTH EDUCATION DEPARTMENT GENERAL POLICIES

The driver and staff will work with the student to make the trip safe and enjoyable. However, your cooperation is needed. In the event that your student's behavior is disruptive, the driver and staff will assist your student using positive directions and actions to become responsible "riders." In the event that the student continues to be disruptive on the bus/van, the following actions will be taken.

- Action 1. The driver or staff will give a verbal warning to the parent/guardian concerning the student's behavior.
- Action 2. If behavior continues, a written warning will be given to the parent/guardian, which he or she must sign and give to the staff or driver. The student will not be allowed to ride the van/bus until the signed written warning is returned to YED.
- Action 3. The student shall not ride the bus/van for a designated period of time. The parent/guardian will need to provide transportation. At the end of the designated period, the parent/guardian, student, and Youth Education staff will agree upon whether the student is ready to ride the bus/van safely. The student will once again be transported.
- Action 4. In extreme situations, the driver may remove a student from the bus/van until a corrective plan of action is made.

Youth who are excluded from the Willamina School District's transportation system, will still be eligible for academic services through the Youth Education Department programs, however transportation to and from the school will be the responsibility of the parent/guardian.

Food Policy

During the school year, a light and healthy snack will be provided at the after school program. During all-day programming and summer, when activities are offered full days, there will be a healthy lunch, and light afternoon snack offered. There may be an off-site activity and students may enjoy eating out at restaurant. The Youth Education Department will do our best to provide your student with a variety of healthy snacks and meals that are both nutritious and which students can enjoy. Should your student have a food allergy or other foods that they cannot eat, it is the responsibility of the parent/guardian to notify the lead staff person or front desk. Ultimately, it will be the choice and responsibility of your student to not eat a food they are allergic to or foods that you do not want them to have. Staff will do their best to accommodate the parent/child request, however often it is not possible. The parent/guardian has the option to provide snacks and meals that will accommodate your student's specific needs from allergies.

Extra Clothing/Supplies Policy

Most of the time your student will need to bring casual clothes. Often students will be engaged in physical fitness activities (basketball, volleyball, or other organized activities) resulting in students getting dirty or sweaty, and therefore it is sometimes necessary to have spare clothing to change into. Any additional clothing (Example Swim Suits, Towels) or supplies which will need to be brought by students will be communicated by word of mouth, flyers, emails, and/or phone calls. If you have any questions, please contact the Youth Education Department front desk.

PLEASE NOTE: The Youth Education Department is not responsible for lost or stolen items. All unclaimed items will be held for two weeks following the end of the program or activity. After two weeks, they will be donated or discarded.

Medication Administration Policy

Subject: Medication Administration

1. For Prescription Medications:

- A written parent/guardian authorization for all medications administered by staff must be received.
- The parent/guardian instructions must include: student's name, name of the medication, dose (amount), route of administration, and the frequency the medication is to be given.
- All medication will be clearly labeled with the patient's name and the medication name.
- All medication will be stored out of reach of the students, and if necessary will be stored under lock and key, and/or refrigerated – including those for staff or volunteers.
- Any and all medication administered by staff must be recorded on a Medication Administration Record Form.

2. For Over-The-Counter Medications:

- The parent/guardian must provide a signed permission slip that states the name of the student, name of the medication, the dose and times the medication is to be given. If it's to be given "as needed," then the instructions must state under what conditions the medication is to be given. These instructions must not exceed the dosage information on the container, or the medication will not be given.
- The medication must be supplied in re-sealable packaging. This must identify the medicine and provide legible dosing information.
- The medication must be labeled with the student's name.

YOUTH EDUCATION DEPARTMENT GENERAL POLICIES

Disease Exclusion Policy

Disease	Control Measures You Should Take	Allow Child to Return to the Center
Bacterial Meningitis (also called Spinal Meningitis)	Temporarily exclude the sick child from the center. Consider prophylactic antibiotics for contacts (school kids)	When the Health Department or doctor informs you that it is safe
Chicken Pox	Exclude the sick child from the center	One week after the rash begins, or when all the chicken pox are scabbed over
Diarrhea Disease	Temporarily exclude the sick child from the center	When the child no longer has diarrhea
Two recurrent diarrheal diseases within ten days	Diagnosis from doctor	Treatment for diagnosed disease
Diphtheria	Temporarily exclude the sick child from the center	When the Health Department informs you that it is safe
Shigella, Campylobacter Salmonella, Giardia	Contact the Health Department or their doctor for advice on testing other ill and well children and staff	When the Health Department or doctor informs you that it is safe
Head Lice	Temporarily exclude the infected child from the center	Nit Free
Hepatitis A	Temporarily exclude the sick child from the center	2 weeks after illness begins
Measles	Temporarily exclude the sick child from the center	5 days after rash appears
Mumps	Exclude the sick child from the center	After swelling subsides (or 9 days after swelling begins)
Perussis (Whooping cough)	Temporarily exclude the sick child from the center	4 weeks after intense coughing begins, or 5 days after antibiotic treatment has begun

YOUTH EDUCATION DEPARTMENT GENERAL POLICIES

Disease Exclusion Policy (Continued)

Disease	Control Measures You Should Take	Allow Child to Return to the Center
Pneumonia	Temporarily exclude the sick child from the center	When the doctor informs you that it is safe
Rubella	Temporarily exclude the sick child from the center	5 days after rash appears and when fever is gone
Scabies	Temporarily exclude the sick child from the center	The day after treatment has begun
Streptococcal Sore Throat (Strep Throat)	Temporarily exclude the sick child from the center	24 hours after antibiotic treatment has begun, and fever is gone and child is no longer feeling ill
Ring Worm	Cover lesion and use antifungal treatment	May come to school with lesion covered and treated
Herpes Simplex	Exclude until scabbed over. Xorix ointment can help speed healing. Wash hands often	When dry and scabbed over
Impetigo	Exclude until oral or topical (Bactobran-prescription) antibiotics have been given for 48 hours. Wash hands often	After 48 hours on antibiotic, and sores are covered and/or dried (not oozing)
Pinkeye	Exclude until on antibiotics 36-48 hours. Use appropriate oral medication or eye ointment. Wash hands frequently	Very contagious. Usually after 36-48 hours on oral medication and eye ointment
Pinworm	One pill (prescription) taken for treatment. Good hand washing is a must	Can return after pill is taken
Upper Respiratory	Exclude if temperature over 101degrees, and wash hands after contact. URI spreads with direct contact with secretions. (runny nose, sneezing, coughing)	When temperature subsides

The above policy was adopted by the Education Health Committee.

YOUTH EDUCATION DEPARTMENT GENERAL POLICIES

Food Allergies and food substitutions

The Grand Ronde Youth Education program will provide food substitutions to accommodate medical and/or dietary restrictions of youth.

Procedure

1. Food substitutions will be made to accommodate the needs of children who are unable to eat or drink food or beverage for medical concerns and/or religious purposes.
2. Substitutions are gathered during sign ups and accepted at any time throughout the year.
3. Substitutions are made under the following circumstances:
 - a. Licensed physician submits a completed Medical Statement that identifies restricted foods and foods that may be used as substitutions.
 - b. Parent requests a substitution in writing due to religious beliefs.
4. A parent's verbal request for a medical substitution will be honored for two weeks after being signed up for programming. If the parent does not provide a medical statement in this period of time, we will not continue modifying meals. Verbal requests are not granted for Parent's statements, they must be completed at the time the request is made.
5. The Youth Education Admin will maintain a list of all substitutions. The list will be posted in each classroom.
6. Teachers are responsible to ensure that no child on the list consumes restricted foods.

Appropriate Dress Policy

Revealing clothing is not appropriate apparel in the Youth Education facilities or when participating in a Youth Education Department activity.

Please avoid wearing:

- Shirts with revealing neckline, exposed midriff, cleavage or navel.
- Shoes need to be worn at all times unless approved other wise by YED staff
- See-through garments.
- Clothing that reveals undergarments.
- Shorts, skirts or dresses that are excessively (at discretion of staff)
- Open back tops with skin exposed below the shoulder blade.
- Do-rags, bandanas, or hairnets.
- Chains, of any type: dog, wallet, or chains that drape across body.
- Clothing with wording that is gang, alcohol, tobacco or drug-related, obscene or suggestive.

The Youth Education staff reserves the right to ask a youth to change clothes or not participant in an activity until appropriate dress is worn. The decision is at the sole discretion of the Youth Education Department staff.

Child Abuse and Neglect Policy

The Youth Education Department will recognize and voluntarily abide by the Oregon Child Abuse Reporting Law 419b.010 which states that the Youth Education staff are to report suspected child abuse and neglect.

Our first priority is to protect the student. If there is “reasonable cause” (more than slight suspicion with a parent/guardian factual basis) to believe that abuse has occurred, the Youth Education staff is required to:

- Report suspected cases in compliance with state law.
- Maintain confidentiality of records.
- Work with Social Services and Children and Families (CFS), who deal with abuse and neglect,
- If they are eligible to participate, make every effort to retain or admit families of allegedly abused and neglected children, who have been referred by Social Services, in the Youth Education Department activities.

YOUTH EDUCATION DEPARTMENT GENERAL POLICIES

Students with Special Needs:

The goal of the Youth Education Department is to meet the individual needs of each youth within the structure of our program, while maintaining a safe and healthy environment for all youth and staff members. The program welcomes youth of all abilities and will make all reasonable efforts to accommodate youth with special needs. If a youth has special needs, a parent/guardian needs to meet with our Youth Education Manager prior to enrolling to discuss these needs. The parent/guardian will be asked to work with the Youth Education Department to complete a written plan to help staff members better understand and address the youth's needs. If the Youth Education Department is unable to reasonably accommodate the needs youth, the program will work with parents/guardians to find a suitable alternative program.

Behavior Management Procedures

It is the goal of our Youth Education Department programs to provide a healthy, safe, secure, and learning environment for all participants. Students who attend any of the Youth Education Department programs are expected to follow the behavior guidelines and to interact appropriately in group settings. Staff seeks to help students build life skills necessary to cope with an ever-changing world: responsibility, making decisions, expression of feelings, socialization, resolution of conflicts, and acceptance of others. We promote a safe and nurturing environment where we teach students to use alternative methods for conflict resolution.

While this Behavior Management Policy serves as the general outline of procedures, the Confederated Tribes of Grand Ronde Youth Education Department reserves the right to ask the parent/guardian to find alternative arrangements for their child without prior notification, as deemed necessary for the safety of staff and/or program participants, not limited to previously described behavior issues.

Allegations and bullying policy

The following definitions and procedures shall be used for reporting, investigating and resolving complaints of hazing, harassment, intimidation, bullying and menacing.

- **Hazing-** Includes but is not limited to any action or situation, with or without consent, which recklessly, intentionally, or unintentionally endangers the mental, physical, or safety of a student.
- **Harassment, Bullying, Intimidation, and Menacing-** Includes conduct that has taken place during YED programming, or conduct that may impact a student during programming, and has the intent or effect of creating an intimidating, hostile or offensive educational environment or YED enrichment benefit. Also if the conduct has the intent or effect of substantially or unreasonably interfering with a student's YED Enrichment benefit, or otherwise adversely affects a student's opportunities. This would include, but is not limited to, any act by any individual or group that:

1. Physically harms a student or damages a student's property;
2. Knowingly placing a student in reasonable fear of physical harm or property damage; or
3. Creating a hostile educational and or enrichment environment.
4. Unwanted and abusive behavior of a verbal, nonverbal, written, or physical nature on the basis of age, race, religion, color, national origin, disability, sexual orientation, physical characteristics, cultural background and socioeconomic status.

If an allegation or act of hazing, harassment, bullying, or menacing happens **during** Youth Education program operations, staff will investigate the situation. In consultation with the Program Manager and depending on the level of offence, the appropriate consequence(s) as outlined in the levels of discipline listed in the behavior management procedures will be taken.

If an allegation or act of hazing, harassment, bullying, intimidation, or menacing happens **outside** Youth Education program operations, but may impact students during programming, staff will investigate, and in consultation with the Program Manager, determine what the appropriate actions if any will be taken

General Discipline Process Policy

In the event that a student violates any of the expectations, Youth Education staff will use their discretion on a case by case basis following the process below:

Verbal Warning

The first incident will result in a verbal warning. YED staff will speak directly to the student explaining why their behavior is considered inappropriate. The student will be instructed on a better plan of action in the future.

Written Warning/Parent Contact

After a student has been given no more than two verbal warnings and the student decides to continue with inappropriate behavior, a written warning will be issued to the student. The student's parent/guardian will be contacted to be notified of the student's behavior.

YOUTH EDUCATION DEPARTMENT GENERAL POLICIES

General Discipline Process Policy (continued)

Meeting with Parent/Guardian

In the event that a student continues to act or speak in an inappropriate manner after a written warning has been issued, the next step will be setting up a meeting with the student, parent/guardian, and the Youth Education Program Manager. At this time, a behavior plan will be created and will require the signature of the student, parent/guardian, and the Youth Education Program Manager.

Temporary Suspension

When a student decides to act against the behavior plan which has been established, Youth Education staff reserves the right to enforce a temporary suspension in services including attending the Youth Education facility and/or participating in Youth Education Department activities. The length of the temporary suspension is at the sole discretion of the Youth Education Department. Before being allowed to return, a meeting with the student, parent/guardian, and the Youth Education Program Manager will be held to make sure that all parties are aware of the expectations of the student's behavior upon return.

Level 5 Extreme Situations

In the event of an extreme situation (such as those involving intent to harm), the police, security, and/or other appropriate agencies will be notified immediately. The program will also contact the parent/guardian as soon as possible. Consequences will be decided on a case by case basis at the discretion of the program, and can include permanent expulsion from program activities and services if warranted under the circumstances.

Examples of extreme situations include:

- Vandalism or theft
- Fighting or any form of assault
- Harassment, bullying, or any form of verbal abuse
- Running or leaving an event and or activity on or off site
- Gang-related activities
- Any illegal or criminal act
- Use or possession of drugs, tobacco, or alcohol
- Any sexually related act as determined by the Youth Education Department

The parent/guardian can appeal disciplinary actions to the Youth Education Program Manager under the provisions discussed in the Education Committee Bylaws, Article 7.

YOUTH EDUCATION DEPARTMENT GENERAL POLICIES

Parent /Guardian/Child Functions Policy

The following policies are set for the benefit of the health and safety of all participants of Youth Education Department activities.

- Smoking is not allowed in or near the Education buildings. See Smoke Free Policy.
- Anyone attending a Youth Education Department activity that is under the influence of alcohol or drugs will be required to leave.
- All adults are asked to refrain from using inappropriate language at any Youth Education Department activity.
- Only appropriate disciplinary measures (removing child from situation and or time out) will be permitted during any Youth Education Department activity. This does not include spanking, pushing, pulling, pinching, hitting, yelling, etc...
- Only safe play will be allowed; this does not include tossing students in the air, wrestling, or any other activity that might hurt a child.

Any violation of the above will result in the parent /guardian being unable to attend future Youth Education Department activities.

Parent/Guardian Complaint Policy

The Youth Education Department values the opinions, input, and concerns of each parent/guardian. We encourage communication as much as possible. The Youth Education Department asks that in the event a parent/guardian has a complaint or issue he or she follow the process as listed below:

- Step 1: A parent/guardian with complaints about program services need to contact their student's Lead staff member (K5, Middle and High School) and set up a meeting to discuss the complaint or issue. The parent/guardian should not try to discuss and/or resolve problems/issues during program hours. This could disrupt tutorial or other services for students.
- Step 2: A meeting will be scheduled within three calendar days of the complaint. At the meeting, the parties will attempt to come to a resolution of the complaint.
- Step 3: If a resolution cannot be agreed upon, the parent/guardian will have the option to meet with the Youth Education Program Manager within five business days.

YOUTH EDUCATION DEPARTMENT GENERAL POLICIES

Smoke-Free Policy (Includes Vape pipes)

This policy was created to provide a smoke-free environment at Youth Education Department facilities and outings, and to prevent students, staff, and others from being exposed to the many health hazards from second-hand tobacco smoke.

The parent/guardian and staff will need to refrain from smoking when Youth Education Department activities are taking place. Adults are not to smoke in front of the students or in areas used for staff. This includes classrooms, offices, kitchens, restrooms, meeting rooms, outdoor play areas, and in vehicles used for transporting children. This applies to socialization activities such as field trips, neighborhood walks, and other outdoor group activities. Staff and the parent/guardian should recognize that they serve as role models to the children and should not smoke in front of them.

When buildings are shared with a Youth Education Department activity, we will take steps to decrease student's exposure to tobacco smoke from other occupants. This can include altering traffic patterns and/or establishing a "Smoke-Free Zone" around the Youth Education Department's activity location. This policy does not apply during a presentation or field trip related to Native American cultural customs in which tobacco is utilized.

YOUTH EDUCATION DEPARTMENT GENERAL POLICIES

Youth Sponsorship Program

General Information

- The Youth Sponsorship can be used two times per calendar year for a **total** maximum amount of \$200. This program is available to all enrolled Confederated Tribes of Grand Ronde students regardless of location. ***Residency in Oregon is not a requirement.***
- The program has open enrollment (can be accessed at any time throughout the year, however applications must be *received* by the Youth Education Department no later than the first Friday in December. This allows enough time for the application to be processed and the check to be issued within the same calendar year. Any application received after the first week in December will be applied toward the next calendar year based on funding availability.
- The Sponsorship can *only* be applied directly to a vendor of a ***structured activity*** that focuses on education, sports, recreation, enrichment or culture. A list of approvable/non-approvable items for the Sponsorship program is attached. ***No reimbursements will be made to parents except for extreme extenuating circumstances, and at the sole discretion of the Youth Education Department. Unless prior arrangements are made between the parent and the Youth Education Department, payment will be made directly to the vendor. In the event of an approved reimbursement arrangement, the completed application must be submitted no later than thirty calendar days from the date of payment in order to be approved. No arrangements for Purchase Orders with established vendors will be made.***

There is no guarantee an application will be approved even though it has been completed and submitted. Upon review of the completed application packet, the Youth Education Department reserves to the right to approve and/or deny any application at its sole discretion.

Eligibility Guidelines:

- Youth must be an enrolled Confederated Tribes of Grand Ronde Member.
- Youth must be currently enrolled in K-12th grade.

YOUTH EDUCATION DEPARTMENT GENERAL POLICIES

Youth Sponsorship Program (continued)

Returned Youth Sponsorship Application Packet must include:

1. **Completed Youth Sponsorship Application**
2. **Printed information on the program in which the youth wants to attend** (camps, tutorial services, structured educational activity, recreational, athletic programs, etc...). This information must include whom to make the check to, address, cost, and the description of the program/service. Examples may include a brochure, flyer, invoice for services, printout from website, etc...
3. **Verification of school or educational enrollment** Verification needs to be a letter from a school or school district on official letterhead stating that the youth is currently enrolled in their educational program. In the event that a student is applying for a sponsorship during the summer months, verification of enrollment of the previous academic year is required. Any verification submitted must include a signature and contact information. **Report cards will not be accepted.**
4. **Verification of Tribal enrollment** A copy of the student's Confederated Tribes of Grand Ronde enrollment I.D. card or an official letter from the Confederated Tribes of Grand Ronde Member Benefits Department (503-879-2490) stating that the youth is an enrolled Confederated Tribes of Grand Ronde Member is required.
5. **Completed W-9 Form** This form verifies either the Tax ID or Social Security number of whom the check will be made to. A completed and signed form is required for each separate application.

All of the information listed above must be received in one mailing to ensure a timely response. If the application packet is not complete when received, the applicant will be notified by telephone, email, and/or mail as to what additional documents are needed to process your application.

Allow three weeks to process your completed application once it is received in the Youth Education office, longer if the application packet is not complete. Sponsorships are tracked using the date the check is mailed from Confederated Tribes of Grand Ronde Youth Education Department. *Sponsorships are available on a first-come first-serve basis dependent upon funding availability.* The student/parent is solely responsible for all contact with the vendor (application, registration, any documentation required by the program/service). The Youth Education Department will mail the check directly to the vendor once we receive the check from the Confederated Tribes of Grand Ronde Accounting Department.

YOUTH EDUCATION DEPARTMENT GENERAL POLICIES

Youth Sponsorship Program (continued)

Item Categories for Sponsorship

Below is a list of examples of items which can or can't be approved under the Youth Sponsorship program. Please be advised that this list serves only as examples. The Youth Education Department reserves the right to approve or deny any application at its sole discretion.

Approvable Items	Non-Approvable Items
Academic Services Tutoring, Joint-Enrollments, Classes, Conferences, Trainings, Registration Fees, Textbooks, School Fees	Food (Personal, School Meals, etc...)
Athletic Programs Registration Fees, Membership Fees, <i>Required</i> Uniforms/Supplies	Clothing *Unless <i>required</i> for a structured class (School Clothing Voucher program available through Social Services)
Enrichment Programs Music, Art, Dance, Summer Camps	Personal Travel Vacations, Family Outings, Fuel Costs
Memberships YMCA, Boy/Girl Scouts, Aquatic Centers, Fitness Centers	Fines Overdue Library Books, Meal Charges, etc...
Culture Classes, <i>Required</i> Supplies for Cultural Classes	Regular School Supplies (School Supply Distribution available the third week of August)
School Field Trips Local, State/Country-Wide, International	Laptops
	Yearbooks/Graduation Items (Contact Adult Education Department for programs for Graduation)

By signing the Youth Sponsorship application, the parent is agreeing that all information provided is correct and accurate, and any false information provided is grounds for denial of funding. In the event that it is discovered at any time that false information has been provided and/or the funding has not been used toward the purpose listed on the application, the parent/guardian will forfeit the next year's Youth Sponsorship funding availability for that student. Also in this event, parents/guardians that sign the Youth Sponsorship application will be responsible for refunding the entire amount granted.

YOUTH EDUCATION DEPARTMENT GENERAL POLICIES

School Supply Distribution

Before the start of a new school year, the Youth Education Department will strive to alleviate some of the financial pressure which a parent/guardian can face when it comes to providing students with school supplies.

The third week in August marks our annual School Supply Distribution. Checks in the amount of \$100 will be provided based on the following eligibility:

- Student(s) must be an enrolled member of the Confederated Tribes of Grand Ronde
 - The student(s) tribal ID is required at the time of distribution; only a Tribal ID card, photocopy of Tribal ID card, and/or a letter of verification from Member Services will be accepted
- Pick up will only be available at specific times and locations which will be advertised in two issues of Smoke Signals, the reader board, and all-employee emails prior to the distribution. Please be advised that there is a limited amount of gift cards available. All distribution is on a first come, first served basis.
- Only a parent/guardian can pick up the gift card and provide a signature as proof of distribution. In the event that the parent/guardian is unable to attend and/or sign for the gift card, one designated person may represent the parent/guardian only with a note signed by the parent/guardian specifically naming the designated party. That person will require a photo ID to pick up the gift card.

Honor and Recognition Annual event gift clarification

Every June, the CTGR Education department recognizes tribal members for their academic completion successes. Particularly with the K12 students, 8th grade students promoting to high school and seniors graduating from High school are eligible to be recognized and receive a gift from the education department for their success.

Students who are unable to attend the Honor and Recognition event but submit their form to the CTGR Education department by the deadline, the Youth Education department will be mailed their gift within one month of the event.

Communication – Alert Sense Communications

During the application processes for the K 6-12 programs, there will be added an optional document for parents to sign-up for Alert Sense communication tool which students can opt in to receive updates

Authority and Purpose

Tribal Authority for Youth Education Program: Program Established: 1996

Confederated Tribes of Grand Ronde provides the majority of funding for overall program services which are designed to meet the educational and cultural needs of this specific population. CTGR will provide for additional programs such as Honor and Recognition Awards, Youth Sponsorship Program, Summer Youth Employment, facilities and the related costs.

Authority for Johnson-O'Malley (JOM) Program:

The Congressional Act of June 18, 1934, authorized a program of assistance for educational services and cultural opportunities. It provides supplemental services to students enrolled in a federally recognized tribe. Funds are administered by the BIA on a contract basis with Native American organizations and tribal groups. JOM funding allows the program to include enrolled or descendent Native American youth attending Willamina School District, Sheridan School

YOUTH EDUCATION DEPARTMENT GENERAL POLICIES

Dissemination of Information

It is the responsibility of the Youth Education Program staff to see that members of the Confederated Tribes of Grand Ronde, community of Native American children and families, tribal staff, tribal government officials, community, and the local private and public agencies which are working with the Indian communities are kept consistently and fully informed of the services provided by the program.

In addressing the area of communication, the staff will establish and maintain a network of communication in the following manner:

1. Written Communication:
Dissemination efforts will be provided by written correspondence to students, through mailings and flyers. Correspondence will be sent to all individual requests for Youth Education Program application information on an ongoing basis. As need arises, posters will be prepared for public display at tribal offices, Housing, and tribal gatherings. Additional direct written contacts and e-mail will be conducted with other agencies, tribes, and programs as needs arise.
2. Oral Communication:
Activities will be carried out via direct personal contacts, by telephone, through home and school visitations, and at staff and parent/guardian meetings. Information will also be provided at scheduled staff and parent/guardian meetings, seminars, and training/conferences as they are presented by Youth Education Program and related programs on an on-going basis.

3. Educational Agencies:
The Title VII Indian Education program, OIEA, Education Division programs, local school districts, and other education related agencies and service providers will be contacted as need arises.

4. Meeting and Conferences
Tribal Council meetings will be utilized to disseminate information regarding Youth Education services as needs arise. General Council will be used to provide informational overview and presentation of program services on an annual basis. Updated program information will be provided to the Tribal Education Committee at their monthly meetings or as need arises. Program status reports will be shared with the staff of the Education Division at regular staff meetings and to parent/guardians at parent/guardian Board meetings.