

North Fork Rancheria Tribal TANF After School Program



Student Parent Handbook 2017- 2018

After School Program
Family Wellness Youth Center
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After School Program (ASP)

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MISSION STATEMENT

To provide afterschool homework assistance with academic and cultural enrichment opportunities in a safe and caring environment in accordance to TANF Purposes III and IV¹.

VISION STATEMENT

To inspire Native youth to flourish by providing learning opportunities that support personal growth so that they may be positive examples of achievement and are willing to contribute to the success of Native communities.

GOALS AND OBJECTIVES

HOMEWORK:

1. Provide homework assistance and a quiet location for students to work on homework or other academically-enriched activity for up to 45 minutes each day, depending on grade level. Students and their parent/guardian are responsible for completion of homework.
 - A. A staff member can provide homework assistance to students in a group of 10 or less for groups of similar grade levels.
 - B. Students will be separated by pre-determined grade levels into different sections (classrooms) of the building.
 - C. Separate sub-sections will exist within each classroom for students to work quietly on an enrichment activity if they do not have homework or choose not to do homework.
 - D. Students are actively engaged in homework or enrichment activity and will have less than three (3) classroom interruptions during the homework period.

ENRICHMENT:

2. Provide standards-based, academically-relevant, engaging enrichment activities at least once a week with a focus on literacy and mathematics that support what students are learning in their classrooms.
 - A. A staff member will communicate with North Fork Elementary teachers at least once a month to determine literacy and math skills being taught in the classroom for each grade level.
 - B. Staff will utilize or develop grade appropriate lesson plans that are aligned with California Common Core State Standards and Next Generation Science Standards.
 - C. Staff will provide engaging activities that are considered hands-on, project-based and/or tailored to student interests.

CULTURE:

3. Provide at least one Native culture-based activity per month.
 - A. Staff will utilize the Native community whenever possible to bring culturally-relevant activities to the afterschool program.

¹ TANF Purpose III: Prevent and reduce the incidence of out-of-wedlock pregnancies
TANF Purpose IV: Encourage the formation and maintenance of two-parent families

GOALS AND OBJECTIVES CONT.

- B. Whenever possible, Mono language will be incorporated into culture and/or academic specific activities.
- C. Culture-based activities may include games, stories, art and projects.

CHARACTER DEVELOPMENT:

- 4. Provide a caring environment through staff modeling and by providing character development activities for students on a monthly basis.
 - A. Staff will model positive behaviors at all times so as to provide real-life examples of expected behaviors and actions.
 - B. Staff will utilize the Six Pillars of Character² and GONA Circle of Courage³ to educate and measure student character development.
 - C. Students opportunities for displaying good character will be provided in association weekly academic and/or cultural enrichment activities.
 - D. Student opportunities to reflect on character development will be provided through weekly academic and/or cultural enrichment activities and end-of-week reflection journal.

DISCIPLINE:

- 5. Provide a safe environment by timely enforcement of the ASP Discipline Policy and a review of expected student behaviors once a week.
 - A. Staff will immediately and appropriately respond to violations to the Discipline Policy as outlined in Staff Procedures.
 - B. Staff and appropriate students will reflect upon violations of the Discipline Policy at the earliest, appropriate time.
 - C. Staff will review expected student behaviors with all students on the first day of ASP every week and as necessary throughout an activity.

PHYSICAL ACTIVITY:

- 6. Provide students with opportunities for physical activity on a weekly basis.
 - A. Staff will provide opportunities for physical activity in conjunction with enrichment activities whenever possible.
 - B. Staff will utilize Just Move It Physical Activity Kit curriculum in lieu of or in addition to physical activity opportunities delivered through enrichment activities.
 - C. Staff will provide opportunities for outdoor physical activity within enrichment activities as appropriate conditions exist.

² See Appendix

³ See Appendix

ENROLLMENT

Enrollment will be limited due to space, staff limitations and transportation; however priority of North Fork Rancheria Tribal TANF always goes to North Fork Rancheria Tribal TANF clients first, Prevention clients second, and North Fork Mono tribal citizens third. Acceptance into the ASP is based on the first-come, first-served basis for those who have completed and updated paperwork. In some cases, a student may be placed on a waiting list if there is not a space available. New additions added in the middle of the program year must attend an orientation prior to attendance.

FORMS:

All forms must be completed and submitted PRIOR in order for your child(ren) to begin the program. Students may NOT attend unless their paperwork is complete and updated due to safety reasons. Old paperwork from the previous school year will not be accepted. A delay in completing updated paperwork may result in your child to lose their spot in the ASP.

SUSPENSION:

Reasons for suspension or expulsion from the ASP may include the following but are not limited to:

1. Missing six (6) days of program per semester, as according to the semesters of Chawanakee School District
2. Student not responding to disciplinary actions or attempts to correct behavior. Behavior continues to be disruptive, dangerous, or distracting to others.
 - a. Disciplinary actions would include incident reports, a parent-student contract, etc
3. Parent/guardian or student not complying with policies outlined in handbook
4. Failure to provide notice of six (6) absences
5. As determined by Family Wellness Supervisor

Family Wellness understands that emergencies and special circumstances arise. The priority of Family Wellness is to provide a safe space for students to excel in their academics and we will do what is best for the program and students overall.

ATTENDANCE

In order to remain eligible to attend the ASP, a student must not have more than six (6) unexcused absences per semester from program. At the beginning of the next semester, the count will restart. Repercussions for missing more than six (6) program days included a suspension of three (3) program days, and being placed at the end of the waitlist. Excessive absences may result in expulsion. Family Wellness reserves the right to address attendance of students on the case-by-case basis if necessary.

ABSENCES:

Unless notified, Family Wellness assumes that students are attending program. If your student will not be attending, please notify Family Wellness staff via text on the Remind application or by phone at (559) 877-7277.

1. Unexcused absences including, but are not limited to: no call no show, suspension from school that fall on program days.
 - a. **Absences may be cleared by the end of the week on Friday, 5:00PM.**
If not cleared by this time, the absence will be counted as unexcused
 - b. If students do not attend school, they cannot attend program, (unless it is medically related, such as a doctor's appointment).
 - c. Student choosing not attend program when they have been confirmed to attend.
2. After six (6) times Family Wellness is not notified of a student's absence, the student will be dropped for three (3) program days. Further instances may result in expulsion.

SIGN-IN:

Students must sign themselves into program upon arrival with their first and last name.

SIGN-OUT:

1. Students cannot sign themselves out of program unless their parent has provided in written form saying otherwise or a parent/guardian has filled out a Student Sign-Out Form.
2. Only the names listed on the student's Program Release can sign out the student. This is to protect the safety of your child. An authorized person must provide written notice if someone other than who is listed on their file needs to sign out their child(ren) and immediately add that person to their Program Release Form.
3. Parents must notify Family Wellness staff if there is a change in drop-off location
4. Individuals listed on the sign-out sheet must be at the designated location at the drop-off time. If no one is available, the student will be taken to the next person on their form.
If no one can be reached, Child Protective Services and/or the Sheriff will be called.
Multiple instances may result in suspension or expulsion of student.

HEALTH POLICY

According to State Regulations, ill children cannot be accepted into after school programs. A student who is not at school due to illness cannot come to program (this qualifies as an excused absence if the parent notifies ASP by the end of the week on Friday). Should a child have a health concern, he/she will be secluded and the parents will be immediately notified to promptly pick up the child (not to exceed 30 minutes). Please notify us at once if your child has a communicable disease.

The following guidelines will be used to determine if your child will be excluded from program due to illness:

1. A fever of one hundred degrees, or has had one in the past 24 hours.
2. A constant cough, wheezing, nasal discharge, sneezing, vomiting or diarrhea.
3. Symptoms of a communicable condition.
4. Lice, scabies, ring worm or any other communicable viruses

Staff reserves the right to check for the following illnesses and/or injuries, within reason.

MEDICATION:

Any student who requires to carry their own medication **MUST** fill out a Medication Form. Family Wellness personnel are not permitted to administer medication to children. All medication must be dispensed by the school office prior to coming to ASP. Students who need inhalers or have an allergy that requires an epi-pen need to notify Family Wellness staff of the child's chronic condition or allergy. During full-day programs only trained personnel are allowed to administer medicine.

INJURIES:

The staff makes every effort to insure the safety of your child. Unfortunately, minor accidents may occur. If your child is injured, first-aid procedures will be followed. In the case of serious accidental injury, we will make every attempt to contact you and 911 will be called when appropriate.

HOMEWORK POLICY

The purpose of homework is to strengthen academic skills, reinforce concepts taught by teachers, and develop student responsibility and accountability. Positive results of homework include better retention of factual knowledge, increased understanding of material, better critical thinking, concept formation and information processing skills. ASP recognizes that homework is not the only circumstance under which after school learning takes place. Many other opportunities to learn exist through engaging activities not usually experienced in the school classrooms. Therefore, we have established a policy to outline the parameters of homework assistance provided by the ASP staff.

STUDENT RESPONSIBILITY:

1. It is the responsibility of the student to note and understand the homework assignment, bring homework with them to the ASP, complete it and return it to school on the required day. Students participating in the ASP are expected to be respectful of other students concentrating on homework completion.
2. If students do not have homework, choose not to work on their homework or complete their homework before the allotted time ends, they are expected to quietly read or work on a provided enrichment activity.
3. Consistent disruption of homework time will result in disciplinary action up to and including removal from the ASP.

STAFF RESPONSIBILITY:

The ASP provides up to 45 minutes per day to complete homework, depending on grade level. The program will provide a quiet environment that promotes self-study. Students will be encouraged to work on homework independently whenever possible so that it reflects student's ability. The ASP staff will assist students when necessary. ASP staff is not responsible for correcting student homework as homework is a teacher assessment tool.

PARENT RESPONSIBILITY:

While the ASP will provide an environment to work on their homework, it is the parent's responsibility to ensure homework is completed. The parent is responsible for checking student homework and providing opportunity for the student to complete any homework not completed during the ASP.

Parents who have concerns about homework should contact their child's teacher and ASP staff.

DISCIPLINE POLICY

Family Wellness staff is committed to providing a safe, positive, and structured environment for all children in the program. Although Family Wellness Youth Center is a different educational setting than the regular school day, appropriate student behavior is still expected. Please review the following rules and consequences that will guide the behavioral appropriateness of the Family Wellness After School Program. Parents **MUST** sign the contract to acknowledge their acceptance and understanding of the policy(s).

RULES:

1. Show respect at all times.
2. Use appropriate language at all times.
3. Follow instructions set forth by Family Wellness staff.
4. Refrain from damaging any school property.
5. Refrain from disruptive behavior, fighting, violence of any kind, and any sexual inappropriateness.
6. Do not use computers in any inappropriate ways, nor visit unauthorized internet sites.

Family Wellness staff will make every effort to communicate with parents when a disciplinary action has been taken. Please know that all the rules will be reviewed with students and parents/guardians at the beginning of the school year. It is imperative that both students and parents understand the expectations of ASP as well as the potential consequences. As a part of our program we value the character we as staff model to your children and the influences that surround our youth in the learning environment they will attend. We in turn will provide character building techniques that will positively influence interaction with all children alike.

The following is a copy of the rules of the program and the consequences if rules are violated at the after school program. Permanent dismissal from the after school program may result from an excessive number of incident reports or behavior. The Family Wellness Supervisor will reserve the authority to exercise good judgement and issue a greater or lesser consequence as needed based on Family Wellness staff feedback.

CONSEQUENCES:

1. Verbal warning
2. Written incident report going home, and child redirected
3. Student sent home

****We ask that you discuss the information listed above with your child. We appreciate your efforts and thank you for continued support in making appropriate behavior a priority for all children****

DISCIPLINE POLICY CONT.

INCIDENT REPORTS:

3 Incident Reports= Parent/teacher conference (student cannot return until the parent and Family Wellness staff have met), behavior contract placement, not eligible for the next field trip

4 Incident Reports= Suspension from ASP for three (3) days.

5 Incident Reports= Suspension from ASP for remainder of semester. May result in being added to the bottom of the ASP waiting list

Incident reports are given for the following reasons:

1. Defiance/Disrespect:
 - a. Refusing to listen or follow directions from staff.
 - b. Continuing with inappropriate actions.
 - c. Destructive behavior, defacing tribal property.
 - d. Rough-housing
2. Bullying/Harassment
 - a. Verbal (teasing, name-calling) or physically hurting another student, inappropriate touching, hitting, pushing or play fighting.
 - b. Making jokes at other student's expense.
3. Cell Phone/Tablets/ Electronics
 - a. Not allowed once they enter transportation vans, and throughout the course of the program and including the ride home.
 - b. Please see the personal property policy in regards to liabilities
4. Inappropriate language/remarks
 - a. Cussing, sexual jokes

ZERO TOLERANCE:

Bullying, fighting, sexual touching, bringing weapons, leaving the property, racial slander, drugs and alcohol, visiting inappropriate websites, illegal movie sites. Students who participate in the following will not be granted a warning. Depending on severity, student will be subject to discipline action up to and including suspension from the ASP program. Determination of discipline level will be left to the discretion of ASP staff and Family Wellness Supervisor.

ANTI-BULLYING POLICY

ASP believes that all students have a right to a safe and healthy school environment.

What is bullying? Bullying can be pushing, shoving, hitting, and spitting, as well as name calling, picking on, making fun of, laughing at, and excluding someone. “Cyber bullying” is when a child, preteen or teen is tormented, threatened, harassed, humiliated, embarrassed or otherwise targeted by another child, preteen or teen using the Internet, interactive and digital technologies or mobile phones. Bullying and cyber bullying causes pain and stress to victims and is never justified or excusable as “kids being kids,” “just teasing” or any other rationalization. The victim is never responsible for being a target of bullying or cyber bullying.

ASP expects students to immediately report incidents of bullying to staff. Staff who witness such acts will take immediate steps to intervene when safe to do so and will report back to the Family Wellness Supervisor. This policy applies to students on grounds, while traveling to and from ASP or an ASP-sponsored activity.

A Student Code of Conduct to be followed by every student while on ASP grounds, or when traveling to and from the ASP or a ASP-sponsored activity.

The Student Code of Conduct includes, but is not limited to:

1. Any student who engages in bullying may be subject to disciplinary action up to and including expulsion.
2. Students are expected to immediately report incidents of bullying to staff
3. Students can rely on staff to promptly investigate each complaint of bullying in a thorough and confidential manner
4. If the complainant student or the parent of the student feels that appropriate resolution of the investigation or complaint has not been reached, the student or the parent of the student should contact the Family Wellness Supervisor. The NFR Tribal TANF After School Program prohibits retaliatory behavior against any complainant or any participant in the complaint process.

The procedures for intervening in bullying behavior include, but are not limited, to the following:

1. All staff, students and their parents will receive a summary of this policy prohibiting intimidation and bullying: at the beginning of the school year, as part of the student handbook and/or information packet, and as part of new student orientation.
2. The NFR Tribal TANF Family Wellness After School Program staff will make reasonable efforts to keep a report of bullying and the results of investigation confidential.
3. Staff who witness acts of bullying shall take immediate steps to intervene when safe to do so. People witnessing or experiencing bullying are strongly encouraged to report the incident; such reporting will not reflect on the target or witnesses in any way.

ANTI-BULLYING POLICY CONT.

CONFLICT RESOLUTION:

ASP believes that all students have a right to a safe and healthy school environment. Part of a healthy environment is the freedom to openly disagree. With this freedom comes the responsibility to discuss and resolve disagreements with respect for the rights and opinions of others.

To prevent conflict, the ASP will incorporate conflict resolution education and problem solving techniques into the curriculum and campus programs. This is an important step in promoting respect and acceptance, developing new ways of communicating, understanding, and accepting differing values and cultures within the school community and helps ensure a safe and healthy learning environment

ASP will adopt a Student Code of Conduct to be followed by every student while on school grounds, when traveling to and from a NFR Tribal TANF Family Wellness After School Program -sponsored activity. The Student Code of Conduct includes, but is not limited to, the following:

1. Students are to resolve their disputes without resorting to violence.
2. Students, especially those trained in conflict resolution and peer mediation, are encouraged to help fellow students resolve problems peaceably.
3. Students can rely on staff trained in conflict resolution and peer mediation strategies to intervene in any dispute likely to result in violence.
4. Students needing help in resolving a disagreement, or students observing conflict may contact an adult or peer mediators.
5. Students involved in a dispute will be referred to a conflict resolution or peer mediation session with trained adult or peer mediators. Staff and mediators will keep the discussions confidential.
6. Conflict resolution procedures shall not supplant the authority of staff to act to prevent violence, ensure campus safety, maintain order, and discipline students.

TECHNOLOGY

As used herein, the term “Computer[s]” refers to any desktop, laptop, or other mobile computing device owned or issued by the North Fork Rancheria Tribal TANF to any student for school and/or home use. The term “Privately-Owned Computer[s]” refers to any privately-owned desktop, laptop, or other mobile computing device. The term “Computer Services” refers to the North Fork Rancheria Tribal TANF network or Internet connections used to access school or Internet-based information.

All students are responsible for their actions and activities involving Computers and/or Computer Services, and for their Computer files, passwords and accounts. These rules provide general guidance concerning the use of the Computers and/or Computer Services and examples of prohibited uses. The rules do not attempt to describe every possible prohibited activity; students, parents and ASP staff who have questions about whether a particular activity is prohibited are encouraged to contact ASP staff or Supervisor. These rules apply to all Computers and/or school Computer Services regardless of how they are accessed.

ACCEPTABLE USE

1. North Fork Rancheria Tribal TANF Computers and/or Computer Services are provided for educational purposes and research consistent with North Fork Rancheria TANF/ASP educational mission, curriculum and instructional goals.
2. Students must comply with all North Fork Rancheria Tribal TANF policies, ASP rules and expectations concerning student conduct and communications when using Computers and/or Computer Services, whether on or off school property.
3. Students also must comply with all specific instructions from ASP staff and when using the Computers and/or Computer Services.

UNACCEPTABLE USE

1. Accessing or Communicating Inappropriate Materials - Students may not access, submit, post, publish, forward, download, scan or display defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing, bullying and/or illegal materials, images (still or video) or messages.
2. Illegal Activities - Students may not use Computers and/or Computer Services for any illegal activity or in violation of any policy/procedure or ASP rules. North Fork Rancheria Tribal TANF assumes no responsibility for illegal activities of students while using Computers and/or Computer Services.
3. Violating Copyrights or Software Licenses - Students may not copy, download or share any type of copyrighted materials (including music or films) without the owner’s permission; or copy or download software without the express authorization of ASP staff.

TECHNOLOGY CONT.

Unauthorized copying of software is illegal and may subject the copier to substantial civil and criminal penalties. The North Fork Rancheria Tribal TANF assumes no responsibility for copyright or licensing violations by students.

4. Downloading “Apps”- Students may download apps onto mobile devices issued by the North Fork Rancheria Tribal TANF provided that those apps do not violate the other provisions of this section regarding “Prohibited Uses” and provided they are downloaded from an authorized source. In the event school staff discovers inappropriate materials on a student device, the device may be confiscated and the materials removed without student permission, even if it means the loss of student-purchased material, and appropriate restrictions may be placed on the student’s future Computer use. The ASP staff also has the right to confiscate or search Computers at any time with or without cause as part of an effort to deter violations of these rules and to confiscate and search Privately-Owned Computers on ASP grounds upon reasonable suspicion of a violation of this “Prohibited Uses” section.
5. Plagiarism - Students may not represent as their own work any materials obtained on the Internet (such as term papers, articles, music, etc). When Internet sources are used in student work, the author, publisher and web site must be identified.
6. Use for Non-School Purposes - Using Computers and/or Computer Services for any personal reasons not connected with the educational program or school assignments is permissible so long as those uses do not constitute a violation of the “Prohibited Uses” section of these rules and/or are not interfering with the educational purpose of these devices by the student or others.
7. Misuse of Passwords/Unauthorized Access - Students may not share passwords, use other users’ passwords, access or use other users’ accounts, or attempt to circumvent the network security systems and/or Computer Services.
8. Malicious Use/Vandalism - Students may not engage in any malicious use, disruption or harm to Computers and/or Computer Services, including but not limited to hacking activities, “jail breaking”, and creation/uploading of computer viruses.

ADDITIONAL RULES FOR PRIVATELY-OWNED COMPUTERS

1. Students are permitted to use Privately-Owned Computers in school provided that they comply with the policy and rules governing Computer and Internet Use, there is a

TECHNOLOGY CONT.

suitable educational basis for the request, and the demands on the North Fork Rancheria Tribal TANF network or staff are reasonable. In addition, if requested, the student must provide to the technology coordinator such information as IP addresses and login passwords as to enable enforcement of all policies and rules regarding use of Computer Services.

2. ASP staff has the authority to determine whether use of a student's Privately-Owned Computer would place an undue burden on or could interfere with the Computer Services.
3. The North Fork Rancheria Tribal TANF is not responsible for damage, loss or theft of any Privately-Owned Computer.
4. Students have no expectation of privacy in their use of Computer Services while using a Privately-Owned Computer at North Fork Rancheria Tribal TANF.
5. Violation of any North Fork Rancheria Tribal TANF policies, administrative procedures or school rules involving a student's use of Computer Services or a Privately-Owned Computer may result in the revocation of the privilege of using the computer at ASP and/or disciplinary action.

PERSONAL DEVICES

North Fork Rancheria Tribal TANF will not be responsible for damage, loss, theft or harm to files, data, or hardware. Student and parent agree to not hold the North Fork Rancheria Tribal TANF responsible for the failure of any technology protection measures, violations of copyright restrictions, or users' mistakes or negligence. Student and Parent agree to indemnify and hold harmless the North Fork Rancheria Tribal TANF for any damages or costs arising out of or related to the student's use of personal digital devices.

The following provides reasoning for not allowing students to have their personal cell phones, tablets, or other electronics while at the After School Program. **This means while on the vans, during program, and on the way home, students are not to use their personal devices.**

1. **Harmful effects of digital devices:** There are concerns from the EPA about long-term exposure to wireless devices and computer screens. While there is no direct evidence of harmful effects, the EPA would discourage too much exposure for students who have video screens in front of their faces or computers in their laps. If students frequently use these devices at home, additional exposure could be viewed as harmful.

TECHNOLOGY CONT.

2. **Inappropriate materials:** While schools can limit the availability of websites that can be viewed on their network, students may find links that slipped through the system. There will also be times that students will not be accessing the Internet through a monitored network.
3. **Distraction from homework:** With the temptation of social media and texting in their hands, students may focus solely on their social life instead of the lesson plan.
4. **Child predators and cyberbullying:** Child predators are a problem everywhere. Using digital devices at school creates just that much more exposure and potential danger for students. In addition, cyber bullying is also an increasing issue. Permitting use of digital devices in the classroom could potentially lead to more of it.
5. **Provide a 'dis-connect':** While some believe digital devices make for greater connections for students, there are those who believe too much time with digital devices provide a disconnect of students from face-to-face social activities, family communications and nature. Digital devices in the classroom would probably lead to an even greater such disconnection.

TRANSPORTATION POLICY

An integral part of the ASP is transportation. Students, staff, parents and guardians are transported to and from ASP as well as on field trips by our Tribal TANF staff. It is imperative that students, parents and guardians understand the transportation policies and expected behavior that shall be followed while at the ASP while being transported in Tribal TANF vehicles. Failure to adhere to the rules as outlined in the Discipline Policy while being transported to and from the ASP and while on field trips will result in the same consequences as outlined below

1. Verbal warning
2. Incident report and loss of transportation to next trip
3. Suspension from ASP transportation services for three (3) days and following field trip
4. Expelled from ASP transportation services

SEATBELTS:

As outlined in California Vehicle code section 27315 the driver and all passengers riding in a motor vehicle are required by law to wear a seatbelt. ASP will not permit anything less than full compliance with this law. The same consequences outlined in the Discipline Policy will be in full effect for students not using seatbelts in Tribal vehicles. The driver and or staff member(s) shall remind all passengers to “buckle up” before each trip. This reminder will serve as the verbal warning. Students who choose not to “buckle up” will progress through consequences stated above. This means that after a verbal warning will be an incident report and loss of transportation to next field trip. **Failure to comply may result in students being revoked of transportation and field trips.**

FOOD AND DRINK IN TRIBAL VEHICLES:

Food and drink (except water) are not permitted to be consumed in Tribal TANF vehicles. This policy will be strictly adhered to while students are transported to and from the ASP. While on field trips staff will schedule stops for meals, rest and bathroom breaks. Consumption of food and drink should be done at these stops. Unfinished food and drink will not be permitted on the Tribal TANF vehicles. Passengers are expected to either finish or throw away unfinished food and drink items. **Failure to comply may result in students being revoked of transportation and field trips.**

FAMILY WELLNESS CODE OF CONDUCT

As a participant in Family Wellness activities, or in allowing one or more of my children to participate in Family Wellness activities:

1. I will comply with the requirements and directions of the various Family Wellness programs;
2. I will supervise my children and interact with them appropriately;
3. I will not use profanity, abusive language or inappropriate sexual references;
4. I will refrain from inappropriate physical contact of any kind;
5. I will treat Family Wellness staff with respect and will convey any concerns I may have in a respectful and positive manner;
6. I will not use cell phones during an event, and if I must use my phone, I will move to a private area where I will distract others;
7. I will refrain from the use of tobacco, alcohol or drugs during events;
8. I will refrain from speaking negatively or posting negative comments on social media concerning the Family Wellness program, its staff or other participants;
9. I understand that Family Wellness activities are based on a first-come, first-served basis, and in order to be eligible, my household must include a child under the age of 18 years old;

This Code of Conduct is intended to ensure that all participants are treated with respect, fairness and integrity and that their privacy is protected. Suggestions for program improvement are welcome, but if I am unsatisfied with a decision or policy of the Family Wellness department I may speak to a supervisor, and I have the right to file a complaint. Formal complaints will be investigated and resolved within 30 business days from the date of receipt. Failure to abide by this code of conduct can result in: warning, parent notification, minors sent home at their parent's expense, disqualification from future events, or other consequences



FAMILY WELLNESS CODE OF CONDUCT SIGNATURES

I have read and understand the policies set forth in the Family Wellness Code of Conduct. I acknowledge and agree to abide by them as a participant, or parent of a participant in the North Fork Rancheria Tribal TANF After School Program.

I _____, agree to abide by this Code of Conduct and am aware that any infraction(s) of the Code may affect eligibility to participate in North Fork Rancheria Tribal TANF Family Wellness programs.

Student Name (Please Print) Date

Student Signature Date

Parent Name (Please Print) Date

Parent Signature Date

PARENT/STUDENT CONTRACT

PARENTS:

By signing this document, I acknowledge and agree to the policies set forth in the ASP Parent Handbook. As a parent of a participant in the North Fork Rancheria Tribal TANF Family Wellness After School Program, I will:

1. COMMUNICATE

- a. I will be available by phone during program hours should Family Wellness need to get ahold of me regarding my child(ren).
- b. I will maintain up-to-date contact information on file with Family Wellness, including address and phone numbers.
- c. I, or an authorized person, will be available to pick my child(ren) early in the case of an emergency, illness, or behavior problem.
- d. I, or an authorized person, will be available and on time to pick my child(ren) upon program ends.
- e. I will notify Family Wellness should my child(ren) be absent from program
- f. I will notify Family Wellness should there be any changes such as late pick-up or drop-off location change

2. SUPPORT

- a. I will communicate with my child(ren) about their assignments
- b. I will make sure my child(ren) has a block of time available each day to do their homework
- c. I will contact my child(ren)'s teacher, NFR Tribal TANF Teacher, or Family Wellness if I have questions or concerns
- d. I will make sure my child(ren) have the supplies necessary to do their homework

3. CONTRIBUTE

- a. I will attend After School Program meetings
- b. I will comply with the requirements and directions of the After School Program
- c. I will adhere to the policies outlined in the handbook
- d. I acknowledge that my child(ren) may not be eligible for incentives (trips, GPA gift cards, etc.) due to incident reports or behavioral issues, which can be left up to the discretion of Family Wellness Staff

STUDENTS:

By signing this document, I acknowledge and agree to the policies set forth in the ASP Parent Handbook. As a participant in the North Fork Rancheria Tribal TANF After School Program, I will be:

1. RESPONSIBLE

- a. I will work on my homework, quiet activity, or provided academically-enriching activity of program, or until I am instructed otherwise
- b. I will use my indoor voice
- c. I will clean up after myself
- d. I will put away my belongings in the proper place
- e. I will not run inside the Family Wellness building
- f. I will listen to ASP staff
- g. I will buckle up on the Tribal TANF vehicles

2. RESPECTFUL

- a. I will keep my hands to myself and not participate in rough-housing
- b. I will refrain from using bad language, or talk about inappropriate subjects
- c. I will follow directions of Family Wellness Staff
- d. I will respect Family Wellness and North Fork Rancheria property
- e. I will treat other students and staff with respect
- f. I will not be defiant

3. KIND

- a. I will support other students around me and offer help
- b. I will let staff know if I witness any bullying, or if someone is hurt
- c. I will use kind words towards other students and staff



PARENT/STUDENT CONTRACT SIGNATURE

I have read and understand the policies set forth in the Parent/Student Contract. I acknowledge and agree to abide by them as a participant, or parent of a participant in the North Fork Rancheria Tribal TANF After School Program.

Student Name (Please Print) Date

Student Signature Date

Parent Name (Please Print) Date

Parent Signature Date

TECHNOLOGY ACCEPTABLE USE CONTRACT

We are very pleased to bring a wide range of technologies to students, staff, and community members at North Fork Rancheria Tribal TANF. The internet and computers on our network are used to support the educational objectives of North Fork Rancheria Tribal TANF. Use of these technologies is a privilege and is subject to a variety of terms and conditions. North Fork Rancheria Tribal TANF the right to change such terms and conditions at any time.

1. Communication
 - a. I will use language that is pertinent and appropriate when submitting academic work, participating in online forums and working collaboratively. I will be thoughtful and mindful about the language I use when posting online or sending messages to someone else. I will be mindful of how my words are interpreted by others. I will not use profanity or any language that is offensive to anyone.
2. Privacy
 - a. I will be aware of privacy settings on websites to which I subscribe. I understand that anything I do online or electronically is not private and can be monitored. I will not share any personal information about myself, family or faculty. This includes passwords, home addresses, phone numbers, ages, and birth date.
3. Honesty and Safety
 - a. I will not engage in behavior that puts myself or others at risk. I will represent myself honestly. This includes accessing the network using an account other than my own. I will seek help if I feel unsafe, bullied or witness unkind behavior. I will only communicate with people I know. I will follow safety guidelines posted by sites to which I subscribe.
4. Learning
 - a. I will have a positive attitude and be willing to explore different technologies. I will evaluate the validity of information presented online and understand that not everything online is true. I agree to document and properly cite all information acquired through online sources including but not limited to images, videos and music.
7. Respect for self and others
 - a. I will not upload or publish personal information, private communications or photos of other people without permission. I will respond thoughtfully to the opinions, ideas and values of others. I will not send or share mean or inappropriate emails or texts.
8. Respect for North Fork Rancheria TANF/FWC and personal property
 - a. I will take care of all equipment on campus. I will report misuse and/or inappropriate content to my teachers and adults. I will use the computers on campus for school related purposes only.



TECHNOLOGY ACCEPTABLE USE CONTRACT SIGNATURE

Student Section:

I understand that it is my responsibility to honor the Acceptable Use Policy and uphold the North Fork Rancheria Tribal TANF Technology Values both online, offline, at school and at home. I understand that my actions can affect others and that I will be accountable for my behavior. I will not engage in activities that are in violation of the Technology Acceptable Use Policy.

I have read the Acceptable Use Policy and agree to follow these rules and guidelines when using technology. This applies while I am at North Fork Rancheria Tribal TANF as well as when I am off site.

Student Name _____ Grade _____ Date _____

Parent Section:

I hereby release North Fork Rancheria Tribal TANF, its personnel, and any programs with which it is affiliated, from any and all claims and damages of any nature arising from my child's use of, or inability to use, the North Fork Rancheria Tribal TANF network. I will instruct my child regarding the rules of use contained in this document and understand and agree that the agreements contained herein are incorporated into the contract under which my child is enrolled at North Fork Rancheria Tribal TANF.

I understand that it is impossible for North Fork Rancheria Tribal TANF to restrict access to all controversial materials and I will not hold the school responsible for materials accessed on the network.

I accept full responsibility if and when my child's use of technology is not in a school setting and understand that my child is subject to the same rules and agreements while not at school. I understand that North Fork Rancheria Tribal TANF encourages parents and guardians to supervise and monitor any online activity. I am aware of my child's account information and passwords for the North Fork Rancheria Tribal TANF network, Google Docs and Haiku.

Parent Signature _____ Date _____

SIX PILLARS OF CHARACTERS

CHARACTER	COLOR	DESCRIPTION
TRUSTWORTHINESS	Blue: Think True Blue	<ul style="list-style-type: none"> • Be honest • Don't deceive, cheat or steal • Be reliable--do what you say you'll do • Have the courage to do the right thing <ul style="list-style-type: none"> • Build a good reputation • Be loyal--stand by your family, friends and country
RESPECT	Yellow/Gold: Think the Golden Rule	<ul style="list-style-type: none"> • Treat others with respect; follow the Golden Rule • Be tolerant of differences • Use good manners, not bad language • Be considerate of the feelings of others <ul style="list-style-type: none"> • Don't threaten, hit or hurt anyone • Deal peacefully with anger, insults and disagreements
RESPONSIBILITY	Green: Think being responsible for a garden of finances; or as in being solid and reliable like an oak	<ul style="list-style-type: none"> • Do what you are supposed to do • Persevere: keep on trying! • Always do your best • Use self-control <ul style="list-style-type: none"> • Be self-disciplined • Think before you act--consider the consequences • Be accountable for your choices
FAIRNESS	Orange : Think of dividing an orange into equal sections to share fairly with friends	<ul style="list-style-type: none"> • Play by the rules • Take turns and share • Be open-minded; listen to others • Don't blame others carelessly
CARING	Red : Think of a heart	<ul style="list-style-type: none"> • Be kind • Be compassionate and show you care • Express gratitude • Forgive others • Help people in need
CITIZENSHIP	Purple : Think regal purple as representing the state	<ul style="list-style-type: none"> • Do your share to make your school and community better • Cooperate • Get involved in community affairs • Stay informed; vote <ul style="list-style-type: none"> • Be a good neighbor • Obey laws and rules • Respect authorities • Protect the environment

