

Tulalip Youth Services Policies

Department	Tulalip Youth Services
Document Type	
Title	

Application

1.0 VISION

Our youth and families have strong and powerful lives

2.0 MISSION

As our ancestors before us, we unite as one, to serve all youth by utilizing our spiritual, recreational, cultural and educational programs

3.0 OBJECTIVE

The Tulalip Tribes Youth Services Department seeks to empower our young Tulalip tribal members to pursue excellence through participation in academics and activities that nurture positive growth and development. Furthermore, we will assist our youth in achieving healthy and successful lives.

4.0 GOAL

Our goal is to equally and fairly assist those individuals and/or teams in their quest to participate in extracurricular events and activities. The Tulalip Tribes believe that our youth must be given the same means of achieving athletically and artistically as their peers in efforts to foster leaders for tomorrow.

5.0 DEFINITIONS

- a. Activity Fees/Award: Shall mean the funds that the Tulalip Tribes Youth Service Department pays to the organization on behalf of the Tulalip Tribal member; or for reimbursement for the costs of activities listed within the policy.
- b. Athletic Equipment: Shall mean required uniform, equipment and supplies for an organized activity or sport.
- c. Backup: Required supporting documentation proving participation such as (but not limited to) original receipts, invoice, registration, class schedules, flyers, team rosters and W9 if applicable.
- d. Coach/Instructor: Official coach, certified instructor or trainer shall mean the individual ultimately responsible for the named activity or program.
- e. Extracurricular: Organized activities to include, music lessons, sports activities, education programs, performing arts, educational/activity camps, cultural programs.
- f. Member: Shall mean that the individual is enrolled in the Tulalip Tribes.
- g. Music Lesson: A lesson or course of study for voice, instrumental, composition or other theory in the field of music.

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- h. Requestor: Shall mean the Tulalip Tribal member's custodial parent or legal guardian
- i. Teams: Five (5) or more youth in an activity or group
- j. Travel Fees: Shall mean the funds that the Tulalip Tribes Youth Service Department pays for participation in local, state, regional and national educational or activity programs/events.
- k. Youth/Student: Those persons enrolled and actively participating in the preschool-12th grade tribal or public educational system.
- l. Per Calendar Year: Shall mean January 1st through December 31st.
- m. Trimester: Shall mean January 1st-April 30th, May 1st-August 31st, September 1st-December 31st.
- n. MSD: Shall mean the Marysville School District.
- o. JOM: Shall mean the Johnson O'Malley Grant.

6.0 YOUTH SERVICES FINANCE

A. DISTRIBUTION OF TRIBAL PROCEEDS

The amount available to participants will be for all proposed activities or programs in the amount of \$1000.00 per calendar year, to be distributed and utilized according to application requests by the custodial parent/legal guardian. All requests will require confirmation of participation in the activity or program of their choice as defined above. This \$1000.00 may be utilized for the following

- Camp Fees
- Youth Activity Fees
- Shoe Vouchers \$90.00 per trimester
- Educational Programs
- Youth Travel Fees: These awards are available for chaperones and youth to travel to recreational (non-school sports) or cultural events. These chaperones must be custodial parents or legal guardians of participating or at least 21 years of age. Proper documentation/back up must be received by the finance staff before any such award is given. The awards will be made payable to student tribal member only or reimbursement with original receipt after verification and pre approval from Youth Service staff. Paperwork must be turned in no later than two (2) weeks prior to departure.
 - Per-diem \$30.00 per day per youth
 - Hotel \$100.00 per day
 - Registration \$125.00 per youth
- Music Lessons: To include equipment rental and/or music lessons provided by a certified instructor. *Proof of attendance for music lessons required with every invoice.

7.0 MATCHING FUNDS EDUCATIONAL/ACTIVITY: Teams/Groups that fundraise are eligible for matching funds. Funds earned will be matched up to \$1000.00 per calendar year; individuals are eligible for matching funds up to \$500.00 per calendar year.

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8.0 EDUCATION: The Private School must be accredited/state certified and following state guidelines. \$5000.00 per calendar year will allocated to tribal youth.

- Must be an enrolled tribal member
- Student must have a program plan based on the assessment or evaluation provided by the private school
- The private school must provide a letter of acceptance, which states the dates beginning and ending of the school year, the outlined education to be provided and the total charges for attending the private school for the full school year
- Parent responsibilities for their child/student are:
 1. Regular attendance, on time for classes, (three or more absences will result in being dropped from enrollment of private school.
 2. Provided transportation to and from the private school.
 3. Must submit a report card and progress report annually to the Tulalip Youth Services Department or the student will be dropped.
 4. Responsible for the student following the rules and guidelines of the private school to maintain enrollment.
 5. Private school is optional and paid for is a personal choice and should be able to meet the needs of the students as it is a service paid for, tribal tutorial funding will be forfeited.

NOTE: If the student is dropped it will be the parent's responsibility to refund the Tulalip Youth Services Program for any expenses; refund will be deducted from the parents/guardian monthly per capita until owed balance is paid in full.

9.0 HOMESCHOOL: The Tulalip Youth Services provides \$2500.00 per calendar year for certified home school program that is recognized by Washington state or state residing. According to Washington state or residing state requirements the youth must fulfill one of the following: RCW 28A.225.010 (4)

- A. Compulsory attendance age in the state of Washington is 8 years of age OR the age at which a child is officially enrolled in public school. RCW 28A.225.015
- B. If a child is under 8 and has been officially enrolled in public school, the parent must formally withdraw the child.
- C. The home-based Instruction law affects children 8 years old and older.

According to Washington state or residing state requirements, to qualify as a homeschool instructor, you must fulfill one of the following: RCW 28A.225.010 (4)

- A. Have earned 45 quarter units of college level credit.
- B. Attend a parent qualifying course.
- C. Work with a certified teacher who meets with your student on the average of an hour a week.

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- D. Be deemed sufficiently qualified to provide home based instruction by the superintendent of your school district. A declaration of intent to provide home-based instruction must be filed annually with the school district.
- E. Your declaration of intent does not limit your ability to use the public school for part-time enrollment and/or other support services.

The 11 required subjects need to be included in your curriculum. RCW 28A.225.010 (4)

- A. The 11 required subjects are reading, writing, spelling, language, math, science, social studies, history, health, occupational education, and art and music appreciation.

These do not have to be taught separately, each youth must participate in annual testing. RCW28A.200.010 (3)

To qualify for tribal funding, you must keep records and submit these documents to the Tulalip Youth Services department annually.

- A. Your homeschool records should include the student's annual test scores or assessment report.

10.0 ONLINE SCHOOL: The Tulalip Youth Services Department provides up to \$2500.00 per calendar year for an accredited online school program.

- A. Youth Services Department will consider online schooling with a written education plan and information on the online school.
- B. Online school must be accredited by an accreditation agency that is listed with the US Department of Education.

11.0 TUTORIAL: The Tutorial Program is provided by the Tulalip Youth Services Department for grades K-12. *If you attend school in the MSD you must utilize available free tutoring programs without success before you submit a request for private tutorial services*

- A. After-School Program: The after-school program provides academic support services in the areas of math, reading, science and language arts, all taught by certified teachers.
 - Located at the portables behind the Tulalip Boys & Girls Club
 - K-5th Monday-Thursday
 - 6th -12th Monday-Friday or by appointment

*Please refer to tutorial program handbook for services provided:

- B. Private Tutorial Services: Upon approval the Tulalip Youth Services will provide funding up to \$2500.00 per calendar year.
 - Youth must submit the following with your tutorial application
 - An assessment and plan from chosen private tutorial agency.

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- Must be willing to share detailed appropriate information as to the progress of the tribal students enrolled in their program.
- Progress reports must be sent monthly to youth services finance department.

NOTE: If the student is dropped it will be the parent's responsibility to refund the Tulalip Youth Services Program for any expenses; refund will be deducted from the parents/guardian monthly per capita until owed balance is paid in full.

YOUTH EMPLOYMENT: The Youth Employment Program is designed to provide youth with a positive work experience that gives them the opportunity to gain skills needed for their future. Our goal is to provide needed skill sets so that the youth will be workplace ready after High School Graduation.

A. The Youth Employment Program is for Tulalip enrolled youth between the ages of 14-18.

- **Youth will be required to submit the following:**

- Completed Youth Employment Application
- 2 Forms of Identification such as: *School ID, Tribal ID, SS Card, Tribal Affidavit, Washington State ID, Driver's License, Passport.*
- Essay: Why you should be selected to be a Youth Worker? How it will benefit you and your future?
- 2 Recommendations Letters from School Staff and/or Community Members
- Attendance Record & Grade Report
- Applications will be available for pick up at the Youth Center or with your school advocate/native liaison.

B. Eligibility Criteria

- Must be 14-18 years of age
- Proof of current enrollment as a Tulalip Tribal Member
- Provide a copy of social security card
- Must be enrolled in school attendance 90 percent
- Must have passing grades 2.0 GPA or better
- Must go through the screening process with interview
- Parent and youth signature agreement page required at time of hire

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- Must work continuously to fulfill 180 hours (no starting and stopping unless for medical reasons) signed agreement will be required

C. Job Placement

- Youth/Applicant will be required to participate in a complete job screening process which will create life skills for the hiring process requirements.
- Youth employment coordinator will approve all job placements
- Some placements will require cards/certificates such as first aid/CPR, food handlers and health and safety-youth employment will pay fees
- Confidentiality forms will be signed when/if deemed necessary
- Hours worked will abide by the federal child labor laws, this is strictly enforced
- Some placements will require uniforms and it is the responsibility of the youth to turn them in when the job is completed

D. Youth Employment Responsibilities

- Employee shall be responsible for own transportation to and from work
- All employees driving their own vehicle must show valid driver's license and proof of insurance.
- All employees will be required to clock in and out at their job sights.
- Youth will leave from job sight during working hours only when authorized by direct supervisor.
- Employee badge will be required to be on the person of the youth employee during all working hours.
- I-Pods, CD players and or other music devices. Must be left at home.
- Personal call phones may only be used on your own time(breaks & meal times)
- Employees are responsible for own meals.

E. Employee Conduct

- The Tulalip tribe is committed to maintaining a drug and alcohol free environment. Possession, use, sales, manufacturing, consumption of alcohol or illegal drugs is prohibited. Inebriation or intoxication on the job is prohibited.(this is an offense subjected to immediate dismissal)

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- Youth employees will show respect for all supervisors and co-workers.
- Youth must dress appropriately (midriffs must be covered, shorts must be tasteful, pants to be worn up to their waist. no underwear showing, etc...
- No advertisement of drugs and alcohol or gang affiliation on clothing such as (marijuana leaves, beer cans or other related designs)
- Swearing, rude offensive, abuse threatening, intimidating (such as sexual harassment) or other related conduct will not be tolerated.
- Fighting or using physical force against another person, or bullying of any kind will not be tolerated. This includes hurting gossip and rumors.
- Weapons of any kind will be prohibited

F. Discipline Actions: Youth Employment will follow all rules and regulations of the Youth Title 9 guidelines. As agreed too, should these be violated at any time appropriate action will be taken.

12.0 JOM: JOM funds are provided for native students enrolled and attending full time in the Marysville School District. JOM funds are supplementary and are not intended to take the place of Federal, state or local funds. There are FOUR QUARTERS kindergarten-5th grade receives \$45.00 each/Total of \$180.00 and 6th-12th grade \$65.00 each/Total of \$260.00 for the calendar year, according to the guidelines of the JOM in school requirements.

A. Requirements for submitting a JOM Application:

- Completed JOM Application with appropriate signatures
- Verification by the MSD Indian Education Department or documentation of ethnicity by proof of the enrollment or descendancy of tribe. (You can obtain this information from your tribe or the Bureau of Indian Affairs)
- Skyward Class Schedule
- Invoice, order form or official price listing of items requested
- If you are requesting reimbursement, you must submit original receipt

B. Financial Services Provided:

- Physical Education
- Mathematics calculator
- Placement testing fees, such as: ACT, SAT or COMPASS
- Music Classes for choir and/or band rental fees
- Class fees such as: art, wood shop, home economic, science, etc.
- Extracurricular activities, including field trips, workshops, clubs and sports
- Credit Retrieval, students must receive a pass grade in order to receive further credit retrieval funding
- For the following, student may use any of the remaining allotted \$260.00 per calendar year

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For the following, student may use any of the remaining allotted \$260.00 per calendar year.

- Summer School
- Running Start
- Graduation Supplies

Tulalip students are encouraged to utilize Youth Services Department funding resources in reference to the National Johnson O'Malley handbook.

13.0 STUDENT, CUSTODIAL PARENT OR LEGAL GUARDIAN RESPONSIBILITIES

- A. Withdrawal from any athletic, extra-curricular activity or music lessons requires prompt notification to the Tulalip Tribes Finance Department by the parent/guardian.
- B. All funding is based upon availability
- C. All awards are subject to audit by staff. Receipts must be submitted within 24 hours of purchase to the staff.

14.0 GRIEVANCE PROCESS YOUTH ACTIVITIES/EDUCATION

- A. If the parent of a student finding it necessary to file a Grievance for unfair services that they identify as not in line with policy, the following steps must be followed:
- B. The initial information grievance must be in writing. It must be specific and clearly express the parent or student's dissatisfaction with the educational support services.
 - The grievance shall be submitted to the Youth Services Activities/Education Manager. The Youth Services Activities/Education Manager will respond in writing.
 - If the problem cannot be resolved, or if the Youth Services Activities/Education Manager is considered to be the problem, a formal grievance is filed. The grievance shall be going to the Youth Services Executive Director.
 - A written response must be provided within 15 working days from date the grievance was filed.
 - A written grievance filed more than twenty days from the date of the event that caused the grievance, shall not be considered.
 - If the parent or student is not satisfied with the response the grievance shall be forwarded to the Tribes GM and the final decision will be made at that level.

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For the purposes of this policy the term “parent” may include guardian, a court appointed guardian, or a court appointed custodian of a child.

15.0 MISUSE OF FUNDS

- Any misuse of Youth Services funds will automatically disqualify youth from one (1) year of utilizing funds from Tulalip Tribes Youth Services Department. If found to have misused funds from the Tulalip Tribes Youth Services Department applicants parent/guardian’s per capita, loan and or payroll checks may be deducted until money is paid back in full
- It is the belief of the Board of Directors of Tulalip Tribes that under no circumstances will tribal monies be directly donated to tribal members on behalf of recreation activities

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