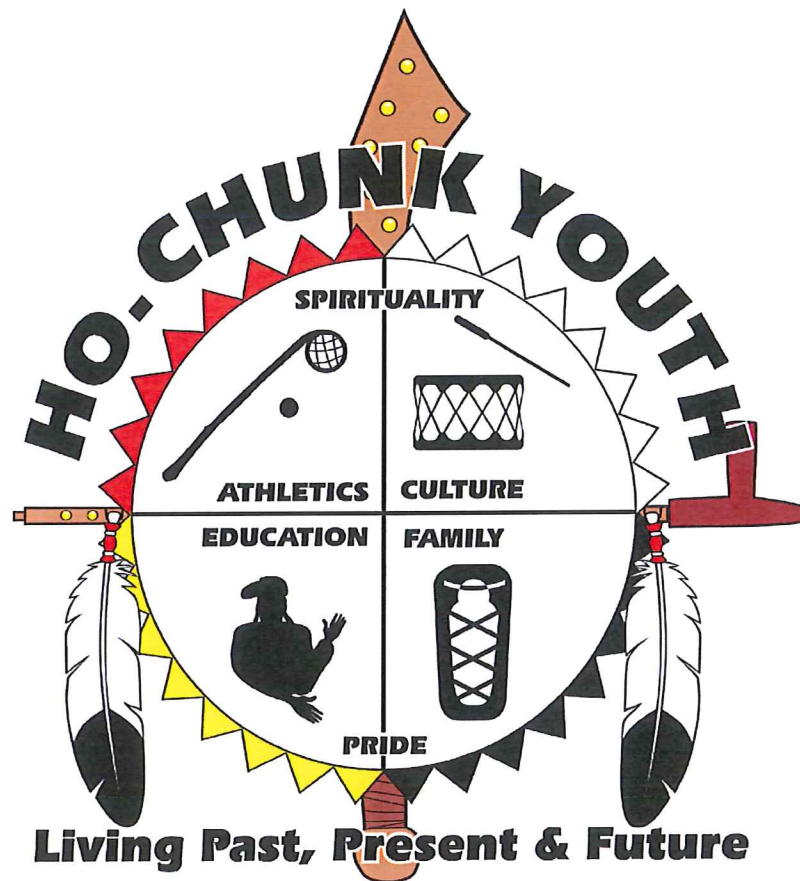


Ho-Chunk Nation Youth Services



Parent Handbook

Ho-Chunk Nation Youth Services Division

Mission Statement —

The mission of the Ho-Chunk Youth Services Division is to empower our youth with the knowledge and the skills necessary to make them healthy, productive, substance free, and responsible leaders of tomorrow; while providing them a structured, caring and safe learning environment. They will develop problem solving skills, communication skills, academic study skills and basic life skills that will allow them to interact at all levels of society. They will recapture, maintain and preserve our Hocąk Language and culture for future generations.

Revised 6/1/2012

Dear Parents/Guardians,

We feel it is important to keep you, the parents, notified of our Youth Services Program policies. We have been working hard for the last few years to get some stability within our program and recruit our Ho-Chunk families to actively participate in programming. We have had less turn over with our staff and parents, participation is up and the number of students we provide services to has greatly increased since 2008. We had roughly 140 youth, currently we have over 900 youth involve in our programming.

We know our programming is not perfect, we continue to learn from our mistakes and make the necessary improvements, and we cannot do this alone. We appreciate parental and community support, parent volunteers and parent chaperones. But our policies require us to perform criminal background checks for volunteers and chaperones, we must abide by this policy or we jeopardize the Ho-Chunk Nation receiving federal funding.

Your children's safety and well-being is of the utmost importance to us and the policies we set are to ensure that we do the best we can to protect your child while under our care. Please review these policies and sign the checklist and return to your local Youth & Learning Center to document that you received and reviewed these policies. We look forward to a successful school year for you and your children. If at any time you need assistance with concerns with your child please contact staff at your local YLC for assistance.

In October 2007, the Legislature passed Resolution 10-02-07 M to address some concerns we had regarding who could pick up your children and the visitors that were coming to our Centers that would be around the youth that participate in our Program. We all feel that the safety of the youth that participate in our program is of the highest priority.

If you ever have any questions or concerns regarding these changes contact the Youth Services Division Director. Any complaints with programming or staff must be submitted in writing to the YS Division Director, please include date, time, nature of concern, witnesses, your contact information and your signature and can be mailed or sent via email.

Francis.steindorf@ho-chunk.com

YS Division Director

PO Box 548

Black River Falls, WI. 54615

(888) 343-8190 ext. 5115

(715) 284-2622 ext. 5115



HO-CHUNK NATION LEGISLATURE

Governing Body of the Ho-Chunk Nation

HO-CHUNK NATION LEGISLATURE PROTECTION OF YOUTH AT HO-CHUNK YOUTH AND LEARNING CENTERS RESOLUTION 10-02-07 M

- WHEREAS,** on November 1, 1994, the United States Secretary of the Interior approved a new Constitution for the Ho-Chunk Nation, formerly known as the Wisconsin Winnebago Tribe; and
- WHEREAS,** the Ho-Chunk Nation ("Nation") is a federally recognized Indian Tribe, organized pursuant to the Indian Reorganization Act of 1934; and
- WHEREAS,** Article V, Section 2(a) of the Ho-Chunk Nation Constitution ("Constitution") grants the Ho-Chunk Nation Legislature ("Legislature") the power to make laws, including codes, ordinances, resolutions, and statutes; and
- WHEREAS,** Article V, Section 2(b) of the Constitution grants the Legislature the power to establish Executive Departments, and to delegate legislative powers to the Executive branch to be administered by such Departments, in accordance with the law; and Department established by the Legislature shall be administered by the Executive; the Legislature reserves the power to review any action taken by virtue of such delegated power; and
- WHEREAS,** Article V, Section 2(f) of the Constitution grants the Legislature the power to set the salaries, terms and conditions of employment for all governmental personnel; and
- WHEREAS,** Article V, Section 2(h) of the Constitution grants the Legislature the power to enact all laws prohibiting and regulating conduct, and imposing penalties upon all persons within the jurisdiction of the Nation; and
- WHEREAS,** Article V, Section 2(i) of the Constitution grants the Legislature the power to negotiate and enter into treaties, compacts, contracts, and agreements with other governments, organizations, or individuals; and
- WHEREAS,** Article V, Section 2(s) of the Constitution grants the Legislature the power to promote public health, education, charity, and such other services as may contribute to the social advancement of the members of the Ho-Chunk Nation; and
- WHEREAS,** Article V, Section 2(t) of the Constitution grants the Legislature the power to enact laws governing law enforcement on lands within the jurisdiction of the Nation; and
- WHEREAS,** Article V, Section 2(w) of the Constitution grants the Legislature the power to enact laws to regulate hunting, fishing, trapping, recreation and all other related activities on lands within the Nation's jurisdiction; and
- WHEREAS,** Article V, Section 2(x) of the Constitution grants the Legislature the power to enact any other laws, ordinances, resolutions, and statutes necessary to exercise its Legislative powers delegated by the General Council pursuant to Article III including but not limited to the foregoing list of powers; and

Executive Offices

W9814 Airport Road P.O. Box 667 Black River Falls, WI 54615
(715) 284-9343 Fax (715) 284-3172 (800) 294-9343

- WHEREAS,** the mission of the Ho-Chunk Nation Division of Youth Services is to empower Ho-Chunk Nation youth to be future leaders; to develop leadership qualities; to promote healthy lifestyles; to strengthen cultural values and to advocate for the Ho-Chunk youth while providing a positive and safe environment for enhancing their personal growth through youth activities; and
- WHEREAS,** the Ho-Chunk Youth and Learning Centers provide youth with academic assistance; weekly language classes, youth activities (recreational and physical), prevention education and cultural activities; and
- WHEREAS,** there are Youth and Learning Centers in the following communities: Black River Falls, St. Paul, Tomah, LaCrosse, Wisconsin Dells, Wisconsin Rapids, Wittenberg, Madison, Milwaukee, and Chicago; and
- WHEREAS,** the safety of youth who attend the Youth and Learning Centers is of the highest priority.

NOW THEREFORE BE IT RESOLVED, that any visitor to a facility containing a Youth and Learning Center must sign in upon entering the facility; and


BE IT FURTHER RESOLVED that when signing in the visitor will state the date and time of his or her visit and the reason for the visit; and

BE IT FURTHER RESOLVED that when leaving the facility containing the Youth and Learning Center the visitor shall sign that he or she is leaving including the date and time; and

BE IT FURTHER RESOLVED that for any child under the care of the Youth and Learning Center the staff shall not release the child to an adult who the parent with legal custody of the child has not previously provided written authorization for the Youth and Learning Center to release.

CERTIFICATION

I, the undersigned, as Tribal Secretary for the Ho-Chunk Nation, hereby certify that the Legislature of the Ho-Chunk Nation, composed of 11 members, of whom 9 constituting a quorum were present at a meeting duly called and convened and held on the 2nd day of October, 2007, that the foregoing resolution was adopted at said meeting by an affirmative vote of 9 members, 0 opposed, and 0 abstaining, pursuant to the authority of Article V, Section 2(a) and (x) of the Constitution of the Ho-Chunk Nation approved by the Secretary of the Interior on November 1, 1994, and that said resolution has not been rescinded or amended in any way. I further certify that this is a verified copy of said resolution.


Elliott Garvin, Tribal Secretary

10-2-07
Date

Communities with Ho-Chunk Youth and Learning Centers –

Black River Falls, Tomah, Wisconsin Dells, Nekoosa, Wittenberg, Madison, La Crosse and Milwaukee. All the Centers service youth in communities surrounding their Center within a 15 mile radius on a daily basis, they can assist youth outside of that area to find local resources to accommodate their needs.

Addresses:

Black River Falls D1CC
N7160 Low Cloud Rd.
Black River Falls, WI
(715) 284-8378

Wittenberg YLC
N7240 US Hwy. 45
Wittenberg, WI
(715) 253-3369

Tomah YLC
430 Julie St.
Tomah, WI
(608) 374-3960

Madison YLC
2040 Sherman Ave
Madison, WI
(608) 242-1640

Wisconsin Dells HOW
S2845 WhiteEagle Rd.
Baraboo, WI
(888) 552-7889

Milwaukee YLC
3501 S. Howell Ave.
Milwaukee, WI
(414) 747-8680

Nekoosa YLC
4946 Winneshiek Ln.
Nekoosa, WI
(715) 886-5128

La Crosse Three Rivers House
724 Main St.
La Crosse, WI
(608) 796-1550

Resource Centers:

Our Staff at these sites can help you locate local resources to assist with your child's academic needs or family needs. We are unable to provide daily services to youth in these larger cities.

St. Paul Branch Office
1724 Selby Ave
St. Paul, MN
(651) 645-5479

Program Services

What does Youth Services offer?

Youth Services provides a structured after-school program that includes; transportation, homework time, Ho-Chunk language class, snack, prevention education and an activity that empowers youth with knowledge and skills to make healthy choices in their daily routine; Nutrition and Healthy Living, Culture awareness activities, Fitness/Recreational activities, social skills to interact with their peers, Youth Leadership skills, Community Service Projects, and Arts and Crafts.

Transportation from home/school will be provided to all participants with the proper signed documents on file and after programming transported home. If alternate drop off destination is required, the parent/guardian must provide written documentation of their request. If a child is 14 years of age or older and the child is allowed to stay home unsupervised from a few minutes to a few hours the parent shall notify the YS staff they can drop-off the child when parent is not home, with the understanding that once permission is provided the YS staff shall not be held responsible or liable for any incidents that occur while the child is home unsupervised.

Summer Enrichment programming includes; the minimum of 5 hours of structured activities and a snack or lunch period. Activities should include a minimum of 3 hours of instruction; reading, math, science, writing skills and study skills, 1 hour of Hočąk language, 1 hour of prevention education and/or recreational activity.

Who can participate in the Ho-Chunk Youth & Learning Center's programming?

1. Youth Services will provide services to Ho-Chunk youth in grades K – 12.
2. Youth must be 5 years old **and** enrolled in Kindergarten.
3. Youth can be 18 years old, but **must** be enrolled and actively attending a High school, Charter school or an Alternative High school.
4. Youth must be enrolled with the Ho-Chunk Nation **or** have a parent or grandparent enrolled with the Ho-Chunk Nation
 - a. Exception to this rule would be for those Centers that are receiving Federal funds to provide services to all Native American youth i.e. BRF & La Crosse receive Title VII funding to provide services to the Native students in those school districts.
5. Participants must have parental/guardian consent with their signature on all required documents on file prior to participant attending any event sponsored by Youth Services.

In the event that space or funding is limited, preference will be based on a "First come, First serve" basis and the parent/guardian may be required to provide supplemental funds to cover a portion of the expense of the event.

Exception for special events or major trips; if funding is solely from Ho-Chunk Nation NPD then only Ho-Chunk enrolled youth would be covered.

"Field Trips, Incentive Events or Out of Center Activities" are for Youth Services participants that;

1. Attend the Youth Services Program on a regular basis
2. Or receive academic supportive services in school
3. Have had a positive and productive attitude during the required time frame
4. Shall not have any unexcused absences from school during required time frame
5. Nor have had any suspensions from school during the required time frame

"Four-year old Kindergarten" students will not be allowed to participate in the daily after-school programming. Our concern is for a student of that age, to have the appropriate social skills needed to socialize with other youth in a positive manner. If academic support is needed other than what the School District is required to provide, then Youth Services may assist.

Activities

Activities should be creative to hold the students attention and that empowers youth with knowledge and skills to make healthy choices in their daily routine; Nutrition and Healthy Living, Fitness/Recreational activities, social skills to interact with their peers, Youth Leadership skills, Community Service Projects, and Arts and Crafts. Recreation includes basketball, volleyball, softball, hiking, swimming, skating and any other physical activity. Arts & crafts include drawing, coloring, painting, and etc.

All scheduled activities should be age-appropriate and the youth need to be dressed appropriately, provide parents notice well an advance i.e. riding horses; they should wear jeans and close toe shoes or sledding; they should have snow pants, jacket, hat, mittens and boots.

Family Nights

Family Night shall be held once a month & should be an activity that involves active participation from the whole family. Transportation can be provided to promote parent involvement; request for transportation shall be made prior to the day of the scheduled event.

Out of Center Activities/Field Trips

It is the responsibility of each youth that wants to attend the out of center activity to sign up on the appropriate sign-up sheet at their YLC. The staff will not sign up the youth and will not accept phone calls or emails from parents.

Criteria for youth attending fun out-of-center activities; i.e. bowling, skating or movies

1. Youth must have participated in at least 2 Prevention Presentations
2. Youth must have participated in language class
3. Must not have had any misconduct violations
4. Must have attended school every day, some exceptions will be allowed; medical appointments, funerals & vacations

Movies

It is the responsibility of the YS staff to ensure that the movies that youth attend are age appropriate and that a chaperone accompanies all youth to the restrooms and snack bar. All youth must comply with all courtesies one can expect when watching a movie in a theater. Any youth that acts inappropriately will be removed from the theater and will not be allowed to attend the next two scheduled out of center activities.

Program Enrollment Forms

These forms must be completed every year by a parent or legal guardian and added to the student files and entered into the YS Database. These forms include: Student Registration form; *school information, emergency contact information and medical information*, Authorization of Participation, YS Transportation, Parental Authorization Release of Information, YS After-School Transportation, Alternative Drop Off Site, Permission for Media Recording, Computer and Internet Use Form and the YS Code of Conduct Form.

A youth that is placed with Children and Family Services (CFS), the Program Enrollment Forms must be completed by the staff at CFS and not the person the youth is staying with. CFS will be legally responsible for that child.

Standards of Conduct

The Ho-Chunk Nation Youth Services Division maintains a strict "Code of Conduct" for the youth who participate in the program and for the Youth Service Division employees. In order to provide a structured, caring and safe environment for all, the Youth Service employees shall always lead by example. All participants and employees will be held accountable for the choices they make; all choices have consequences. All consequences will result in a lesson to be learned for strengthening one's personal character and conduct.

Youth Services Code of Conduct

I understand to participate in the Ho-Chunk Youth Services program; I must act appropriately and use good listening skills and

- ☐ I will treat everyone; myself, other youth, parents, staff and any visitors or guests with respect
- ☐ I will use manners at all times, I will use phrases like "Thank you", "Please", "excuse me" etc.
- ☐ I will do my homework as required & will have the YS staff /tutors check my assignment notebook
- ☐ I will follow all the rules set in place at YS so we are able to have more time for activities
- ☐ I know it is wrong to play jokes or horseplay if it will hurt other people and I do not want to hurt others
- ☐ I will remember I do not like it when people hurt my feelings, so I will not say mean things to others to hurt their feelings
- ☐ I will keep my hands to myself so I do not cause harm to others
- ☐ I know it is wrong to use swear words at others and I will not swear at anyone or use inappropriate language
- ☐ I will not use inappropriate gestures, or make threats to harm anyone or bully any of my peers
- ☐ I will be honest when answering questions and participating in activities
- ☐ I will be responsible for my actions and my words
- ☐ When entering a van I will buckle my seatbelt & remain buckled until arriving at destination
- ☐ I will use my inside voice while riding in any vehicle so I do not distract the driver
- ☐ I want a healthy mind and body so, I will not use alcohol, drugs or abuse tobacco
- ☐ I will not leave the Youth Center or YS sponsored activities without a chaperone & parental permission
- ☐ If I am having a bad day I will talk to a YS staff & let them know about my day & figure out what we can do to make a positive change
- ☐ If I feel like someone is bullying me or picking on me I will let the YS staff know so we can work it out
- ☐ If I feel uncomfortable or feel like I'm treated differently than the other youth I will talk to the YS staff, or the Center Director & my parent/guardian and let them know what concerns me

I understand the above mentioned rules and will follow them when participating in the Youth Services Program as a youth, Parent, volunteer or a chaperone. I understand if I do not obey them that I shall expect the appropriate consequences for my actions which could result in a suspension of participation at the YLC or denial of attending future scheduled events, out-of-center activities or field trips sponsored by Ho-Chunk Youth Services.

Confidentiality

Youth Service employees shall NOT disclose any confidential information to anyone without prior **written** approval from the parent or legal guardian and only share with persons with the legal right to know. If YS employees are unable to determine if the requested information can be released they must contact their immediate supervisor or the Division Director for guidance. All information obtained through YS employee duties and responsibilities are the property of the Ho-Chunk Nation upon separation from the Youth Service Division employees will turn over all confidential information to their immediate supervisor. Any violations or disclosure of confidential information or documents could result in civil or criminal penalties, or employee discipline up to and including termination.

Youth Pick up/Drop off location

In accordance with the HCN Legislature Protection of youth at Ho-Chunk Youth & Learning Centers Resolution 10-02-07 M; Be It Further Resolved that for any child under the care of the Youth & Learning Center the staff shall not release the child to an adult who the parent with legal custody of the child has not previously provided written authorization for the Youth & Learning Center to release. The safety of the youth who attend the YLC is of the highest priority.

We require written permission from the parent/guardian to determine where to pick up and drop off the youth attending our programming, and that the parent/guardian is aware of our policy to protect the children under our care.

- Any changes with pick up or drop off locations it is the responsibility of the parent/guardian to **provide written** documentation to the YLC staff, staff are liable if written documentation has not been submitted.
- If the child becomes ill the parent will need to pick him/her up from the center.

Transportation

It is the policy of the Ho-Chunk Youth Services Division that all persons utilizing our transportation services must have a signed Transportation form on file with the local YLC. Transportation services include but not limited to; home/school to YLC, YLC to activity, and YLC to home. Anyone driving/riding in a YS vehicle;

- Seatbelts must be used at all times. The van shall not move until everyone is buckled up.
- Any youth that is less than 100 lbs and shorter than 4'9" must use a booster seat.
- All youth are not to be out of their seatbelts until the driver is parked and gives them permission.
- Any youth in violation of this policy will receive a verbal warning from the driver the first time, if it happens again their parent/guardian will be contacted.
- Third violation will result in the youth to be suspended from our transportation services. Their parent/guardian will have to provide their child transportation to and from YLC.
- Drivers must inform parents/guardians when they are running late for pick-up /drop-off
- Parent must notify the YS staff when their children will NOT be attending the YLC
- Parents that do not notify YS staff 2 or more times that their child will not be attending will result in a suspension of their child utilizing our transportation services, it will then be the parent's responsibility to provide their child transportation to and from the YLC.

Parent or Guardian not at home

Parents are expected to be home when drop-off is to occur or this procedure shall be followed. When a parent/guardian is not at home when youth drop-off is to take place this procedure must be followed;

- Contact parent/guardian cell phone or work number, if no answer or no contact is made
- Contact supervisor and inform of the situation
- Contact alternate drop-off site, if no answer
- Contact Emergency contact, if no answer
- Finish Drop-off route and return to the home, if parent/guardian is still unavailable
- Take the youth back to the YLC, continue to make contact for 30 minutes if no contact
- Call the local police department to find out what the next step will be

Student Health Guidelines

Youth Services has established this policy to follow the recommended guidelines of the Wisconsin Department of Public Instruction. Our concern is for the well-being of our students. In order for us to protect our students we cannot allow students with any of the following symptoms or infectious diseases to attend programming due to the possibility of spreading the illness or disease to other students. If any of the following occur during programming your child shall be taken home or the parent will be called to pick up their child.

When should your child stay home because of illness?

1. **Fever:** greater than 100 degrees.
2. **Vomiting:** can return 24 hours after vomiting
3. **Diarrhea:** can return 24 hours after diarrhea
4. **Rash:** rash that is open and draining or a rash with a fever
5. **Contagious Diseases:** strep throat, impetigo, pink eye, return after 24 hrs. of treatment with antibiotic
6. **Nuisance Diseases:** head lice, scabies, ringworm - must be treated before returning
7. **Chicken Pox:** child may return 5-7 days after onset of rash, with all sores dry and scabbed over

Head Lice Policy

Youth Services has established a No Lice policy to facilitate the control of head lice.

- YS staff shall **establish and perform** monthly routine head checks for all youth and reserves the right to re-check any individual youth at the Youth Center.
- Any youth who is suspected or declared to have head lice will be immediately taken home. Upon returning to the Center the child will be checked by staff to verify the youth is free of head lice.
- Parents or guardian have sole responsibility for administering the lice treatment(s) to the youth.
- Youth Services staff is responsible for treating the YLC and surrounding facility rooms and the Youth Services van used by the youth.
- YS staff will provide all parents notice with a form letter that states that lice has found its way into the YLC please monitor your child closely. Do not reveal any specifics just that there was a routine check and lice was found.
- The YS staff will maintain records of lice infestation and treatment with strict confidentiality.

Inclement Weather

The safety of our youth and employees are a priority to us. The YS vehicles will not transport youth during an ice/snow storm or other inclement weather. If it is determined by the YLC Directors or the Division Director that the evening weather will be too severe, the YLC services shall be canceled. And if the area schools have closed due to inclement weather, the YLC will also be closed. When the YLC Director or Division Director determines weather will impede safe travel notice must be provided:

- All school offices shall be contacted to announce to our youth that the YLC will be closed and to take alternate arrangements home
- All parents/guardians shall be contacted at home or work via phone or email by YS employees to provide them notice of closing and that the schools were notified
- Any activities scheduled for in-house guest presenters shall be promptly notified of closing

Criminal Background Investigations: Employees, Volunteers & Chaperones

All Youth Services employees/volunteers/chaperones are required to pass a criminal background investigation to meet the Minimum Standards of Character as required by the United States Code Title 25 Chapter 34, Indian Child Protection Family Violence Prevention. Which states that any person that exercises control over Indian children or elders cannot have been found guilty of, or entered a plea of nolo contendere or guilty to any felonious offense or any of two or more misdemeanor offenses, under Federal, State or tribal law involving crimes of violence; sexual assault, molestation, exploitation, contact, prostitution; crimes against persons; or offenses committed against children. Background investigations shall be performed every five years.

Mandatory Reporting

All Youth Service employees are **mandated reporters** due to our professional duties, it states; “has reasonable cause to suspect that a child seen by the person in the course of professional duties has been abused or neglected or who has reason to believe that a child seen by the person in the course of professional duties has been threatened with abuse or neglect and that abuse or neglect of the child will occur” must be reported.

What is reportable child abuse?

- *Physical abuse* inflicted on a child by non-accidental means that cause serious physical harm or risk of serious physical harm.
- *Sexual abuse* defined as: sexual intercourse or sexual contact, sexual assault of a child, sexual exploitation of a child, causing a child to view or listen to sexual activity, permitting, allowing, or encouraging a child to engage in prostitution, exposing genitals or pubic area.
- *Emotional damage* for which the child’s parent, guardian, or legal custodian has neglected, refused or been unable for reasons other than poverty to obtain the necessary treatment or to take steps to relieve the symptoms.
- *Neglect* is the “failure, refusal or inability on the part of the parent, guardian, legal custodian, or other person exercising temporary or permanent control over a child, for reasons other than poverty, to provide necessary care, food, clothing, medical or dental care or shelter so as to seriously endanger the physical health of the child”

Reports must be made to your local law enforcement, the child welfare agency or child protective services and the Ho-Chunk Children & Family Services Intake office.

Bullying

The safety of our youth is of our highest priority. The Ho-Chunk Youth & Learning Center will not tolerate any form of bullying from youth, employees, parents or community members.

The definition of bullying;

1. Intimidation of weaker person: the process of intimidating or mistreating somebody weaker or in a more vulnerable situation.
2. A person who is habitually cruel or overbearing, especially to smaller or weaker people.

The legal definition of bullying;

1. Bullying is generally defined as an intentional act that causes harm to others, and may involve verbal harassment, verbal or non-verbal threats, physical assault, stalking, or other methods of coercion such as manipulation, blackmail, or extortion.
2. It is aggressive behavior that intends to hurt, threaten or frighten another person. An imbalance of power between the aggressor and the victim is often involved.

The following types of bullying that will NOT be tolerated.

1. **Physical bullying** includes any physical contact that would hurt or injure a person like hitting, kicking, punching, etc. Taking something that belongs to someone else and destroying it would also be considered a type of physical bullying. For example, if someone was walking down the street and someone came up to them and shoved them to the ground that would be physical bullying.
2. **Verbal bullying** is name-calling, making offensive remarks, or joking about a person's religion, gender, ethnicity, socioeconomic status, or the way they look. For example, if there was a group of kids who made fun of another kid because he couldn't run as fast as everyone else, it would be an example of verbal bullying. Verbal aggression is when a bully teases someone. It can also include a bully making verbal threats of violence or aggression against someone's personal property.
3. **Indirect bullying** includes spreading rumors or stories about someone, telling others about something that was told to you in private, and excluding others from groups. An example would be if you started a rumor that a boy in your class likes playing with dolls, and if the reason that you made up the story was because you thought it was funny. This would be indirect bullying.
4. **Social alienation** is when a bully excludes someone from a group on purpose. It also includes a bully spreading rumors, and also making fun of someone by pointing out their differences.
5. **Intimidation** is when a bully threatens someone else and frightens that person enough to make him or her do what the bully wants.
6. **Cyber bullying** is done by sending messages, pictures, or information using electronic media, computers (email & instant messages), or cell phones (text messaging & voicemail). For instance, if you sent a picture of a snake in an email to a person because you know that they are afraid of snakes that would be an example of cyber bullying.

In order to provide a safe environment for all participants that attend the Ho-Chunk Youth & Learning Center it is our responsibility to immediately address these concerns when they arise. ANY physical contact that is intended to cause harm to another shall result in a two week suspension of attending the YLC and its activities and shall be reported to proper authorities. Consequences could include Disorderly Conduct, Harassment or Battery depending on the local law agencies investigation outcomes.

All other bullying incidents shall result in a meeting with the youth, their parent/guardian and the Center Director to discuss the inappropriate behavior to resolve the issue and give the youth and parent notice of any further actions of bullying shall result in one month suspension of attending the YLC and its activities and shall be reported to proper authorities.

If employees, parents/guardians or community members participate in bullying, intimidation or harassing behavior it shall be reported to the Center Director, the Division Director and the proper authorities. An employee in violation of this policy shall result in suspension or up to termination.

Incident Reports

A written Incident Report must be submitted for any incidents that occur during the normal course of the work day. These should be submitted to their immediate supervisor and a copy to the Division Director and Division Coordinator.

Incidents can be anything out of the ordinary that could cause parents to worry or question the safety of their child under our care. Any intentional acts of violence against a child under our care shall immediately be reported to the parent/guardian, the immediate supervisor, the Division Director or Coordinator and the local law enforcement office. Any employee found in violation of not submitting a written IR can expect disciplinary action up to termination depending on the nature and severity of the incident not reported.

Complaint Policy

The Ho-Chunk Nation Employee Relations Act and the Youth Services Operating Procedures manual states; The Youth and Learning Centers will maintain a safe and respectful work environment. Employees, youth, parent and visitors will conduct themselves in a respectful manner. The Youth Services program will not tolerate harassment on the basis of race, gender, age, disability, religion, sexual preference, family status, marital status, or veteran status. Harassment can range from any physical, sexual, or verbal behavior to include the following: hazing, physical, sexual, mental or physical, sexual, or verbal abuse, racial, ethnic, or religious slurs and insults, unwelcome sexual advances and touches, sexual comments or jokes and any derogatory statements on any sexual nature. Sexual, verbal, emotional, and physical harassment is unacceptable in the Youth and Learning Centers and in other work related settings such as field trips, training locations, social events or wherever an employee, youth or chaperone is representing the Department of Youth Services.

Any and all complaints MUST be submitted in written form and should include; signature, address, and phone number of person with concern. And list date, time, location, and all parties who were involved. All complaints/concerns shall be submitted within 5 business days from the time of the incident.

1. Written complaint to the immediate supervisor within 5 days of incident.
2. Include narrative of incident, date, and time, a list of all parties involved your name, address, phone number and your signature.
3. Investigation
4. Meeting (optional witness/mediator upon request)
5. Solution/outcome will be documented. If all parties agree to solution an improvement plan will be implemented.
6. If an agreement is not reach they will contact the Division Director.
7. If an agreement is still not reached they will contact the Executive Director.

The Ho-Chunk Nation Youth Services Program will make every attempt to communicate with the youth, parents, Program staff and the community to keep the program running smoothly.

Parent Handbook Checklist

Please review the checklist provided initial appropriate items, sign where required and return this page to your local Youth & Learning Center.

I received the Youth Services Division Parent Handbook on ____/____/____

I have read the Youth Services Mission Statement ____

I have read the Parent Letter ____

I have read the Resolution 10-02-07 M ____

I have read and understand the following policies;

Program Services ____

YS Code of Conduct ____

Employee Confidentiality ____

Pick-up/Drop-off ____

Transportation ____

Parent Not Home ____

Student Health Guidelines ____

Head lice policy ____

Inclement Weather ____

Criminal Investigations ____

Employee Non-abusive Lifestyle ____

Mandatory Reporting ____

Bullying ____

Incident Report ____

Complaint ____

I have read this Parent Handbook and understand the policies set forth. I agree to abide by these policies. I agree to ensure my child will adhere to the policies as well. If at any time I have questions or concerns regarding my child and/or programming I will contact my local Center Director to address my concerns.

Parent Signature

____/____/____
Date

Youth Signature

____/____/____
Date

Youth Services Staff Signature

____/____/____
Date