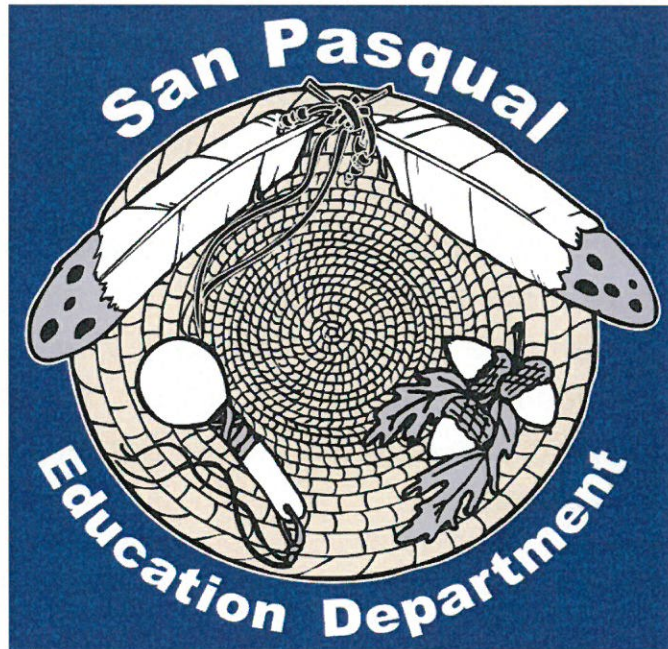


2019—2020 Student and Parent Handbook



Our Mission Statement

The mission of the San Pasqual Education Department is dedicated to honoring our ancestors through education, cultural awareness, and personal development for community empowerment, healthy Native families, and a strong, bright future.

San Pasqual Education Department
16152 Kumeyaay Way
Valley Center, CA 92082
760-751-1474

Eligibility

The San Pasqual Education Department services San Pasqual Tribal members and their families. They are welcome to participate and use the resources and programs offered by the Education Department.

Registration

Students participating in our programs must register annually with the Education Department. There is a registration packet that must be completed by the student's parent or legal guardian before they can participate in department programs. Additional registration forms may be required for certain programs, such as Children's Center, Young 'Iipay Movement, and Inter-Tribal Sports.

Registration packets must be turned in complete and approved by the Director before a start date is given. *This may mean the student may not receive a start date for one or two days after the packet is turned in. If the packet is incomplete it may be longer. To insure your student starts on the first day of the program please turn in your packet a minimum of one week in advance.*

Dress Code

Participants are expected to be dressed in an appropriate manner that supports a safe and inclusive environment. Participants are not allowed to wear clothing that is revealing or has inappropriate graphics or written subject matter. If a participant comes to the Education Department wearing inappropriate clothing, their parent/guardian will be notified and they will have to pick up their child.

Participation

Participants must have attended school that day to participate in Education Department Programs and activities. Students must attend regularly to achieve optimum success.

Center Rules

Students participating in programs sponsored by the San Pasqual Education Department, regardless of the location of the activity, are required to adhere to the following rules also known as the "Big 5":

- 1. Respect self, others, property, and center**
- 2. Keep all body parts and objects to yourself**
- 3. Use appropriate language**
- 4. Stay in assigned areas**
- 5. Maintain a healthy mind, body, and spirit**

Vehicle Rules

Participants are expected to follow the "Big 5" as passengers in the Education Department vehicles. In addition, students must comply with the following vehicle rules:

1. Seatbelts must be worn at all times while the vehicle is moving
2. Use low voices, keep all body parts to yourself and stay in your seat while the vehicle is moving
3. Eating and drinking will only be done outside the vehicle
4. Respect the driver at all times

Please help your child to understand the importance of respecting the vehicles and creating a safe environment for the driver and their fellow passengers.

If a student has on-going misbehavior in a SPED vehicle, for example during ITS or on fieldtrips, the student may be suspended from the following game or future fieldtrips.

Discipline Procedures

The goal of the San Pasqual Education Department is to create a safe, supportive environment for all of its participants. The education department attempts to control negative behavior through positive reinforcement and redirection. In some instances, a participant's negative behavior will require a more severe response. **The following procedures (not necessarily in this order) will be used by staff depending upon the severity of the offense:**

- Verbal warning
- Parent/guardian is notified of negative behavior
- Parent/guardian is notified to pick up their child
- Student is suspended from the program and facility
- A family conference is scheduled

The San Pasqual Education Department is an alcohol and drug-free facility. Students under the influence of alcohol and/or a controlled substance will be immediately suspended, sent home, and their parent/guardian will be notified. The Education Department also has a zero tolerance policy regarding weapons and firearms. Students with any type of weapon or firearm in their possession will be immediately suspended and their parent/guardian will be notified. **Students engaging in Zero Tolerance activities will be referred to the San Pasqual Education Department Youth Prevention Manager for an initial student assessment.** The San Pasqual Education Department reserves the right to contact local law enforcement if students or staff are in danger.

The San Pasqual Education Department staff incorporates classroom management and have incorporated the Boys and Girl's Town curriculum, "Teaching Social Skills to Youth", in department activities and programs. Techniques include: effective praise, corrective teaching, and guided self-correction.

Fieldtrips and Off-Site Activities

In addition to designing and implementing our own programs, the San Pasqual Education Department collaborates with a variety of outside agencies and programs. Frequently, throughout the year, the education department transports and chaperones students during these activities.

Participants are expected to follow the "Big 5" while off-site. The discipline procedures will be the same regardless of where an activity is held. As a department, we stress to participants that they are representing the San Pasqual Tribal community and their families. Participants are expected to be on their best behavior.

For department fieldtrips and programs sponsored by other agencies, additional registration forms and fieldtrip permission slips are required.

*All fieldtrips are insured with the Tribe's insurance.

Department Activities Eligibility

To be eligible for Education Department Activities including but not limited to UNITY, AIR, ITS, Girl Scouts, students must follow the "Good Standing Requirements", of the SPED.

This includes;

- *Current SPED Registration Complete
- *Maintaining a 2.0 GPA with no grades D or lower
(A SPED Academic Contract will be followed until this requirement is met.)
- *Be in good standing for behavior with all SPED programs, school, and community
- *Model the Mission of SPED
- *Model the Mission of the San Pasqual Band of Mission Indians

Computer Lab

While using the computer lab students must adhere to the following rules:

- The computer lab will be available for students during business hours.
- The computers in the computer lab are only to be used for educational purposes. (department approved educational games, internet research, and homework).

*The computer lab will be available for use when students are not scheduled.

Computer Lab (Continued)

- ♦ The Education Department is not responsible for students who go onto websites that are not educational or homework related. Department blocked websites include myspace.com, facebook.com, stick-death.com, and others. Any student who is caught on a department blocked website will be asked to leave the computer lab and their parent/guardian will be contacted at the end of the day. Repeated offenses will result in the student being suspended from the computer lab.
- ♦ Students are only allowed to print school-related material.
- ♦ There is no food or drink allowed in the computer lab at any time.
- ♦ Students are expected to sign-in with their name and the computer number they are using.
- ♦ No music is to be played in the computer lab without headphones.
- ♦ Files should not be saved on the computer hard drives; the Education Department is not responsible for lost files. CDs are available to save school-related work. Hard drives will be cleaned regularly.
- ♦ Students must clean up after themselves when they are finished.
- ♦ Students are not permitted to change, delete, or alter passwords.

At the discretion of the staff, a student will be suspended from the computer lab for breaking any of the above rules, as well as, the program rules.

If a student has been suspended from the computer lab, their parent or guardian must be present in order for the suspended student to use the computers. The length of the suspension is dependent upon the severity of the offense.

Children's Center (3 year- 5 year olds)

The Children's Center will be offered Monday through Thursday 8:00 am to 12:30 pm. This program offers the skills necessary for Kindergarten readiness. Opportunities for exploration, early literacy, culture preservation, and social skills will be part of a daily routine. This promising social environment will promote happy and healthy learning for all. (Children's Center families will receive an additional handbook pertaining to Children's Center classrooms.)

Tutorial Program

The San Pasqual Education Department offers a K-12th grade After-School Tutorial Program Monday through Thursday. Tutorial programs include: homework tutorial, academic enrichment, culture, and life skills.

- K-3rd grade 2:30-4:30 pm
- 4th/5th 3:30-4:45 pm
- 6th/7th/8th 3:15-4:45 pm
- HS (M/T,F 3:00—4:45 pm) and Block Days (W/Th 2:30-4:45 pm)
- **After 5:00 pm—NO OUTDOOR SUPERVISION**

Fun Friday—Scheduled Fridays 2:30—4:30
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For the safety of our students and staff, as well as, supervision, students may not be dropped off earlier than their grade level tutorial time.

It is the parent/guardian's responsibility to make arrangements to have their child picked up by 5:00 pm. After 5:00 pm, there will not be any supervision. If a child has not been picked up by 5:00pm, staff will notify Tribal Security, and the department will be closed for the day.

Staff will make a courtesy call for students continuously picked up late. If problem continues, parents will be contacted by the director or program manager.

Tutorial Program (Continued)

In order to participate in the after-school activities, students must attend school that day. Special exceptions are allowed for students enrolled in alternative education programs. Students must be registered with the Education Department in order to participate in this program.

Students are responsible for bringing their homework on a daily basis. Supervision will only be during program hours.

After a student leaves the facility, they may only return with permission from the Program Manager. Students will be considered released if they leave the building and will not be allowed to return. Parents will be notified.

The goal of the tutorial program is to provide resources and support to families and their students. If you would like assistance or have any questions about how we can assist your efforts, please contact us.

Inter-Tribal Sports League (ITS)

The San Pasqual Education Department participates in the Inter-Tribal Sports League which includes reservations in San Diego and Riverside Counties. Students who wish to participate in Inter-Tribal Sports must be registered with the San Pasqual Education Department and must fill out an ITS registration form. San Pasqual Inter-Tribal Sports has the following guidelines:

Trophy/Award Eligibility

If a trophy or award is given, only players who have attended 50% of the games are eligible to receive any trophies/awards for that season.

Inter-Tribal Sports (Continued)

Uniforms

Uniforms are a vital part of the ITS program and are the property of the Education Department. Uniforms will be assigned to players and a parent/guardian must sign a contract acknowledging their child has been issued a uniform. **All uniforms must be returned at the end of the season.** If a child does not return their uniform they will be charged the price of replacing the uniform or the player will not be allowed to participate in ITS sports until the matter is settled. A \$40 deposit is required upon issuing of uniform. If a parent/guardian has multiple students an initial \$40 will be required of the first student, and \$20 deposit will be required of additional students.

*Players, coaches, and student conduct agreement will be required in order to play.

Playing Time in Games

Although players' playing time in games will generally be based on the number of practices each player has attended, it is not guaranteed by attendance alone and is at the discretion of the coach or coaches. Attitude, behavior, grades, and effort will also affect decisions in regards to playing time.

Suspension

Participants who are suspended from school or the Education Department are also suspended from all ITS activities, fieldtrips, after school tutorial, and Education Department programs for the entire length of the suspension.

Meals Provided

Depending on the duration of the ITS event, snacks and/or small meals will be provided for the participants. These are not intended to replace any main meal of the day and are not guaranteed. It is the parent/guardian's responsibility to make sure that the participant is properly fed and hydrated before and after the event.

Medications and Injuries

Parents/guardians are responsible for making sure that their participant has any medications they may need at the event. If an injury or unexpected medical problem arises, the staff will contact the parent/guardian to seek professional medical assistance or to receive permission to distribute medication such as Tylenol, Advil, Pepto Bismal, etc. If a parent/guardian is not reachable, the Education Department staff will make a decision as to

San Pasqual Education Department

Inter-Tribal Sports Program Objectives

Learning

- **Teamwork**
- **Dedication / Commitment**
- **Commitment to Schoolwork**
- **Good Sportsmanship / Good Attitudes**
- **Awareness of Other Tribes / Reservations**
- **Sport Fundamentals**
- **Self-Confidence**
- **Lessons of Failure**
- **Respect for Others (Coaches, Officials, Other Players and Self)**
- **Respect for Rules**

Positive Activities

- **Substance Abuse Prevention**
- **Delinquency Prevention**
- **Positive Learning Environment**
- **Community Pride and Unification**
- **Positive Relationships with Other Tribal Youth**

Physical Benefits

- **Health & Fitness**
- **Mind & Learning Benefits to Exercise**
- **Self-Awareness**
- **Establishing Healthy Habits**
- **Mind & Body Connection**

Fun Fridays

The San Pasqual Education Department will offer student enrichment activities for K-12th grade students on scheduled Fridays from **2:30-4:30 p.m.** Activities may include: culture, games, leadership meetings, movies, and sports.

High School Internship Program

The High School Internship Program is for San Pasqual Tribal community members that are in 9th-12th grade. The goal of the program is to provide work experience and leadership development to high school students. The interns are expected to be role models and mentors for San Pasqual youth which include being drug and alcohol free and in good standing at school and at the San Pasqual Education Department. The internship is offered various times of the year as program allows. Students are required to re-apply for each session that they would like to intern.

If a student has GPA lower than a 2.0 or a grade of D or lower during internship, the student will be placed on academic suspension and will not be able to work until the grade is raised. *(A SPED Academic Contract will be followed until this requirement is met.)*

As department resources allow this program will be included on a year to year basis.

Youth Leadership and College Motivation

UNITY (United National Indian Tribal Youth Inc) is a nonprofit, national network organization promoting personal development, citizenship, and leadership among Native American youth. The program began as a small group in 1976 and has expanded to a nationwide organization that today reaches more than 50,000 Native youth. San Pasqual is part of that 50,000. Our local youth chapter here on the reservation is called West Coast Native Youth and members are high school students. The program teaches the importance of tribal sovereignty, culture, and tribal government. Members learn to serve and protect their reservation with pride, dignity, and culture.

Young 'lipay Movement

The Young 'lipay Movement is a summer cultural program offered to students in 1st-12th grade. Participants learn aspects of traditional Kumeyaay culture such as language, arts and crafts, history, games, dances, songs, and attend field trips. Participation in the Young 'lipay Movement requires an additional registration form.

Adult GED/High School Diploma and Computer Class

The Adult GED/High School diploma and computer classes are offered Tuesdays and Fridays from 3:00 pm—5:00 pm in collaboration with the Escondido Adult School. The class is taught by a credentialed adult education instructor. Prospective students are encouraged to contact the Escondido Adult School for more information at (760) 739-7300 or refer to monthly calendars at the Education Department.

Tribal Youth Prevention Program

The San Pasqual Education Department recognizes the need to address risk factors among our youth within the community such as criminal activity, substance abuse, lower academic performance, and other environmental factors. In order to address these needs, the Education Department will begin a Tribal Youth Prevention Program. The goal of this program is to empower the youth to make positive, healthy choices through education, culture, and community partnerships.

The Youth Prevention Program Manager, along with the staff at the Education Department, is here to serve not only youth who are at-risk, but also their families and the community. This ongoing effort will include training for SPED staff, trainings for parents and community members, education for the youth, and community outreach in order to ensure all resources and services are made available. For more information about this program please feel free to contact Steven White, Youth Prevention Program Manager at the contact information listed:

Phone: (760) 751-1474 x5187

Email: stevenw@sanpasqualtribe.org

Photographs

Photographs will be taken at all of our events and activities in order to document our programs, to display throughout the San Pasqual Education Department, and in the quarterly newsletter. If you do not want pictures of your child used for these purposes, please contact the Program Manager or Director. There is a release form in the student registration packet that states yes/no for permission.

Girl Scouts

An organization of young women and girls founded in the United States in 1912 in order to promote character development and citizenship training. The San Pasqual Girl Scout group provides the young girls with peer support and leadership skills. Meetings and activities each year will depend on volunteers and the community's dynamics. Girl scouts will be offered at various times throughout the year to build leadership, skill building, and empowerment.

Cell Phone Policy

Once in class, cell phones are to be in backpacks until designated release time. If the phone is out without permission the student is given 1 warning and the Program Manager is informed.

In the case of a second Incident, the phone will be confiscated/given to the front desk staff, locked away, and parent notified. Parent must pick up phone from Education Department staff. Parents must contact Education Department staff for student pick up earlier than 4:30pm. When Cell phones are permitted students may not engage in video chats, social media postings, and may not take photos of students or staff during program hours, unless given permission by the Program Manager or Program Coordinator.

Medications and Injuries

Parents/guardians are responsible to inform SPED of any health conditions that their child may have. I understand that if my child becomes ill during the program, I will be notified and will be responsible to pick up my child.

If an injury or unexpected medical problem arises, the staff will contact the parent/guardian to receive permission to seek professional medical assistance.

Health

In order to protect the health of others, there are reasons to keep your child home:

- **Nausea and/or vomiting**
- **Diarrhea**

(continued on back)

- **A severe cold**
- **An uncontrolled cough**
- **Conjunctivitis (pink eye)**
- **Sore throat, especially a strep infection**
- **Lice**
- **Any infectious disease diagnosed by your doctor**
- **A fever**

If a staff member identifies any of these symptoms, your child will be sent home.

Lice

The goal of lice prevention, control, and treatment at the Education Department is to prevent the spread of lice from one student to another student. Lice control takes teamwork. We at the Education Department are here to help in that process:

- If a staff member identifies any lice or eggs (dead or alive) your child will be sent home.
- Upon returning, your child will be re-checked and may return if they are free of lice and nits (dead and alive).
- If lice is evident at the Education Department, lice checks on all/any registered students will take place and the above policy will be followed for any student with evidence of lice.

The National Pediculosis Association, recommends the No Nit Policy as the public health standard intended to keep children lice free, nit free, and in school.

* A signature is required in the San Pasqual Education Department registration packet that you and your student understand and agree to adhere to the procedures of the San Pasqual Education Department.