



YES Program Handbook

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St. Croix Tribal Education Department

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YES Program Mission Statement

The Youth Enrichment Scholarship (YES) Program aims to provide immersive, culturally relevant, and meaningful Education and Career Exploration for Tribal Youth including members, descendants, and non-Native youth living within St. Croix Tribal Communities or in the areas served by St. Croix Tribal Education.

The Summer YES Program

About the Summer YES Program

By taking part in the YES Program, youth will take the skills, vision, and experience gained to create a brighter future for themselves and for the future of the St. Croix People, St. Croix Community, and beyond.

The program includes 6-7 weeks of Career Exploration and Education Days from the end of June through the beginning of August.

Career Exploration Days will be hosted at designated Tribal and local employers as individually assigned. Career Exploration includes job-shadowing and hands-on training experiences on Tuesdays & Wednesday from 9am-3pm at designated tribal or local employers.

Education Days are hosted at the St. Croix Tribal Education Building. Students will attend Education Days on Thursdays from 9am-3pm at the Education Building in Hertel. Education Days include a variety of educational opportunities including a focus on career readiness, culture, and wellness with 3 main themes of:

- Wellness & Substance Use Prevention
- Culture, History, & Tribal Government
- Environmental Protection & Traditional Ecological Knowledge

Eligibility

Youth ages 14-17 who are Tribal Members, descendants, or Tribally Affiliated Community Members are eligible to participate including the children of Non-Member/non-descendant St. Croix Tribal Employees. St. Croix Tribal Members and descendants are prioritized during the application and acceptance process. Exception: youth who have active truancy cases in Tribal or County Court may be excluded from participating in YES by decision of Truancy/Judicial departments.

Students and Families who are unsure about their eligibility should contact the YES Program Coordinator.

Applications & Acceptance Process

Students are required to submit applications to be considered for the Summer YES Program. Applications open in February and are due May 1st of each year.

Upon acceptance into the Summer YES Program students and parents/guardians will receive a notification by mail and/or email which will include an invitation to the mandatory Orientation

Day and information about any required paperwork such as employment paperwork that they should bring with them to Orientation Day.

General Information

Contacting Staff & Program Correspondence

Students and Parents/Guardians can reach out to the YES Program Coordinator by email at: lauram@stcroixojibwe-nsn.gov or by phone at: 715-349-2195 ext 5105.

Updates about the program will also be posted on Facebook at <https://www.facebook.com/stcroixtribaleducation>

The official method of correspondence for the YES Program is by email. Email addresses for students and parent/guardians should be provided on the YES Program Application to ensure prompt communication. Correspondence may also be provided by phone and occasionally by mail.

Parents/guardians are responsible for checking their email frequently for important program information. If parents/guardians do not provide an email address, they will be asked to provide one at their earliest convenience and appropriate efforts will be made to contact them by phone or by mail in the meantime.

Parents/Guardians may receive calls from unrecognized numbers from the YES Program Staff and/or St. Croix Tribal Education Staff when necessary such as during scheduled field trips or outings.

Mandatory Orientation Day

The Mandatory Orientation Day typically takes place 1 week before the start of the program. Students and parents/guardians will receive an invitation by mail and by email. Students and a parent/guardian are required to attend Orientation Day in order for the student to participate in the program.

Students should bring any necessary paperwork and 2 forms of identification to Orientation Day for processing employment. Instructions and a copy of any needed forms will typically be provided by mail prior to Orientation.

At Orientation Day students will receive copies of and be briefed on the Code of Conduct, YES Program Handbook and the Program Schedule. Students will have the opportunity to hear from Job Placement Site Managers and Program Presenters about what to expect throughout the Summer YES Program.

Program Participation & Attendance

Students are required to attend Career Exploration Days and Education Days offered in the Summer YES Program in order to receive a stipend. If a student will miss a scheduled program day, the student or parent/guardian must notify the YES Program Coordinator of their absence.

Transportation & Daily Drop Off/Pick Up

Parents/Guardians are responsible for Transportation to and from Education Days and Career Exploration Days including to Job Placement Sites. Students should be dropped off daily at 9:00am and picked up daily at 3:00pm unless otherwise specified. If a student will be picked up by another individual besides the parent/guardian or emergency contact, or if the student will be allowed to walk/bike home, the parent/guardian or emergency contact must inform the YES Program Coordinator or Job Placement Site Supervisor prior to pick-up time.

Absences

Certain activities are considered an approved absence, such as Driver's Education, Summer School, Sports, Cultural Camp, Summer Camps, Cultural Leave, Ceremony, Traditional Powwows Etc. Students can still receive a stipend for approved absences. In order to receive a stipend for an approved absence students and parent/guardians must notify the YES Program Coordinator in advance of the absence and be prepared to provide appropriate documentation such as registration forms, schedules, roster or attendance information, etc. as confirmation that a student will attend or did attend the approved absence. If a student and/or parent/guardian has notified the YES Program Coordinator of an approved absence, the YES Program Coordinator will notify the Job Placement Site Manager accordingly.

Activities that result in absence without prior notification of and approval by the YES Program Coordinator, or that do not fall under approved absences will be documented as an unexcused absence. Youth will not receive a stipend for any days in which they were absent for unexcused absences or if no advance notice was given for any absence even if the absence falls under consideration for approved absences.

Career Exploration and Job Placement Attendance

Job Placement Site Supervisors will be responsible for assisting students with documenting student attendance during Career Exploration Days using a timesheet provided, timesheets should be turned in by scan, email, or drop off by 4pm on the day before Education Day (typically Wednesdays). The YES Program Coordinator will be responsible for documenting student attendance on Education Days and submitting student timesheets to the Finance Department or the Department of Vocational Rehabilitation/Northwest Wisconsin Concentrated Employment Program on Education Days.

Job Placement Site Supervisors are not required to provide make-up days for absences, however Job Placement Site Supervisors may allow make-up days for absences at their discretion and they must notify the parent/guardian and student of available make-up days. If Job Placement Managers allow make-up days or make any changes to a student's work schedule they must gain approval from the parent/guardian and they must notify the YES Program Coordinator.

Code of Conduct & Additional Expectations

Overview

During the Summer YES Program and associated Career Exploration and Education Days, students will be expected to conduct themselves with respect, honesty, integrity, and kindness. Students will be required to follow all expectations put forth in the YES Program Handbook.

Reporting

The YES Program Assistants, Job Placement Site Supervisors, and any Presenters or Collaborators should report breaches to the Code of Conduct or the YES Program Handbook to the YES Program Coordinator as soon as they are able. Reports should be made in writing using the Disciplinary Form. The YES Program Coordinator and Tribal Education Director will be responsible for initiating the Disciplinary Process.

Disciplinary Process

Students who do not follow our Code of Conduct held in the YES Program Handbook will receive up to two warnings unless otherwise specified in the Code of Conduct. Warnings will be written and delivered to the parent/guardian of the student via email and an alert will be immediately issued to the parent/guardian through phone correspondence.

Additional breaches of the Code of Conduct after two written warnings will result in immediate termination of participation unless otherwise specified in the Code of Conduct. If this happens during the program, parents or guardians will be required to immediately pick-up the student. Students who breach the Code of Conduct may be immediately removed from the YES Program and will not be eligible to receive any stipends or awards associated with the program thereafter.

Warnings are cumulative for the duration of the current Summer YES Program session. The total number of warnings will be counted for all rules listed herein, for instance youth who receive two warnings for breaching the same rule twice and youth who receive one warning for breaching two different rules would both constitute two total warnings.

Code of Conduct

The rules are:

- a. Rule 1 - Youth SHALL make a reasonable attempt to attend and actively participate in all YES Program Career Exploration Days, Education Days, and Field Trips. Youth shall be given two (2) warnings to correct their behavior after which any additional incidents will not be tolerated. Youth may be in violation of this rule if they:
 - i. refuse to participate in the discussion, activity, or purpose of the YES program activity.
 - ii. refuse to participate in reasonable work provided by their job placement site as determined by the YES Program Coordinator and Education Director.
 - iii. cause or contribute to the obstruction of the purpose of the YES program activity.
- b. Rule 2 - Unauthorized Hours: Youth SHALL accurately and truthfully document any hours worked. Breaching this rule may result in immediate removal from the program based upon the egregiousness of the infraction as determined by the YES Program

Coordinator and the Education Department Director. Youth may be in violation of this rule if they:

- i. falsify or fabricate timesheets
 - ii. attempt to be paid or are paid for unauthorized work hours or activities that are not approved or permitted by the YES Program Coordinator or Tribal Education Department.
- c. Rule 3 - Bullying, Harassment & Abuse: Youth SHALL be responsible for their behavior and shall refrain from harassing, intimidating, bullying or abusing others. Youth who are found to have bullied, harassed or abused other youth may be given two (2) warnings to correct their behavior after which any additional incidents will not be tolerated. Breaching this rule may result in immediate removal from the program based upon the egregiousness of the infraction as determined by the YES Program Coordinator and the Education Department Director. Youth may be in violation of this rule if they:
- i. disrespect others or disrupt a meeting or function through use of inappropriate language, profanity/swearing, verbal outburst of anger; racial and ethnic slurs; or any other denigration of others through other verbal and nonverbal language or communication.
- d. Rule 4 - Drugs, Alcohol & Other Substances: Youth SHALL refrain from using and/or distributing any illegal/illicit substance during YES Program functions such as the following: Commercial Tobacco/Nicotine, Alcohol, Marijuana, Prescription Drugs, Controlled or Dangerous Substances, Imitation Controlled Substances, Synthetic Intoxicants, Inhalants, Other Intoxicants, Drug Paraphernalia, etc.
- i. The possession, use, or distribution of the listed substances shall result in notification of a parent/guardian and notification to the Education Department Director. Youth who are found to possess or use Nicotine, Marijuana, or alcohol may receive two (2) warnings to correct their behavior at the discretion of the YES Program Coordinator and Education Department Director with the exception of distribution.
 - ii. Possession, use, or distribution of any other listed substance (besides Nicotine, Marijuana, or Alcohol) or the distribution of Nicotine, Marijuana, or Alcohol may result in immediate removal from the program and may result in an automatic referral to the police department based upon the egregiousness of the infraction as determined by the YES Program Coordinator and the Education Department Director.
 - iii. Exception: Tobacco possession is allowed for ceremonial purposes and possession of loose leaf tobacco for ceremonial purposes is NOT prohibited.
- e. Rule 5 - Peer Relationships & Sexual Behavior: Youth members SHALL maintain appropriate relationships with their peers during meetings and functions. Youth who do not adhere to this rule may be given two (2) warnings to correct their behavior after which any additional incidents will not be tolerated. Youth may be in violation of this rule if they:
- i. participate in sexual behavior during YES Program functions.

- f. Rule 6 - Respectful Use of Technology: Youth SHALL silence/mute their cell phone/devices and secure them with other personal belongings in a backpack, bag, etc. during functions. Youth who do not adhere to this rule shall be given two (2) warnings to correct their behavior after which any additional incidents will not be tolerated. Youth may be in violation of this rule if they:
- i. use their cell phones or other devices during a YES Program function except when the use of a device is permitted by the YES Program Coordinator or is required during the function/activity and there is no other device available.
- g. Rule 7 - Respect Property and Equipment: Youth SHALL be responsible for respecting property and any equipment or items on the property during YES Program functions. Damage or theft of property, equipment or items will not be tolerated. Students or Parents/Guardians may be responsible for the cost of theft or damages to property or equipment. Youth who do not adhere to this rule may be given two (2) warnings to correct their behavior after which any additional incidents will not be tolerated. Breaching this rule may result in immediate removal from the program based upon the egregiousness of the infraction as determined by the YES Program Coordinator and the Education Department Director.
- h. Rule 8 - Appropriate Dress: Youth SHALL be dressed and groomed in a manner that is appropriate for school such as clothing that is safe, appropriate, and does not risk indecent exposure. Youth should wear their provided identification badge at all times unless otherwise instructed by the YES Program Coordinator. Youth who do not adhere to this rule shall be given two (2) warnings to correct their behavior after which any additional incidents will not be tolerated. Youth may be in violation of this rule if they:
- i. Dress in clothing that contains emblems or writing that could be considered lewd, vulgar, obscene or offensive.
 - ii. Dress in clothing that contains imagery or text pertaining to illegal activities, tobacco, drugs, alcohol, sex, nudity, or violence.
 - iii. Dress in clothing that could result in indecent exposure such as but not limited to skirts/shorts/dresses that do not reach below a student's fingertips while standing, or pants that are worn below the waist and may expose the student's undergarments.
- i. Rule 9 - Weapons: Youth SHALL refrain from possessing weapons of any kind during YES Program functions. Youth who do not adhere to this rule may be given two (2) warnings to correct their behavior after which any additional incidents will not be tolerated. Possessing weapons, brandishing weapons, or expressing intent to use a weapon against themselves or another individual may result in immediate removal from the program and may result in an automatic referral to the police department based upon the egregiousness of the infraction as determined by the YES Program Coordinator and the Education Department Director.
- j. Rule 10 - Elopement: Youth SHALL remain at the YES Program function location and are prohibited from leaving the function location during Education Days, Career Explorations Days or Field Trips unless under the supervision of the YES Program Coordinator, YES Program Staff, St. Croix Tribal Education Staff, or Job Placement Site

Managers; or if the youth is picked up by their parent/guardian, emergency contact, or other individual designated by the parent/guardian. Youth who do not adhere to this rule shall be given two (2) warnings to correct their behavior after which any additional incidents will not be tolerated. Youth may be in violation of this rule if they:

- i. Leave the YES Program function on their own or with someone other than their parent/guardian, emergency contact without prior notification will constitute elopement.

Health & Safety

Overview

The health and safety of youth is of utmost priority during the YES Program including during Education Days, Career Exploration Days and Field Trips. To ensure student safety, a Certificate of Health is required to be filled out completely and returned no later than the start date of the program. The Certificate of Health provides important information for the YES Program Staff about student wellness and should be provided by the student's primary caregiver such as a parent/guardian. The information provided on this certificate will be used only for the student's safety and welfare while attending YES Program Functions whether on-site or during any activity.

Health Measures, Policies & Procedures

First Aid & Illness

No physician or nurse is available on-site during the YES Program either at Education Days, Career Exploration, or during Field Trips.

Limited treatment for minor illnesses and/or injuries may take place during Education Days or Career Exploration such as and not limited to: providing first aid supplies, first aid assistance, bringing students to the Tribal Clinic to provide care or in some instances providing basic over the counter medications on-site during the YES Program. Parents/Guardians must disclose on the Certificate of Health any over the counter medications their student is allowed to take if needed during the YES Program.

Students or parents/guardians should notify the YES Program Coordinator and Job Placement Site Manager if applicable of any absences due to illness or medical reasons. Students who are experiencing symptoms of illness should not attend the program until they have been fever free or symptom free for 24 hours. If a student tests positive for Covid-19 the parent/guardian or student must notify the YES Program Coordinator and the student must refrain from attending YES Program functions in accordance with current St. Croix Tribal policies related to Covid-19.

Medical Emergency

The YES Program Coordinator will maintain a Basic Life Support and/or CPR Certification as to provide basic care and immediate action during Education Days and Field Trips under Wisconsin State Law Civil Immunity: "To encourage persons to assist others in emergencies, Wisconsin law provides immunity from civil liability in certain circumstances under statutes informally referred to as 'Good Samaritan' laws." Job Placement Site Supervisors and other

YES Program Staff are encouraged, but not required to maintain Basic Life Support and/or CPR Certification.

In the case of any emergency or medical need outside the scope of first aid during YES Program functions, the student will be referred to the nearest medical facility for care at the expense of the parent/guardian and/or under coverage provided by the student's insurance. If necessary students may be transported by ambulance.

Prescription Medication

All prescription medications must be accompanied by a signed letter from an attending physician explaining dosage and any instructions for YES Program Staff and Job Placement Site Supervisors if they are to be administered during the program. Student medications must be disclosed in case of the need for emergency medical treatment.

Student Safety Policies & Procedures

Mandated Reporting

The YES Program Coordinator has received Mandated Reporter Training and shall report any suspected abuse including but not limited to: physical abuse, neglect, sexual abuse, including but not limited to sex trafficking, emotional abuse, and threatened abuse or neglect. Reports may be made to the Burnett County Department of Health and Human Services, Indian Child Welfare, or other applicable agency.

Job Placement Site Supervisors and any YES Program staff, presenters, and collaborators are encouraged to attend a Mandated Reporter Training and are encouraged to report to the appropriate authorities or report to the YES Program Coordinator if they are not comfortable filing a report or have not received Mandated Reporter Training.

Supervision Policies

Students will be supervised during Education Days by the YES Program Coordinator, YES Program Assistants, St. Croix Tribal Education Staff and by other presenters and collaborators when applicable.

During Career Explorations Days, Job Placement Site Supervisors will be responsible for direct and constant supervision of students which will include ensuring student safety and monitoring for adherence to the Code of Conduct put forth in this handbook.

Job Placement Site Supervisors should familiarize themselves with the Wisconsin Employment of Minors Guide to adequately supervise youth when engaged in Career Exploration.

Student Elopement

If a student elopes, or leaves the premises during Education Days, Career Exploration Days or other YES Program function without permission or without the parent/guardian or emergency contact, the parent/guardian or emergency contact of the student will be immediately notified. If a parent/guardian or emergency contact cannot be reached, law enforcement will be notified as soon as possible.

When possible the eloping student will be followed/supervised by a YES Program Staff member, St. Croix Tribal Education Staff member, Job Placement Site Supervisor or a designee. If the

YES Program Coordinator, YES Program Assistant, St. Croix Tribal Education Staff Member, Job Placement Site Supervisor or designee cannot leave to follow/supervise the eloping student, they will be responsible for notifying law enforcement in addition to notifying a parent/guardian.

Additional Student Safety Procedures

The St. Croix Education Department prohibits Job Placement Sites from allowing staff who have been convicted of a listed sex offense from being in the presence of minors during the YES Program either during Career Exploration, Education Days or functions.

Job Placement Site Supervisors, presenters, and collaborators are responsible for reporting any knowledge of staff or individuals with such convictions who are at risk of being in contact or have been in contact with YES Program Students during the YES Program. Reports should be made to the YES Program Coordinator and the St. Croix Tribal Education Director who will notify the appropriate authority.

In the event that a convicted sex offender works at a Job Placement Site, the Job Placement Site Supervisor, YES Program Coordinator, Education Director, shall create a safety plan with the Job Placement Site to ensure that any staff with such convictions will be scheduled only during times when the YES Program Students will not be present. Additionally, daily reports will be required to be given by the Job Placement Site Supervisor to confirm that staff with such convictions were not in the presence of or potentially in the presence of YES Students during each day of Career Exploration. Daily reports can be provided by phone or by email.

Complaints & Grievances

Students and Parents/Guardians have the right to report any complaints and grievances regarding the YES Program including those pertaining to Career Exploration, Education Days, Staff, Collaborators, Presenters, and other students to the YES Program Coordinator or the St. Croix Tribal Education Director.

Complaints and grievances will be addressed at the St. Croix Tribal Education Director's discretion and appropriate steps will be taken by the St. Croix Tribal Education Director to mitigate any complaints and grievances such as by providing mitigation and conflict resolution support or by involving other departments or entities as necessary based on each unique situation. Any mitigation or resulting actions will focus on the safety and wellbeing of the student and maintaining the quality and integrity of the YES Program.

Additions to the YES Program Handbook

Additions and changes to the YES Program Handbook, Code of Conduct, etc. may be made at any time by the YES Program Coordinator with approval by the St. Croix Education Director. If additions or changes are made, students will receive a new copy of the YES Program Handbook and parents/guardians will be notified by email.

Liability

In consideration of St. Croix Tribal Education and the YES Program allowing the student to participate in the YES Program, parents/guardians complete the YES Program Form Packet which includes a required Waiver and Release of Liability and Indemnity Agreement prior to student participation.