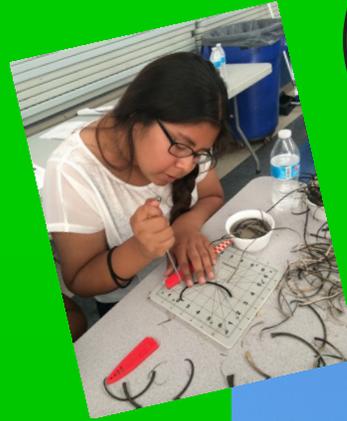


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2015 SUMMER YOUTH PROGRAM

*HANDBOOK FOR
PARENTS AND INTERNS*

GENERAL RULES OF CONDUCT

The Summer Youth Program is designed to be an environment where interns-in-training can gain important skills for success in career and in life as well as learn how to benefit from working together in a productive environment to accomplish their individual and common goals.

Interns are being paid to participate in this Program. Therefore, they are expected to earn their wage and abide by these standards and expectations:

- All will assist in developing and maintaining a safe environment.
- All will be courteous, cooperative, and participate fully in all assigned activities.
- All will conduct themselves in a manner that facilitates the accomplishment of their assigned work and in a manner that does not interfere with others' ability to do the same.
- All will follow the basic rules for participation in the Program.

The Summer Youth Program and staff will endeavor to ensure an orderly workplace through the rules of conduct and constructive discipline. This is based on a warning system that advises interns of infractions and allows corrective action thus avoiding the necessity for more severe forms of disciplinary action. Issues or concerns not specifically mentioned in this handbook will be dealt with by the Program supervisors or the Education Division Director as appropriate.

Failure to comply with the standards and rules set forth in this handbook may result in loss of pay for the intern. Repeated disregard for the standards and rules may result in removal from the Program.

GENERAL QUESTIONS

What is the theme of this summer's Program?

The theme of this summer's program is ***"Life Apps--What are You Downloading?"*** What "apps" (skills and knowledge) do you already have and what will you need to become a productive, happy adult? What have you "downloaded" and gained from your culture and your education? What apps do you need to "download" going forward?

What is the schedule for the Summer Youth Program?

Starts Monday, June 1; **ends** Thursday, July 9, 2015

- 1st week: all interns are together
- June 8: interns in the **Work Track** begin working onsite in FMYN government departments and enterprises and FH businesses
- July 9: For ALL interns—celebration and presentations at the Fountain Hills Middle School for family and friends

Who are the primary contacts for the Program?

Jan Holmes, Coordinator/Work Track Supervisor, 480-748-1966

Cathy Quintana, Enrichment Track Onsite Supervisor, 480-748-0929

Dr. Bill Myhr, Education Division Director, 602-931-8438

Can an intern attend summer school and still participate in the Summer Youth Program?

Students attending summer school may enroll in the Enrichment Track and participate in afternoon activities after summer school classes let out. Interns attending summer school are responsible for providing their own transportation to school in the morning. We will provide transportation from summer school to the Program in the afternoon. However, on days when field trips are scheduled, summer school classes may not end in time for a student to go on the field trip. Interns attending summer school will not be eligible for the Work Track.

Overview and Schedule For the First Week

Monday—At the Middle School—Program opens with a blessing, orientation, overview of the Program, ice breakers, preparation for cultural activities this week.

Tuesday—Activities to develop youth life skills and character development led by two popular Native American facilitators.

Wednesday—

6am—12am: building a *waambuhnvah* and *wassilvah* at the Yavapai Village near the Verde River

- bus starts picking up interns at 5:15am and transports them to Baja Gas where they will walk to the Yavapai village site
- interns divided into teams and work until they finish both structures
- interns transported to the Middle School for lunch, debrief the morning activities, and prepare for the next day
- interns will be bussed home around 1:30pm

Thursday—

6am—11am

- bus starts picking up interns at 5:15am
- interns participate in cultural activities at the Yavapai village and go on a nature walk to identify local plants and their uses
- interns will be transported home to rest during the heat of the day; they are responsible for their own lunches at home

4pm—dusk:

- interns will be picked up to spend the evening at the river preparing an evening meal over a campfire, drumming and singing, etc.
- interns bussed home around 8pm

ENRICHMENT TRACK

How will the interns get to the Middle School?

All interns will be picked up by bus in the morning and returned home by bus in the afternoon. Interns attending summer school are responsible for providing their own transportation to summer school.

What happens if an intern oversleeps and misses the bus?

Interns are responsible to be ready and waiting for the bus at regular bus stops no later than 8:00am each morning. If an intern misses the bus, he/she must call the Onsite Supervisor and find an adult to transport them to the Program. Excessive tardiness may result in loss of pay or removal from the Program.

May I drive to the Summer Youth Program?

Interns in the Enrichment Track are not allowed to drive themselves or be driven to and from the Program by others. If an intern misses the bus, see the answer to the previous question.

Can interns leave the campus for lunch or at other break times?

Interns are not allowed to leave the campus unless accompanied by a staff member for a particular assignment or task.

Will food be provided?

Breakfast will not be available for interns upon arrival at the Middle School. Mid--morning snacks such as food bars and fruit will be available. Interns are encouraged to eat breakfast at home for good health and stamina.

Will interns have access to a phone?

Interns may, if necessary, use the Onsite Supervisor's cell phone. If parents need to contact interns, they should call the Onsite Supervisor, not the intern. Interns will have access to their phones **only** during the lunch break (approx. 12:10pm—12:40pm) or on the bus on field trips.

What if the intern has to be absent for a doctor's appointment or other reason?

If the intern is sick, the parent/guardian or intern must call the Enrichment Track Supervisor by 9:00am that morning. For a doctor's appointment or other reason, the parent/guardian or intern must communicate this to the Onsite Supervisor ahead of time by calling or sending a note. Interns will be released ONLY to their parents/guardians unless the parent/guardian authorizes someone else to pick up the intern. Interns must check out and in with the Onsite Supervisor when leaving and returning.

What behaviors are unacceptable?

Public displays of affection (PDA), chewing gum, swearing, insubordination, refusal to participate in activities, and violation of the standards of conduct explained in this handbook will not be tolerated. Continual disregard for these rules and expectations will result in the intern forfeiting one or more hours of pay or being dropped from the Program.

Is there a dress code?

Appropriate dress for the work environment is expected. Low-cut or spaghetti strap tops, tank tops, hats, short shorts, sagging pants, and flip flops are not permitted. Clothing that displays foul language, promotes alcohol and drugs, exhibits gang-related images, or is otherwise inappropriate will not be tolerated.

A uniform shirt, provided by the Program, will be required on field trips and special occasions. Interns will be charged \$18 for shirts lost or damaged.

How will interns be paid?

Interns are paid \$6.00/hr for the time they are present in Program activities including field trips. Interns will not be paid for hours spent at summer school or on the Christopher Creek hike. Interns will punch in and out on a time clock. Payroll checks will be distributed every Thursday.

What items are prohibited?

Fort McDowell has zero tolerance regarding drugs and alcohol. Possession of or smoking cigarettes or e-cigarettes is not allowed. Also, interns are not allowed to bring any type of weapon.

The policy regarding cell phones, iPods, Mp3 players, or other electronic entertainment is as follows:

These items can be used only during the lunch break.

The intern may choose to turn in the item to staff upon arrival in the morning, retrieve it for use during the lunch break, then turn it in until end of the day OR

Keep the item out of sight, unheard and unused, at any time other than during the lunch break. If the intern is seen with or using the item other than at lunch break, staff will hold it until the end of the day. Refusal to comply will cause the intern to forfeit pay for one or more days. Repeated violations may result in removal from the Program.

Will interns be required to drug test?

Interns are required to take a drug test during the first week of the Program in order to stay in the Program. Drug testing will be conducted randomly thereafter. Tests will be conducted by Croft Consultants. Both parent/guardian and intern must sign permission forms for the intern to be tested and for the test results to be relayed to the parent/guardian and Wassaja Family Services by the Enrichment Onsite Supervisor or the Education Division Director.

What happens if an intern tests positive?

A positive test does not disqualify the intern from participation in the Program. However, the intern will be referred to Wassaja Family Services for counseling and cannot return to the Program until that requirement is met. A second positive test will require the intern to enter treatment under the supervision of Wassaja Family Services. Test results are not given out to anyone else. Noncompliance will result in removal from the Program.

A positive test result will require the intern to test each subsequent week for the rest of the program. A positive test one week will disqualify the intern from receiving pay for that week. If the intern's test the following week is clear, he/she will be paid for that week. Payment will not be retroactive for the week missed.

What kinds of projects and activities will we be doing?

Projects in addition to the 1st week will include:

- Field trip to NAU—Challenge Course and tour of the campus
- Trip on the Dolly Steamboat to Skeleton Cave
- Tour the Scottsdale Community College campus
- Hike along Christopher Creek
- Researching and creating presentations on topics/issues common to Native tribes and learning about other tribes' traditions and cultures.
- Learning about the FMYN Constitution and enrollment policies; personal finance and money management; healthy relationships; and more
- Music, art, beading, martial arts

How do interns travel on field trips?

Interns and staff will be transported by charter bus on field trips.

MISSION STATEMENT

The mission of the Summer Youth Program is to:

“**provide** a stimulating environment that empowers Fort McDowell youths' sense of identity and pride in their Yavapai heritage; **provide** a forum within which they can express their ideas, engage in critical thinking, and explore their talents and interests; **encourage** the youth to aspire to lives enriched with meaning and purpose.”

LETTER TO PARENTS AND INTERNS

Welcome to Fort McDowell's 2015 Summer Youth Program. This guide is intended to provide information and answer your questions.

Interns will gain valuable skills for success in life and career. Planned activities will inspire their creative talents and foster a healthy measure of self-worth, confidence, and motivation to strive to be all they can be.

The Program offers youth leadership, adventure, safety, life skills, challenge, friendship, and trust. We strongly believe that teenagers excel when given the opportunity to challenge themselves, experience the richness of their culture, connect more strongly with the natural world, and learn to work together to accomplish common goals.

The two days of cultural immersion in the first week will allow the youth to connect more strongly to their Native and Yavapai heritage and learn more about their natural environment.

We look forward to a summer of learning, growing, and having fun. Thank you for allowing us the privilege of working with you and your son or daughter.

Sincerely,

Summer Youth Program Staff

WORK TRACK

What happens if I can't go to work because I'm sick, have a doctor's appointment, or for some other reason?

You will be expected to show up every day for work, on time, and be prepared to start work as soon as you arrive at your worksite. If you have trouble waking up in the morning, get an alarm clock. When you applied for work, you assumed responsibility for yourself. No excuses.

If you are sick and can't go to work, you **MUST** phone your workplace supervisor and your Work Track Supervisor. You will be given your workplace supervisor's phone number when you meet with him/her before the Program starts.

If you know ahead of time that you have a doctor's appointment or another reason for being absent, you **MUST** let your supervisors know at least 1 day ahead of time. Chronic tardiness or absences or failure to notify your supervisor may cause you to be dropped from the Program.

How will I get paid?

The FMYN will pay you an intern training wage of \$6/hr for the time you are working or participating in other Program activities. Payroll checks will be issued every Thursday and will either be distributed to you or you can pick them up at the Education office.

Will food be provided?

Some worksites may have vending machines. It is best that you bring a bag lunch from home. Eat breakfast before you leave home. **DO NOT** skip lunch. Your body needs fuel so you can stay alert and focused on your work throughout the day or to the end of your shift.

RULES FOR PARTICIPATION

1st week: Participation in the first week with the Enrichment Track is a prerequisite to be eligible to participate in the Work Track.

When will I begin my onsite work?

Onsite work at your designated worksite will begin on Monday, 8 June. The Work Track Supervisor is Jan Holmes. 480-748-1966.

How many hours can I work during the week and what will be my work schedule?

You are allowed to work up to 28 hours a week. Most work schedules will be Mon – Thurs, approx. 8:00am – 4:00pm. However, hours and days may vary depending on the venue and type of work. The Work Track Supervisor will help you work out your schedule with your workplace supervisor.

Where will I go and who will be my onsite supervisor?

During May, the Work Track Supervisor will set up a day and time to take you to your designated worksite and introduce you to your supervisor.

How will I get to and from work?

Interns scheduled for work Mon – Thurs are encouraged to provide their own transportation to and from work after the first week of the Program. Those who do not have rides will be transported by Program van. If the schedule you work out with your onsite supervisor is other than Mon – Thurs, you will need to provide your own transportation. Such alternative transportation arrangements require approval by the Work Track Supervisor. Also required will be a permission form signed by your parent guardian, a copy of your driver's license or the license of the person driving you, and proof of auto insurance.

Will interns in the Work Track be required to drug test?

Every intern is required to take a drug test during the first week of the Program in order to continue in the Program. Random drug testing will be conducted thereafter. If your name is on the random list, you will be required to drug test that week. Tests will be conducted by Croft Consultants. Both parent/guardian and intern must sign permission forms for you to be tested and for the test results to be relayed to the parent/guardian and Wassaja Family Services by the Work Track Supervisor or the Education Division Director.

What happens if an intern tests positive?

If an intern in the Work Track tests positive, he/she will be dropped from the Work Track. However, a positive test will not disqualify an intern from participating in the Enrichment Track. The intern will be referred to Wassaja Family Services for counseling. A second positive test will require the intern to enter treatment under the supervision of Wassaja Family Services. Test results are not disclosed to anyone else. Noncompliance will result in removal from the program.

Will I be evaluated?

The Work Track Supervisor will meet with you and your worksite supervisor every week to evaluate your performance and to ensure that you are being properly mentored. At that time we will review the evaluation form.

Can I leave my worksite for lunch or at other break times?

Employers allow lunch and other breaks during the day. The timing of these breaks may vary depending on the venue and the nature of your work. If you choose to leave the worksite for lunch, you are responsible for your own transportation and for your own safety and well-being. Your parent/guardian will need to sign a permission form specifically giving you permission to leave the worksite for lunch or breaks. **This form will be provided during the first week of the Program.**

Can I use my cell phone? What items are prohibited?

Fort McDowell has zero tolerance for drugs and alcohol, and possession of or smoking cigarettes or e-cigarettes is not allowed regardless of the rules in your workplace. Do not bring any type of weapon to work.

Use of cell phones, iPods, etc. will be dictated by the rules at your workplace. Failure to comply will result in reprimand or loss of pay. Continued disregard for the rules may result in removal from the Program.

Is there a dress code?

Appropriate dress for the work environment is expected. The Program does not permit low cut or spaghetti strap tops, tank tops, short shorts, baggy pants, and flip flops. Clothing that displays foul language, promotes alcohol and drugs, exhibits gang-related images, or is otherwise inappropriate for a work environment will not be tolerated.

Some locations may require a uniform or enforce a dress code appropriate for that work environment. When you meet your onsite supervisor in May, you will be given this information.