

Interfaith Action of Greater Saint Paul
Department of Indian Work
American Indian Youth Enrichment

Afterschool Program
Family Orientation and Handbook
2018-2019

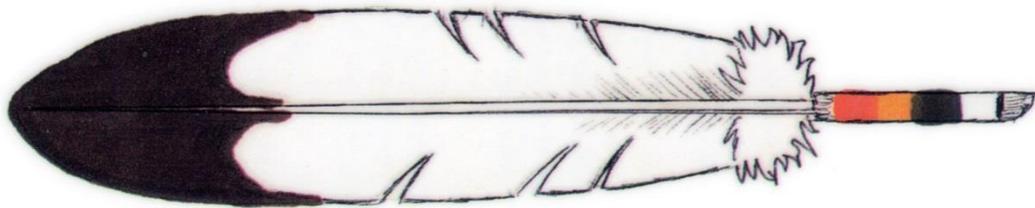


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Dear Family Member:

Thank you for participating in American Indian Youth Enrichment, a program of the Department of Indian Work with Interfaith Action of Greater Saint Paul.

We are so happy that you decided to send your child to the American Indian Youth Enrichment afterschool program. You are your child's most valuable asset. It is important that you, as a parent/guardian, become involved in the educational process to ensure a successful learning experience for your child. To help you become involved, we invite you to read and discuss this handbook with your child. It is very important that you and your child understand the policies of the afterschool program.

To help us serve your child well in afterschool, we need your help and input. To be successful, we want to establish a collaborative relationship between afterschool and your home. We have found that receiving support at school and at home is important to the educational, mental, and physical growth of our students.

We look forward to a very exciting year. We encourage you to become involved by volunteering with our program on fields trips and attending our family event nights.

Our staff is committed to the growth and development of every student. We encourage you to support them and to let us know if you have any concerns or questions. Our afterschool program is a family business.

Please read and review with your child. Please return all signature pages to any AIYE staff person.

Thank you for your support.

Best wishes,



Virginia Vogel
American Indian Youth Enrichment Coordinator



Kathy Denman-Wilke
Department of Indian Work Director

I. INTRODUCTION

A. Program Overview

Our program typically serves over 40 students in grades 1 through 5. **Students attend the program from 4:00 PM to 5:45 PM.** The program’s primary objects are to enrich students’ lives with educational and cultural based Native American activities. Youth learn from indigenous leaders, gain awareness of their heritage and history, and receive culturally-relevant educational support. A strong emphasis is placed on literacy support and engagement for the youth, which also includes culturally relevant curriculum and activities.

During program hours, students will have time allotments for snack, recreations, and a program lesson – all provided by dedicated staff members.

The Saint Paul Public School system partners with our program through the Flipside afterschool program. AIYE partners with Flipside by providing our program at the AIMS Flipside site. Transportation, program space, and afterschool snacks are provided by Flipside. While this handbook outlines expectations and policies for the AIYE program, the American Indian Youth Enrichment program adheres to all Saint Paul Public School District policies and procedures as governed by the SPPS Policy and Procedures Manual.

B. Program Philosophy

The mission of the Department of Indian Work is to provide a safe, indigenous space for American Indian families to revitalize their culture and their educational wellness.

All children are unique, having different experiential backgrounds, needs, skills, talents, abilities, interests, learning styles, and rates. Our purpose is to provide a safe, caring, creative and challenging learning environment that will support and encourage each student to develop to their fullest potential intellectually, emotionally, socially, culturally, and physically.

Education is a partnership of school, home and community.

C. Important Phone Numbers

Please feel free to contact us at any time. We look forward to getting to know you and making the afterschool program a wonderful experience for you and your children. If we are unable to answer the phone, please leave a message with a telephone number where you can be reached.

Program Coordinator Office..... 651-789-3863
Program Coordinator Cell Phone..... 651-283-7183
Department of Indian Work Director Office..... 651-789-3854
American Indian Magnet School 651-778-3100
SPPS Transportation..... 651-696-9600

D. Program Staff

Name	Title	Email Address
Virginia Vogel	American Indian Youth Enrichment Coordinator	vvogel@interfaithaction.org
Kathy Denman-Wilke	Department of Indian Work Director	kdenmanwilke@interfaithaction.org
Thomas Draskovic (Mr. D)	Lead Culture Teacher	thomas.draskovic@spps.org
Nancy Vogt	Literacy Teacher	nvogt@interfaithaction.org
Victoria Stein	Classroom Assistant	victoria.stein@spps.org
Samuel Wegner	Volunteer Coordinator	swegner@interfaithaction.org

Dennis Gilbert	Tobacco Prevention Advocate – Ain Dah Yung Center	dennis.gilbert@adycen.org (Note: Ain Dah Yung provides the Thursday programming for AIYE)
Josh Neurer	Flipside Coordinator at American Indian Magnet	joshua.neurer@spps.org

E. Remind App

This year, we will use the *Remind* app to communicate with families during program hours. Families will be invited to join the group with their listed contact information. The app allows the program coordinator to send out updates (i.e. for field trips, cancellations, etc.) to all parents during program hours. Family members can respond using the app, and responses will be individual and confidential. This is a great way to let the coordinator know about absences and early dismissals.

II. PROGRAM DATES AND ACTIVITIES

A. Program Dates

The **AIYE Program** begins October 8, 2018 and is expected to end on May 8, 2019. The program is held at the American Indian Magnet School located at 1075 3rd Avenue East, St. Paul, MN 55106.

The American Indian Youth Enrichment (AIYE) calendar year aligns with the St. Paul Public Schools calendar. We observe all of the same holidays, teacher prep days and conference days as required by each school. These days are listed on the calendar on the St. Paul Public School website and the AIYE calendar given to each family at the beginning of the year.

The program runs Monday and Wednesday, with the schedule as follows:

- 4:00 - 4:40: Greeting/afternoon snack/smudge circle in Class Room
- 4:40 - 5:35: Main Activities/Reflection
- 5:35 - 5:45: Dismissal to Buses/Parent Pickup & Walker Door

Please note: Thursday program days are hosted by Ain Dah Yung. Schedule may vary from the above schedule.

B. Program Activities

Our curriculum places an emphasis on American Indian culture and identity, with support from a differentiated instruction style. This means our program attempts to provide education that is able to reach all students, regardless of age or background.

Our program places an emphasis on, and incorporates the following themes:

- Indigenous history, culture, and arts, with an emphasis on the Dakota and Ojibwe nations.
- Culturally-relevant literacy instruction and reading growth opportunities
- Field trips to important sites for understanding local American Indian communities and history.
- Opportunities for parents to watch students perform, display their projects, or lead activities.
- Family orientations, field trips, and special celebrations throughout the year.

We continually develop our program and add exciting activities to the program during the year. These opportunities expose your children to exciting new experiences and enriched curriculum.

III. ARRIVAL, DISMISSAL, & ABSENCES

A. Arrival

Staff members from AIYE will meet the children in the Circle Room following regular school dismissal. Attendance will be taken at this time. Following the activities in the Circle Room, AIYE staff will escort the students to their first activity.

Please call the Youth Enrichment Coordinator if there will be a change in your children's usual arrival time at their sites.

B. Early Dismissal/Appointments

If you want your child to leave school afterschool ends or during the program, please send a note with the student for that day they are absent. You may also call the AIYE Coordinator at 651-283-7183 before 2:00 pm.

If you are picking up early (between 4:30 – 5:45 pm), please follow these procedures:

1. Enter through the Main Entrance to the Front Office.
2. Give the office staff person your name and your child's name.
3. The office staff will contact your child's classroom and your child will meet you at the office (*You may **not** go to your child's classroom*).
4. Sign your child out with the front office.

To keep our children safe, it is very important that we follow this procedure and minimize the number of adults walking throughout the school building. *Please be prepared to wait!* Your child will need to clean up his/her activity before leaving the classroom and depending on the activity, this can take time.

C. Dismissal

Your cooperation during dismissal is needed to ensure that you and your child(ren) are safe.

Dismissal from our program starts at 5:45 sharp as follows:

- Please enter at the walker/pickup door.
- Check-in with the Flipside staff that coordinates transportation.
- All children must be signed out by a designated parent/guardian/family member in order to ensure they are in the custody of you or a designated adult.
- Dismissal is completed at 6pm.

American Indian Youth Enrichment will only release child(ren) to the custodial parent and/or other authorized persons indicated on the Child Pick Up form during or at the end of the program day. A one-time telephone authorization by the custodial parent or authorized persons may be acceptable during emergencies. If there is a court order specifying the rights and responsibilities of individual parents, it is the responsibility of the custodial parent to provide the Youth Enrichment Coordinator with a copy of the official court order. Parents must follow AIYE policy for child dismissal.

We understand that there are times when emergencies arise and that you may not be able to pick up your child in a timely manner. If you know that you will be late for dismissal, you must call the AIYE Coordinator cell phone at 651-283-7183.

D. Absences

If no call has been made to the Youth Enrichment Coordinator to report absences or tardiness, and the student has exceeded three consecutive unexcused absences, the Youth Enrichment Coordinator of the site will make a reasonable effort to reach parents/guardian and emergency contacts by phone. Furthermore, if a student exceeds more than five unexcused absences during the program, the Youth enrichment Coordinator will make a reasonable effort to reach the parents/guardians to discuss ways we can increase the student's attendance in our program.

For students who have regularly and intentionally avoided AIYE contrary to the wishes of the parents, the Flipside Coordinator, and the AIYE Coordinator. The Youth Enrichment Coordinator and Flipside Coordinator will be in contact with the parents in order determine the best course of action for the child.

We recognize the benefit AIYE has as a culturally and community-based safe space for your child(ren). The above procedures represent a mutual effort to account for the presence of each child because their safety and well-being are our number one priority.

IV. ADMISSIONS, ATTENDANCE, AND TRANSPORTATION

A. Admissions

To participate in the American Indian Youth Enrichment Program, a child must be enrolled at the American Indian Magnet School and enrolled in **first – fifth** grade at the time of application. Please contact the Youth Enrichment Coordinator for any questions regarding eligibility of attending AIYE program.

B. Attendance

Youth are expected to attend every day to receive the full amount of awesomeness that AIYE teachers have planned for everyone. If students are interested in participating in other afterschool classes or programs, we ask that you communicate with the coordinator to make sure that your child will still have strong attendance in AIYE.

Research indicates a strong relationship between timely, consistence attendance and student progress. American Indian Youth Enrichment is an enrichment program and not a drop-in or ordinary afterschool care service. Therefore, attendance to the program is vital to supporting the possible academic and cultural growth by the students.

All participants must be engaged daily until 5:45 PM. If your children are involved in sports or other legitimate extracurricular activities during program operation, then a letter outlining the dates and times must be provided to the Youth Enrichment Coordinator. This information will document the variety of enrichment activities while enrolled in American Indian Youth Enrichment. It is the responsibility of every parent to arrange care for child(ren) before scheduled start and after the end of all American Indian Youth Enrichment Program activities.

C. Transportation

While enrolling their child(ren) for the AIYE program, parents must indicate what their child(ren)'s mode of transportation will be from AIMS once program is done for the day. A school bus is available to transport children that live within the usual bus routes for the Saint Paul Public School District. Children can also be picked up by their designated parent/guardian/family member or have the option of walking home. **American Indian Youth Enrichment staff are not permitted to transport child(ren) home in their personal cars.**

V. RULES AND RESPONSIBILITIES

A. Parent/Guardian Responsibilities

There are many aspects of the afterschool program in which we need the cooperation and patience of the parents. As you know, the quality of parents' relationships with both the day school and afterschool is a good indicator of students' success. We ask that parents take responsibility for monitoring and checking homework. We also want to encourage you to volunteer and be involved in the afterschool program. Please fill out and return the attached forms and feel free to talk to group leaders and the site coordinator about ways you can be helpful and stay connected to the program.

We hold all of our participants, both students and their relatives, to the same appropriate behavior expectations. The behavior goals and expectations of the students are outlined in Section V.B. Adults unable to follow these expectations will be asked to leave the event space.

B. Student Behavior Goals and Expectations

AIYE will make every effort to notify parents/guardians of both positive and challenging behavior within the week.

The following outlines the expectations for all AIYE students, staff, and parents.

- Everyone must help each other to be respectful of peers, elders, self & all beings.
- Participate by being active and by paying attention to our teachers and speakers.
- Help each other to be physically, emotionally, mentally & spiritually safe – represented in each color of our Indigenous Medicine Wheel. How will we stay safe?
 - a. By keeping our hands, feet & objects to ourselves.
 - b. By putting away electronics that distract ourselves and others.
 - c. By showing kindness. Give compliments. Help out a friend. Give it your all!
 - d. By resisting being rude/unkind. Instead, be welcoming! Share your best qualities.
 - e. By loving ourselves so we are able to share love with people around us.
 - f. By being you! Also, by living out the Lakhota Virtues and the Ojibwe Grandfather teachings in your life.

We are committed to working with you and your student in order to allow for your student's participation in the program. If behavioral incidents occur at the AIYE program, classroom leaders will address each and every one in a manner that is respectful to all students involved.

AIYE will separate students who become physical aggressive or who are unwilling to change behavior that severely affects classroom dynamics or the safety of themselves or others. If the behavior(s) continue, the children will be sent home. We will make every effort to deescalate a situation to keep everyone emotionally and physically safe. For further details of expectations and policies of behavior expectations, especially for severe and/or dangerous behavior of a student, please refer to Saint Paul's Public School's handbook.

C. Restorative Actions

For students who exhibit major behavioral concerns, the AIYE coordinator or AIYE staff will be in contact with family members for the child. Because of this, PLEASE keep an updated phone number for us. Texting and/or calling is a convenient way for us to keep in touch with you.

D. Children's Dress Code

Per the Saint Paul Public Schools' Student Behavior Handbook, the following outlines the expectations of children's dress code:

- Students are responsible for wearing clothes that are appropriate for school. To maintain a safe learning environment, students' dress cannot be a health and/or safety hazard, obscene, sexually explicit, or discriminatory.
- Clothing that displays words or images that communicate a message that is racist, sexist, or otherwise derogatory is not permitted.
- Clothing that displays references to alcohol, chemicals, tobacco or other products that are illegal for use by minors is not permitted.

AIYE staff reserves the right to make judgment on the appropriateness of any article of clothing and will share with parents and children privately.

- AIYE encourages students to express themselves, especially during American Indian Magnet School's spirit week (Rock your mocs, beadwork, braids, etc.)

E. AIYE Program Chain of Command for Resolving Issues or Expressing Concerns

Step 1. Classroom Leader: Mr. D.

Step 2. Program Coordinator: Ms. Vogel

Step 3. Department of Indian Work Director, Ms. Denman-Wilke

Step 4. Interfaith Action of Greater St. Paul Executive Director,
Ms. Randi Roth (651)789-3842.

Remember: (1) Very few concerns or conflicts have progressed past the level of the Lead Teacher or Program Coordinator for this program. They should always be the parents' first point of contact to communicate questions and concerns about your children's participation in AIYE's afterschool program. (2) For students who continue to have an ongoing issue or if additional reporting or management of an incident is necessary, the AIYE Coordinator will contact the Flipside Coordinator in order to work collaboratively to resolve the issue.

VI. HEALTH, MEDICATIONS, ILLNESS, SPECIAL NEEDS, AND MEDICAL EMERGENCIES

A. Health and Wellness

AIYE is committed to providing a physically safe place for all children who participate in the program. The AIYE classroom is equipped with basic first aid kits, however AIYE does not have access to equipment or medication stored in the school's nurse's office. If your student needs accommodations in this area, please indicate this on the application or talk to classroom leader as issues pertaining your student's health arise. If you have any questions, please contact the American Indian Youth Enrichment Coordinator.

We are committed to keeping your child(ren) safe and healthy while in our care. It is imperative that all parents/guardians follow the St. Paul Public School guidelines when determining if your child is physically or mentally well enough to attend and perform daily tasks and requirements of AIYE.

B. Medications

Children will be permitted to self-administer medication only for life threatening illnesses or conditions such as use of an inhaler for asthma or an Epi-Pen for severe allergies. The parents of children who potentially require self-administering medication must comply with the Saint Paul Public School District's policies and must have submitted the required, applicable forms for medications/use of medications to the district/school.

C. Illness/Infection, Allergy, or Communicable Disease

In order to prevent the spread of sickness or communicable disease, we reserve the right to make a judgement call on whether a child is well enough to perform required tasks or risks infecting other children. It is most important that you help us in this effort. Please describe in detail any existing or reoccurring medical issue, allergy or other condition that your child(ren) may have on the AIYE application and communicate with the classroom leader as soon as possible if anything should arise throughout the school year. If illness occurs, we suspect your child(ren) cannot perform task required or risk infecting other children during the time that your child(ren) is in our care you will be notified as soon as possible and be asked to pick up your child.

D. Special Needs for Behavioral, Physical, or Mental Disorder(s)

AIYE is, in general, able and eager to accommodate children with special needs. It is imperative that you provide a detailed description of your child(ren)'s disorder or abilities and talk with the American Indian Youth Enrichment Coordinator and classroom leader about any necessary accommodations needed in order for your child(ren) to be successful before enrollment.

All information that you provide will be kept confidential and will only be used for the purpose up supporting your child during AIYE program time.

E. Emergency/Accident Procedures

In the rare instance that your child is hurt in any way or there is an emergency, he/she will be brought IMMEDIATELY to the Main Office of the AIMS building. The American Indian

Youth Enrichment Coordinator will take care of your child. For any injuries the parent/guardian will be immediately notified by phone. If the parent/guardian cannot be reached, the emergency contact from the registration form will be called. If no one can be reached, a note will be sent home with the child. The Flipside Coordinator will fill out an incident report. The incident report will be kept on file in the child's personal file with Flipside.

In the case of medical emergency, 911 will be called immediately and parent or guardian listed in emergency contact will be contacted. It is imperative that all emergency contact information be updated regularly in order to keep your child(ren) safe.

VII. OTHER USEFUL INFORMATION

A. Staffing

We have compiled a strong group of professional educators who will work with your children on a day-to-day basis and who are committed to the success and education of your children.

Without them, the American Indian Youth Enrichment program would not be a successful afterschool program. Many members of our staff are American Indian Magnet School employees. These individuals bring their experience and dedication with them to our afterschool program, which is definitely a valuable asset of the program. Some staff are local artists and musicians who share their talents with the children in their community. Other staff members are college students who are attending local colleges. It is our priority to ensure that all staff are culturally competent to affirm the students' cultures and identities.

B. Parent and Family Involvement

Parents are strongly encouraged to attend all parent meetings, empowerment workshops, and special family events. If you are not able to attend, we highly suggest that other significant persons in the children's lives attend in your place.

Parental Commitment to Learning:

Parents support their children's education in a variety of ways:

- First, learning must be valued in the home. The children must receive reinforcement that attending school and AIYE regularly, behaving respectfully, doing well and asking for help when needed are priorities.
- Secondly, children must go to school and AIYE rested, fed, dressed properly, and prepared with school tools and ready to learn every day.
- Third, parents must stay informed about what's happening at school, in their classrooms and at AIYE and communicate frequently with everyone involved in your children's education.
- Finally, parents must actively participate in educational events and volunteer whenever possible. At AIYE there are many ways that you can be active and visible to your children. Please talk to the classroom leader, American Indian Youth Enrichment Coordinator and Director for ideas. Your feedback, comments, talents and service are very much appreciated and highly sought after.

Research has shown extensively that when parents become involved with their children's education, their behavior improves, academic achievement increases, achievement gains are sustained, language performance improves, and self-esteem is enhanced significantly.

Parent Volunteer Opportunities:

- Field trip chaperones
- Classroom assistants/tutors
- Teach a dance, song or craft
- Read a story or poem
- Be a guest speaker for Parent Empowerment
- Share community resources
- Prepare snacks; set-up, clean-up and serve meals during parent meetings and other special family events
- Call other parents

- Donate materials
- Tell other families about AIYE to encourage them to enroll their children
- Participate in recruitment events
- Help during fund-raising and community service projects
- Coordinate car pools and **much, much more!**

Volunteer opportunities are also available to community members. A criminal background check, screening interview is required from those who will be engaged directly with your children. Volunteers must be approved by the American Indian Youth Enrichment Coordinator.

C. Site Visitors

With the exception of site visitors associated with evaluations and/or funding of the program, the following rules apply to any visitors to the AIYE Program:

- Permission from the AIYE Coordinator will be required before any site visit occurs.
- The AIYE Coordinator will only coordinate site visits after getting approval from teachers and parents.
- All visitors must report to the Lead Teacher upon entering the area where the AIYE children are located.
- No visitor may ask the teachers, volunteers or children questions; nor accompany them to play areas, bathrooms, or other locations in the building; take pictures, or sit-in to observe activities without advanced permission from the AIYE Coordinator.
- All visitors must have cell phones and pagers silent and their use must not disrupt or disturb AIYE activities.
- AIYE is a learning environment that is free from hate, profanity, violence, drug and alcohol, commercial tobacco smoke, and weapons. All visitors are expected to cooperate with staff in maintaining a caring, supportive and positive learning environment.
- AIYE staff reserves the right to make judgments about any visitor's article of clothing that may be disruptive to our mission; and learning environment. Staff will ask for the offending article to be removed or hidden from view of the children present.
- AIYE staff reserve the right to intervene should any visitors' behavior or speak in a way which may compromise the safety of all children under our direct supervision; staff will ask one time for any negative words/actions to cease. If the negative actions continue, the children will be removed to a safe area and the police will be called. A full report will be given to the AIYE Coordinator who will determine other avenues necessary to maintain the security of staff, volunteers and children at the site, which will include a meeting with parents to obtain their feedback.

D. Field Trips

AIYE seeks to expose AIYE students and families to enrichment activities and field trips that further their understanding of concepts taught in the classroom, allows to students to be exposed to the greater community and allows families to build community and have fun with their classroom leaders, family and peers. Field trips are a privilege and we reserve the right to determine student's eligibility to attend based on attendance and behavior exhibited in the

classroom. Parents and siblings not in the program are welcome to attend most fieldtrips. Some field trips parents are required to attend with their student(s) in order to fulfill chaperone quotas.

- **No AIYE staff** will be permitted to stay behind with children. Emergency contacts will be called to pick up your children if you are not available.
- During the field trip: children may not shop for food or souvenirs unless approval is given by the AIYE Coordinator.
- All students must ride the chartered bus to and from the event unless parents are driving their own children, or provide written permission to another parent. Younger siblings may go on field trips if AIYE was notified prior to the field trip, the young siblings are accompanied by parents, and appropriate fees are paid.
- **No staff or volunteer will transport children**, other than their own children in their personal vehicles without a parent permission approved by the AIYE Coordinator.
- No children will be permitted to go on a field trip if their behavior or their work does not meet the standards of the classroom leader.

E. Closing for Severe Weather or Emergencies

American Indian Youth Enrichment will follow the same school and afterschool closings of the St. Paul Public Schools during inclement weather. So please listen to the designated TV or Radio stations. Therefore, it is the parents' responsibility to provide alternate care for their child(ren.)

In the case of closing or early dismissal due to inclement weather or emergency while American Indian Youth Enrichment is in session, parents will be notified by the Lead Teachers and/or AIYE Coordinator. Buses will be provided for children who regularly take the bus home following AIYE program days. Children who are regularly picked up by their parents/guardians or walk home would be expected to do so during these instances as well. So, it is very important to keep your children's Emergency Contacts, Child Pick-Up Form, Home and Work numbers and other contact information up to date. Please call Ms. Vogel at 651-789-3863 or 651-283-7183 to report changes as soon as they occur.

F. Miscellaneous

- **Snacks:** Snacks are provided free of charge every day by Flipside. These snacks are nutritious and provide the students with the necessary energy they need to participate in their activities. It is the responsibility of parents to inform their children and AIYE teachers of all allergies and religious or personal food prohibitions. (i.e.: no pork products, peanuts, etc.). Snacks brought in from home must store bought and in original

packaging, be non-perishable, and enough for all present. Please contact the Classroom Leaders before bringing snacks to the sites.

- **Valuables:** We strongly encourage all students to leave all valuables at home. Valuables include, but are not limited to: large amounts of money, iPods, smart phones, Game Boys, or any other type of electronic game or any other types of toys. We encourage this policy because it is not only distracting to your child, but also to the students around him/her and because we will not be able to reimburse you if the item is lost, damaged, or stolen.
- **Lost and Found:** If at any time your child loses anything, they should go to the lost and found at the Main Office of AIMS. If the item is not there, please have your child inform a staff member and they AIYE staff will keep an eye or for the lost item.
- **Donations:** If any parents would like to donate any used books, games, or other items that are in good condition, please contact the Youth Enrichment Coordinator.

Parent/Guardian Agreement:

I _____, parent/guardian of

_____ (Child's name) have read and understand the information contained in the American Indian Youth Enrichment Parent Handbook. My signature below indicates that my child will participate in the American Indian Youth Enrichment Afterschool Program, and in order to help my child to have the best possible experience, I agree to the conditions outlined in the Parent Orientation and in this Handbook.

Parent/Guardian Signature

Date

*American Indian Youth Enrichment is a program of:
Interfaith Action of Greater St. Paul 1671 Summit Avenue St. Paul MN 55105
Ph. (651) 646-8805 • Fax. (651) 646-6866 • www.interfaithaction.org*

