

MOHICAN FAMILY CENTER/FAMILY SERVICES/AFTER SCHOOL PROGRAM
N8605 Oak Street, Bowler WI 54416, 715-793-4080

POLICIES

All programs located inside the Mohican Family Center will abide by the same approved policies

I. PURPOSE

Mission Statement: The Mohican Family Center (“MFC”) strives to involve all community members in program participation in order to help build and maintain a strong healthy community. Our programs are based on the “mind, body and spirit” concept of wellness.

II. MOHICAN FAMILY CENTER MEMBERSHIP

A. Admission Policy

1. Membership Options

- a. Single Membership: All individuals age 18 or older, who are not part of a family membership.
- b. Family Memberships: One set of parent(s)/guardians(s) and their children age 20 and under living in the same household.
 - i. Enrolled members with a significant other may qualify as a “family.”
 - ii. Only one cohabitant can qualify as a “family” per two-year time frame.

2. Membership Fees: There shall be no membership fees; however, membership enrollment with MFC is required.

3. Membership Renewal: Membership must be renewed annually.

III. HOURS OF OPERATION

A. Hours of operation change seasonally, during the winter season hours may be longer.

B. Hours of operation for each department located within the MFC shall be posted on the entrance doors and webpage.

C. MFC is not responsible for youth playing outside of the building unless they are participating in a formally scheduled MFC event.

IV. MOHICAN FAMILY CENTER RULES

A. BEHAVIOR EXPECTATIONS:

One of the most important lessons MFC can foster is discipline. It is this training that develops self-control, character, orderliness and efficiency. It is the key to good conduct and proper consideration for other people. All are expected to act in such a manner that their behavior will reflect favorably on the individual and on the MFC, showing consideration for fellow facility users and staff members and creating a positive, cooperative MFC atmosphere. The basic premise for the disciplinary process at MFC is one of **respect** for individuals. Each person has the right to feel secure in mind, body, possession and educational pursuit. Persons that engage in unlawful conduct may be referred to law enforcement when appropriate.

B. **UNACCEPTABLE CONDUCT:** Listed below are some examples of conduct that are considered unacceptable. This list is not to be considered all-inclusive. Inappropriate behavior will be addressed and an appropriate remedy will be sought. Please consider your actions carefully and choose to behave in a courteous, respectful manner.

1. **Alcohol and/or Drug Abuse:** No person shall use, distribute, sell or be under the influence of alcoholic beverages or controlled substances on MFC premises or while engaged in or attending MFC-sponsored activities. The abuse/possession of prescription or non-prescription drugs or "look-alike" substances while at MFC or any MFC activity is also strictly forbidden. No person may sell, possess, or distribute alcohol, illegal drugs, drug paraphernalia prescription or non-prescription drugs or "look-alike" substances to anyone at any time.
2. **Disrespect/Insubordination:** Treat all with the proper respect - youth, custodians, food service staff, supervisors, and visitors.
3. **Threatening Behavior/Harassment:** Harassment or intimidation can arise from a broad range of physical or verbal behavior which can, but not limited to, the following: physical or mental abuse, racial insults, ethnic slurs, religious slurs, unwelcome sexual advance and touching, sexual comments or jokes, sexually explicit derogatory statements, or discriminating remarks which are offensive or objectionable to the recipient or which cause the recipient's discomfort, humiliation is forbidden by federal, state and tribal laws.
4. **Truancy:** Per state statute (Ch.118.15) and tribal statute Chapter 13, all students are to be in all classes every day and under no circumstances are students, grades K-12, allowed on the premises of the MFC during regularly scheduled school hours of operation, with the exception of homeschooled students, who may utilize the facilities Wi-Fi for coursework or fulfilling their Phy-Ed requirement.

5. **Smoking:** Possession of cigarettes, e-cigarettes, vaping cigarettes, smoking or use of smokeless tobacco is not allowed anywhere at any time by any person in tribal buildings, on MFC grounds, at MFC functions off tribal property, or any vehicle used for MFC purposes.
6. **Vandalism/Theft.** Acts of vandalism or theft by any person will not be tolerated. Restitution will be required.
7. **Weapons.** No one shall possess or use dangerous weapons or look-alike weapons at MFC, on MFC grounds, in vehicles or at MFC-sponsored events.
8. **Profanity.** Use of profane or vulgar language by any person is unacceptable at all times.
9. **Dress.** Proper attire must be worn, which includes shirt and shoes in weight room.
10. **Amorous Behavior.** Overt romantic behavior is not appropriate at the MFC. Show proper respect for yourself, your companion and those around you by refraining from such displays.
11. **Unacceptable Devices.** As determined by staff unacceptable devices are prohibited if they are believed to be a danger to persons or the facility.

C. REQUIRED BEHAVIOR:

1. **Sign In.** All members using the weight room, gym, aerobics and cardio room must sign in at the front desk.
2. **Food & Use of Facility/Equipment.** No food is allowed in the exercise areas. No food or beverages are allowed in the gym unless the gym floor cover is protecting the floor.
3. **Safety.** Run, play and exercise in designated areas only.

V. THREATS OF VIOLENCE

- A. The MFC is committed to the prevention of violence against any individual or property within the MFC's premises or at MFC sponsored activities whether such acts and/or threats of violence are made by MFC members, staff or others. Threats of violence against MFC members, personnel and/or property will not be tolerated whether or not such threats occur on MFC grounds.
- B. Any acts and/or threats of violence, including bomb threats, whether made orally, in writing, or by email or other electronic communication, shall be subject to appropriate discipline in accordance with applicable tribal and state laws as well as MFC policies and procedures, as applicable.
- C. The MFC refuses to condone acts and/or threats of violence which threaten the safety and wellbeing of staff, members and the facility environment. Employees and members shall refrain from engaging in threats or physical actions which create a safety hazard for others.
- D. All staff who are made aware of physical acts and/or threats of violence directed at members or staff shall report such incidents to the MFC Manager/designee, who shall report such occurrences to the Director/designee. Additionally, the MFC

Manager/designee will also report occurrences of violence, whether involving an actual confrontation or threat of potential violence to local law enforcement agencies as necessary upon the determination of the Director/designee.

- E. MFC members shall report all acts and/or threats of violence, including threats of suicide, of which they are aware by reporting such incidents immediately to a staff member, or the building Manager.
- F. The Tribe reserves the right to seek restitution, in accordance with law, from the parent/guardian and/or MFC member for any costs or damages which have been incurred by the MFC as a result of threats or other acts of violence in the facility.
- G. This policy will be enforced in accordance with applicable tribal and state laws and regulations as well as MFC policy and procedure as applicable.
- H. Additionally, this policy will be disseminated, as appropriate to MFC and staff members, including youth & their parents, and will be available to the general public upon request.

VI. DISCIPLINARY PROCEDURES

The MFC shall apply the following progressive disciplinary process to any person, both children and adults, who violate MFC rules.

A. Consequences for breaking “minor” rules

- 1. First Offense: verbal warning
- 2. Second Offense: Take the individual aside to discuss his or her behavior and inform him or her about the next offense consequences.
- 3. Third Offense: Lose privileges to be in the MFC and participate in any MFC activities (member must relinquish MFC card to staff person), and one hour of community service and a meeting with parent and management before the user can return. If individual refuses, see “major” rules violations below. If the individual is a child, staff shall call parent to inform them the child has lost privileges so parent can pick them up.
- 4. It should be noted that every situation is unique and may require a slightly different approach.

B. Consequences for breaking “major” rules: Major rules include, but are not limited to: verbal threats, destruction of property, physical violence and other safety issues.

- 1. Individual will lose privileges for using the MFC until the issue is resolved.
- 2. If the individual is an adult, staff will complete an incident report. A meeting will be scheduled with individual and management to resolve the issue, if possible.
- 3. If the individual is a child, staff will contact parent by telephone and complete Incident Report. Copies of the report shall be made for Family Services and MFC manager so they can contact parent or proper authorities to resolve the issue, if possible.
- 4. In some cases, it may be necessary for staff to call the Stockbridge-Munsee Tribal police officers. Phone numbers are located at the reception desk.

Policies

5. If warranted by the rule violation and/or if a mutually agreeable resolution cannot be reached, then the individual's membership at the MFC may be revoked.
6. It should be noted that every situation is unique and may require a slightly different approach (i.e. being banned from the facility).

VII. INCIDENT/ACCIDENT REPORTS

- A. An Incident/Accident Report must be completed when someone is hurt or there is a disruption, including rule violations resulting in disciplinary action, at the MFC.
- B. To ensure that incidents are evaluated and managed within the facility, an Incident/Accident Report must be completed by a staff member on duty and turned in to the MFC manager within 24 hours.
- C. Incident/Accident Reports are kept on file at the reception area.

VIII. MOHICAN FAMILY CENTER (Activities, Gymnasium and Lobby)

A. Age Restrictions:

1. Youth ages 5-12 may participate in the Mohican Family Center and After School Program until 6:00 PM. After 6:00 PM they may participate in planned activities or events, or are required to be with a parent or guardian.
 1. Non-school day and Summer hours of operation/activities will be posted prior to the scheduled holiday or summer break. (i.e. teacher in-service, scheduled holiday breaks, and the summer break)
2. Youth ages 13-17 may utilize the Mohican Family Center upon arrival from school until 8:45 PM.

IX. MOHICAN FITNESS CENTER (Weight Room, Cardiovascular Room, & Aerobics Room)

A. Age Restrictions:

1. Weight room participants must be age 18 or older. Members ages 15-17 may use the weight room provided a fitness assistant is present to provide supervision at all times and have completed training program.
2. Cardiovascular Room participants must be age 18 or older. Members ages 15-17 are allowed to use the room provided they have parental permission and have been provided proof of instruction on proper use of all cardio equipment in the room.
3. In special cases, youth aged 10 -14 are allowed to use some cardiovascular equipment with adult supervision, once the following requirements are met:
 - a. Parent, child and Fitness Staff must sign Parent/Child Agreement Form to use the and cardio equipment.
 - b. Fitness Staff will set up an appropriate fitness program designed for maximum safety and effectiveness.
 - c. Child must pass a training workshop.

Policies

d. Fitness Staff will maintain updated list of approved youth to use cardio equipment and provide that list to all MFC staff.

B. Medical Clearance: Participants of any age with the following risk factors must have a physician's written permission to exercise:

1. Cardiovascular disorders (high blood pressure, heart attack or stroke).
2. History of elevated blood lipids
3. Diabetes
4. Joint or muscle related injuries, which restrict movement.
5. Anyone with a "yes" answer on the Par Q & You form.

X. GYMNASIUM FLOOR PROTECTION

In order to increase the lifetime of the floor:

- A. Participants will wear non-marking athletic shoes when playing on the floor.
- B. The gym floor covering will be used during non-sporting events.
- C. The west doors that exit outside shall not be used as an entrance, unless the gym floor covering is down and covering the entire gym floor.

XI. RENTAL POLICIES

A. Room Rental

1. Rental of the MFC for personal parties/events and profitable organizations will be at the current rates.
2. Rental reservations will be on a first come, first serve basis. Applicants must fill out the Use of Facility form and return it to the MFC.
3. The MFC requires a two-week advance notice for events occurring during normal hours of operation, and a four-week advance notice for events taking place when the MFC is normally closed.
4. If there is a room available, community, organizations, and tribal departments may use a room for meeting space free of charge, provided it is during regular operating hours and the organization is non-profit.

XII. EMERGENCIES

An emergency situation exists if you think a person could die or suffer serious harm unless prompt care is received. **When in doubt, immediately call 8-911.**

- A. If safety permits, employees must check the facility to verify that all patrons vacate building during an emergency or emergency drill.
- B. If the emergency requires patrons to vacate the building, employees will supervise children who were at the MFC until they can be picked up by a parent, guardian or other authorized individual or drop off the children at a parent, guardian or other authorized individuals home.
- C. The MFC Board, MFC Manager, & Director of Economic Support have determined that the refusal to vacate the building during emergency drills or actual emergencies is a serious problem and should be considered a major offense. Membership shall be revoked for one month if a person fails to vacate during a drill. Membership

will be revoked until violator meets with MFC Board and provides an acceptable explanation for his or her action and an apology if the member fails to vacate the facility during an emergency.

D. Medical:

1. Dial 8-911 from any phone inside the MFC for a medical emergency. Emergency phone numbers are displayed at all phones within the facility.
2. All MFC staff members are certified in CPR, AED and First Aid in the event of a medical emergency.
3. First aid kits are available at the reception desk, weight room desk and Family Services after school room.

E. Fire: In the event of a fire, the alarm will sound. MFC staff shall assist members to follow lit exit signs out of the building and to the North end of the parking lot.

F. Tornado: In the event of a tornado, MFC staff members are to direct clients to the shower area of the locker room.

G. Loss of Electricity: Staff members shall ask clients to leave the weight room and cardio room to prevent injury until the electricity is back on. In the event the electricity doesn't come back on within one hour, staff will be on call until the end of original work schedule if facility is re-opened.

H. Gas Leak: In the event of a gas leak, MFC staff shall assist patrons with vacating the building and leaving the immediate area. Staff will also call 8-911 as soon as possible from another building. Staff shall remain on call until end of original work schedule, in case the facility is to be re-opened.

I. Severe Thunderstorms: Severe Thunderstorm warnings with possible conditions for tornadoes may result in closing of the facility.

J. Severe Winter Weather: Severe winter weather including snow storms and below zero temperatures may result in activities requiring travel to be cancelled. The facility may also be closed in highly treacherous winter weather, as determined by the Mohican Family Center Manager.

XIII. SURVEILLANCE AND ALARM SYSTEM

Surveillance footage will be reviewed in the event of any suspicious behavior or missing items in the facility. Such footage will be saved as appropriate. Surveillance footage may be reviewed by the MFC staff, law enforcement, or government officials, but will not be available to the general public. The alarm system is set up to prevent break-ins. In the event of an unauthorized person entering the building, the system is activated, notifying the alarm monitoring center and police.

XIV. MEDICAL EMERGENCIES OR ILLNESS

If a member or child becomes ill while at the Mohican Family Center, parents will be notified and asked to pick up their child immediately, even if it is during a field trip (within 60 minutes after emergency contact). If your child has an accident or injury, he or she will be given first aid treatment and/or arrangements will be made so the proper care can be provided.

Policies

It is important that parents or guardians notify the MFC of address and phone number changes listed on the membership application so that this information can be updated.

Parent/guardian will be contacted when a member:

- Has an oral temperature of 100 degrees or greater
- Experiences vomiting or diarrhea
- Exhibits symptoms of a contagious disease
- Is in need of medical treatment

Members may not attend the MFC if they:

- Have an oral temperature of 100 degrees or greater
- The illness warrants greater care than can be provided by staff
- They have not attended school that day
- They have a contagious disease diagnosed by a professional

Any and all suspected transferable infestations or transmittable contagious conditions will be addressed as follows:

- Parent/guardian will be contacted and must immediately remove the member from the MFC facility
- Proof of treatment from a health care facility and written preapproval from the Site Coordinator is required before the child will be allowed back into the MFC.
- Parent/guardian will contact the MFC within a 24-hour period if your child comes in contact with an infestation or contagious

XIV. USE OF FACILITY AT OWN RISK

Members use the MFC for physical conditioning and recreational activities at their own risk. Members understand that there is a risk of injury from participating in activities at the MFC and agree to assume all risks associated with such participation. The Stockbridge-Munsee Community, the MFC, and its employees, officials, and agents are not liable for injuries or damages resolving from the negligent or improper use of the facility.

Policies

XV. COMPUTER LAB POLICY

Please see the Stockbridge-Munsee Community's Computer Use Policy. (*MFC Members will be required to review and sign the Computer Use Policy, as part of their membership package.*)

XVI. ANTI-BULLYING

The Mohican Family Center strives to provide a safe, secure and respectful environment for all members. Bullying has a harmful social, physical, psychological and academic impact on bullies, victims and bystanders. The MFC consistently and vigorously addresses bullying.

- Bullying is deliberate or intentional behavior using words or actions, intended to cause fear, humiliation or harm. Bullying may be repeated behavior and involves an imbalance of power. The behavior may be motivated by an actual or perceived distinguishing characteristic, such as, but not limited to: age; national origin; race; ethnicity; religion; gender; gender identity; sexual orientation; physical attributes; physical or mental ability or disability; and social, economic or family status.

- Bullying behavior can be:
 - Physical (e.g. assault, hitting or punching, kicking, theft, threatening behavior)
 - Verbal (e.g. threatening or intimidating language, teasing or name-calling, racist remarks)
 - Indirect (e.g. spreading cruel rumors, intimidation through gestures, social exclusion and sending insulting messages or pictures by mobile phone or using the Internet—also known as cyber bullying)

- Bullying behavior is prohibited in all of the Mohican Family Center, buildings, property and environments, including vehicles. Environments include, but are not limited to, every activity under Mohican Family Center's supervision.

XVII. FIELD TRIPS/ACTIVITIES AND TRANSPORTATION

One of the goals of the Mohican Family Center is to provide opportunities for members to experience a variety of Recreational and outdoor activities and interact with others. The following are the Mohican Family Center rules of conduct during field trips and events, which apply in addition to the normal MFC policies:

Policies

- Members may only participate in Mohican Family Center field trips with a signed permission slip from a parent/guardian.
- Dress appropriately for the activity.
- Be punctual for departures, meetings, breaks, etc.
- Do not leave the group or have unauthorized visitors without staff/volunteer permission.
- Distracting electronic devices must have staff approval prior to usage.
- Profanity, abusive language, obscene gestures, suggestive slogans on apparel or accessories is not allowed.
- Be courteous, have a positive attitude and use common sense at all times.
- Follow staff/volunteer directions, use the “buddy system” and never go anywhere alone.
- Follow all rules of each area visited and all curfew rules. Be in assigned room at curfew time and stay there. Do not allow others into room after curfew time. Rooms may be inspected at any time to ensure compliance with field trip and MFC rules of conduct.
- Rooming arrangements and visitation privileges are determined by staff/volunteer.
- Alcoholic beverages, tobacco, e cigarettes, vaping cigarettes or smokeless tobacco or controlled substances are prohibited.
- The staff/volunteers must be informed of any participant on prescribed medication or any existing illness in advance of trip.
- Damage or vandalism to property of others will be the responsibility of the participant(s) to replace or repair, as determined by the MFC staff.

Policies

- Chaperones and volunteers have full authority to enforce all rules/policies.

Please remember that violations of these rules may affect the MFC future trips and the MFC s member disciplinary process will be in place.

XVIII. PERSONAL & LOCKER SEARCHES

The Mohican Family Center reserves the right to search member's/visitor's/and any persons on the premises belongings at any time. A member's personal property (e.g., purses, backpacks, coats, etc.) may be searched whenever a staff/volunteer has reasonable suspicion to believe that the member is in possession of illegal or unauthorized materials. When necessary, police will be called to perform searches or investigate. Parents will be contacted to inform them of the search.

XIX. LOST OR STOLEN PROPERTY

The Mohican Family Center is not responsible for any lost or stolen personal property of members. Members are fully responsible for any damage to, or property stolen from the Mohican Family Center. By law, stolen items must be reported to the police by the owner. **This means that Staff will encourage members and their families to report any lost or stolen items, but will make the call on their behalf.** Personal belongings should be properly marked. Members should take home all projects and personal belonging each day. Lost and found items are collected and kept for one month. If they are not claimed, they are donated to community organizations.