

# Poarch Band of Creek Indians



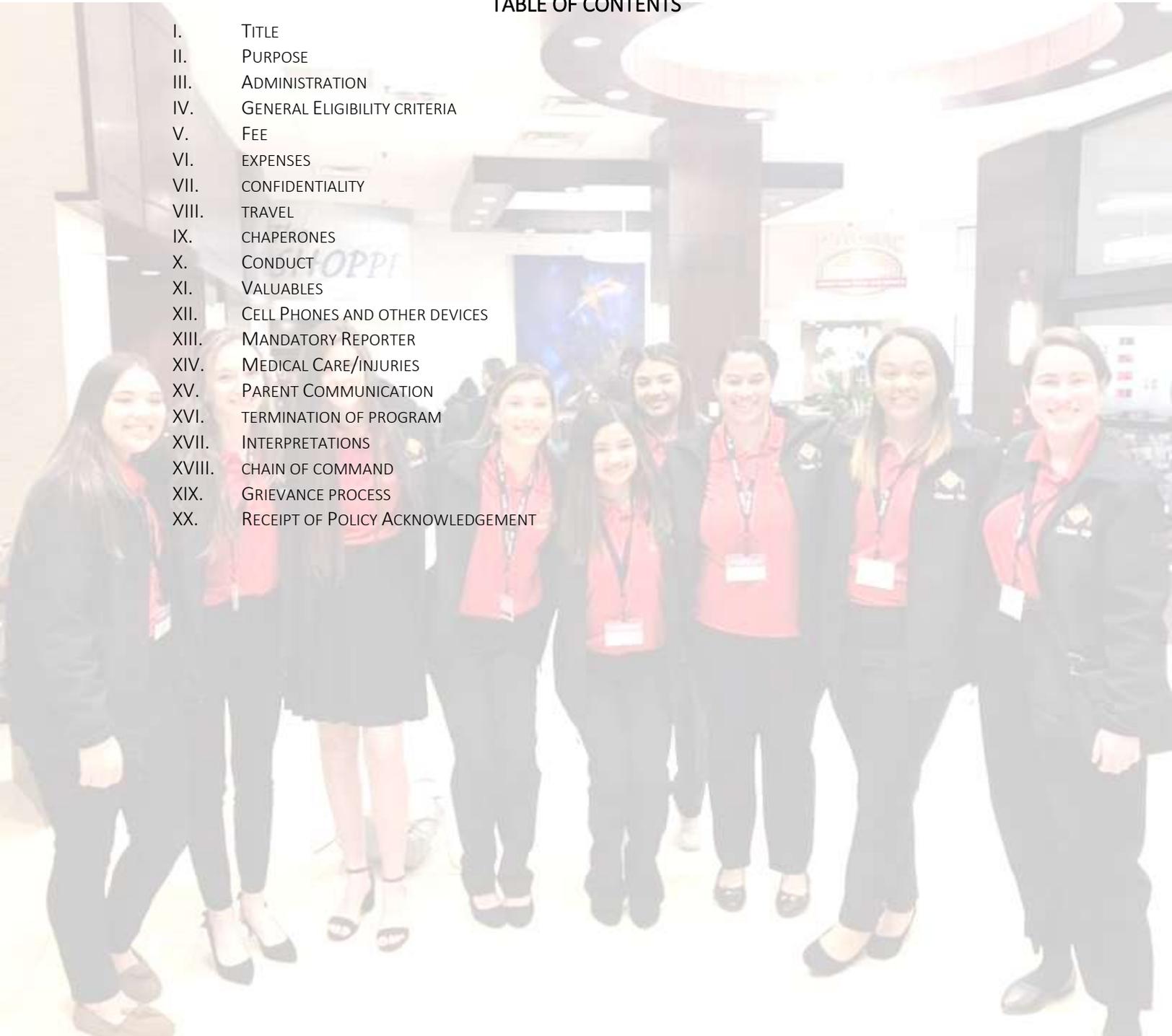
*Close Up Policies and Procedures*

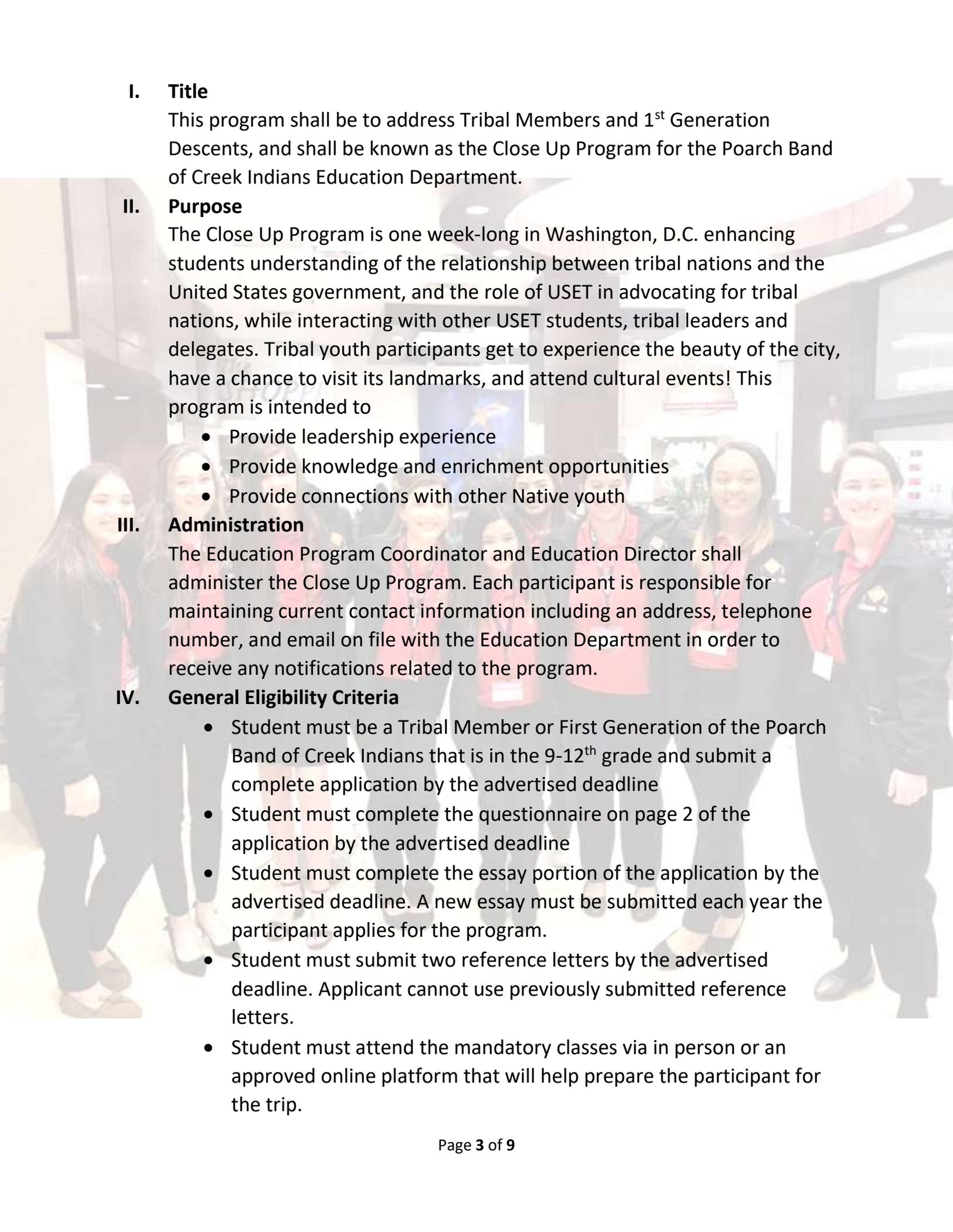
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A group of approximately ten young women, likely participants in the program, are standing in a hallway. They are wearing black jackets over red shirts. The background shows a modern building interior with large windows and a curved ceiling.

## **I. Title**

This program shall be to address Tribal Members and 1<sup>st</sup> Generation Descents, and shall be known as the Close Up Program for the Poarch Band of Creek Indians Education Department.

## **II. Purpose**

The Close Up Program is one week-long in Washington, D.C. enhancing students understanding of the relationship between tribal nations and the United States government, and the role of USET in advocating for tribal nations, while interacting with other USET students, tribal leaders and delegates. Tribal youth participants get to experience the beauty of the city, have a chance to visit its landmarks, and attend cultural events! This program is intended to

- Provide leadership experience
- Provide knowledge and enrichment opportunities
- Provide connections with other Native youth

## **III. Administration**

The Education Program Coordinator and Education Director shall administer the Close Up Program. Each participant is responsible for maintaining current contact information including an address, telephone number, and email on file with the Education Department in order to receive any notifications related to the program.

## **IV. General Eligibility Criteria**

- Student must be a Tribal Member or First Generation of the Poarch Band of Creek Indians that is in the 9-12<sup>th</sup> grade and submit a complete application by the advertised deadline
- Student must complete the questionnaire on page 2 of the application by the advertised deadline
- Student must complete the essay portion of the application by the advertised deadline. A new essay must be submitted each year the participant applies for the program.
- Student must submit two reference letters by the advertised deadline. Applicant cannot use previously submitted reference letters.
- Student must attend the mandatory classes via in person or an approved online platform that will help prepare the participant for the trip.

- Student must possess good character and must not have any suspension from school during the program year. Any student who has had serious behavioral issues or has excessive school absences will not be allowed to participate. School Principal must sign the application stating participant may participate in the Close Up Program.
- Student must have a “C” average at the time application is due and maintain a “C” average to participate.

#### **V. Fee**

Upon notification of his or her selection for the Close Up program, the participant must pay a \$100.00 deposit. The deposit must be paid within two weeks of selection notification. Any student needing an extension due to hardship must contact the program coordinator in advance of payment deadline and make arrangements for payment. Nonpayment of the deposit will result in the participant being terminated from the program. The deposit is refundable to students upon completion of the trip/program.

#### **VI. Expenses**

The expenses for this educational trip is completely covered by the Tribe. This includes hotel, tuition cost of program, meals, flights, baggage and metro.

#### **VII. Confidentiality**

During the Close Up Program, we will maintain confidentiality and respect all families’ right to privacy, refraining from any and all disclosure of confidential information. In addition, neither staff nor administrators will disclose students’ records or have verbal communication about the participant with other professionals until a release of information consent form has been obtained. Personal information including medical records, family history, and assessment information is stored in a secure location within the building. Access to this information is limited. The only exception to this policy is if there is reason to believe a participant’s welfare is at risk. Employees are obligated to share confidential information with agencies that may be able to intervene on the participant’s behalf

#### **VIII. Travel**

All travel arrangements will be made by Close Up representatives with the assistance of a PCI employee. All participants that are in the local area are required to fly together unless otherwise specified. The Close Up

organization will make all flight arrangements for participants flying from an alternate location than the group. Any participant flying from an alternate location is responsible for getting to the airport and changing planes. Authorized participants are eligible for per diem for travel days.

#### **IX. Chaperones**

Chaperones are responsible for the care of all students who attend Close Up. Chaperones will consist of PCI Education staff members, but may also include staff members from other departments if necessary. It is the Chaperone's duty to make sure that all participants arrive safely at the airport, everyone stays together, and all arrive at departure gates in a timely manner. It is the Chaperone's duty to keep up with the participant's travel per diem and any and all receipts (including metro tickets). Once in Washington D.C., chaperones are required to attend the adult program. Once arriving in Washington, D.C., Tribal youth are supervised by the Close Up organization staff.

#### **X. Conduct**

- Participants are to follow the rules and guidelines set forth in this policy as well as the rules and guidelines of the Close Up Foundation.
- Participant must be respectful at all times during the program toward students, teachers, Close Up staff, and vendors.
- Participant must be in their assigned hotel room before curfew each night.
- Participant must participate in all scheduled activities unless previously excused by Education Program Coordinator.
- Participants are not allowed to enter a hotel room of the opposite sex, unless a chaperone is present.
- Participants cannot leave program or have visitors. On Exploration Day, Close Up participants will stay with the group and tour the city. Students will not be allowed to leave program for any reason. This includes: eating out, shopping, and touring the city, etc. with family members.
- All participants that attend Close Up will stay on program throughout the week.
- The possession or use of alcoholic beverages, illicit drugs, tobacco products, Juuls, vapes, electronic cigarettes, or firearms/weapons of any kind are not allowed while on the trip. Students found with the

possession or use of these items will be suspend from the program immediately.

- If a participant violates any of these rules, participant will be sent home at the expense of the parent/guardian and with no refund of the deposit.

**XI. Valuables**

Participants are advised to leave all valuables at home. Participant will be sharing hotel rooms, meeting space, and buses with other students from different tribes. Close Up and Poarch Band of Creek Indians Education Department are not liable for lost or stolen items.

**XII. Cell Phones and Other Electronic Devices**

Cell phones and other devices must be turned off and kept out of sight during program hours, unless otherwise directed by Chaperones or Close Up staff. Cell phones must not disrupt program lessons with ringtones, beeping or vibrating. Cell phones and other electronic devices may not be used to photograph or film others without their consent. Participants who bring cell phones and other devices are solely responsible for the safety and security of those devices. Participants that violate the rules for the use of cell phones and other devices will have their cell phone or other devices confiscated for the remainder of the program lesson or day.

**XIII. Mandatory Reporters**

By law, staff is mandated to report suspected cases of child abuse and neglect. Failure to report suspected child abuse or neglect may result in legal consequences and termination of employment.

**XIV. Medical Care/Injuries**

If a situation occurs and staff determines a participant requires medical care, parents or guardians will be notified immediately. In the event that a participant needs to go to the hospital, staff will accompany that participant and stay with them at all times. Each participant must have a complete medical form with insurance card turned into the Education Program Coordinator prior to departure for Close Up.

**XV. Parent Communication**

Close Up has an open door policy. We know that communication between parents/guardians is extremely important in order to ensure the success of your participant. Please feel free to discuss any concerns you have with the Education Program Coordinator.

## **XVI. Termination of Program & Participant**

Participation in the Close Up Program is subject to termination if the participant does not adhere and fails to comply with the guidelines outlined in this policy. Continual behavior issues/aggression towards others will also result in participant's termination of the program. The program is subject to termination based on unforeseen circumstances.

## **XVII. Interpretations**

It is the responsibility of the Education Department to interpret these policies. When circumstances warrant, further clarification may be sought from the Community Division Director and/or the Chief of Staff.

## **XVIII. Chain of Command**

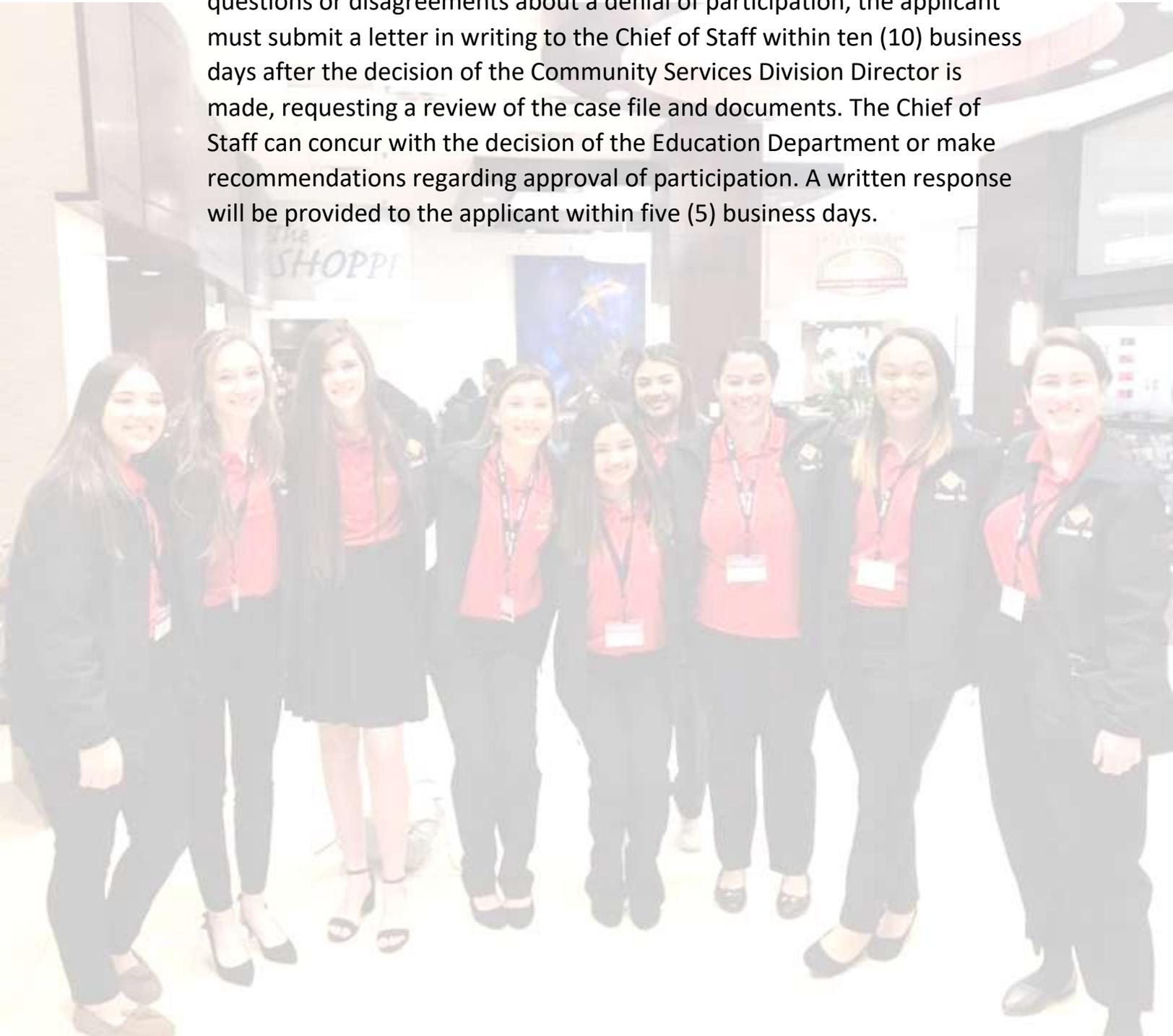
The Education Program Coordinator is the onsite supervisor for this program. Problems with the program or with other staff should be first addressed to the Education Program Coordinator. Any problems that cannot be corrected at that level of the Chain of Command may be brought to the attention of the next person in the chain. The current Chain of Command is as follows:

- Destini Bethea, Education Program Coordinator (251)368-9136, ext. 2450 or (251)359-6276
- Magen Weaver, Office Manager (251) 368-913, ext. 2021 or (251) 261-9960.
- Sandra Hiebert, Education Director (251)368-9136, ext. 2020
- Karla Martin, Community Services Division Director (251)368-9136, 2655.

## **XIX. Grievance Process**

If there is any disagreement about a denial of participation, the applicant must initiate the grievance process by submitting a letter in writing to the Education Department within ten (10) business days of the denial. When the signed letter is logged in with the date of time of receipt, it will be reviewed by the Education Department Director with input from any other involved staff. A written response will be provided to the applicant within ten (10) business days. If there continues to be questions or disagreements about a denial of participation, the applicant must submit a letter to the Community Service Division Director within ten (10) business days after the decision of the Education Department Director is made, requesting a review of the case file and documents. The Community Service Division

Director can concur with the decision of the Education Department or make recommendations regarding approval. A written response will be provided to the applicant within five (5) business days. IF there continues to be questions or disagreements about a denial of participation, the applicant must submit a letter in writing to the Chief of Staff within ten (10) business days after the decision of the Community Services Division Director is made, requesting a review of the case file and documents. The Chief of Staff can concur with the decision of the Education Department or make recommendations regarding approval of participation. A written response will be provided to the applicant within five (5) business days.



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## *Receipt of Policy Acknowledgement*

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The attached policy describes important information about specific programs of the Poarch Band of Creek Indians Education Department. As a program participant or parent of a participant who may be directly impacted by the provisions of this policy, I understand that I am responsible for reading and understanding it. I further understand that I should consult with the Education Department staff regarding any questions not answered in the policy.

Since the information and benefits described in the policy are subject to change from time to time, I acknowledge that revisions will occur. I understand that any revisions approved by the Tribal Council will supersede previous policies and may modify or eliminate existing policies/information or benefits. Updated policies will be posted on the Tribal website at [www.pci-nsn.gov](http://www.pci-nsn.gov) and may be obtained by calling the Education Department.

By my signature below, I acknowledge I have received a copy of this policy, and that it is my responsibility to read and comply with the guidelines contained in the policy and any revisions made thereto. I understand that if I fail to secure a benefit due to not reading and being familiar with the policy, I will have no avenue of appeal and my case will not be reconsidered.

\_\_\_\_\_  
Participant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date