

MOHICAN FAMILY CENTER
N8605 Oak Street, Bowler WI 54416, 715-793-4080

POLICIES AND PROCEDURES

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, but will generally be based on Bowler and Gresham School District hours of operation. During the winter season hours are longer.
- B. Hours of operation for each department located within the MFC shall be posted on the glass entrance doors and the door that opens to that department.
- C. Volunteers may open the center provided they have passed an Elder/Youth License, have gone through training with the manager on building operation and give staff a 72 hour notice in order to allow other community members to take advantage of MFC being open.
- D. 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

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process at MFC is one of respect for individuals. Each person has the right to feel secure in mind, body, possession and educational pursuit.

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.
5. **Smoking:** Possession of 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.

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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.

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.
4. **Volunteers.** MFC volunteers must hold a Tribal Elder/Youth license in order to supervise activities.

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 well being 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.

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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.

B. Third Offense: Lose privileges to be in the MFC and participate in any MFC activities OR one hour of community service. 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.

C. 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.
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.

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 FITNESS CENTER (WEIGHT ROOM, CARDIOVASCULAR ROOM, & AEROBICS ROOM)

A. Age Restrictions:

1. Weight room and cardiovascular room participants must be age 16 or older.

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2. Youth aged 14 & 15 may be allowed to use the cardiovascular and weight room equipment without parental supervision, but must pass a weight training workshop before they can do so. Weight training workshops are held as needed.
3. In special cases, youth aged 8 -13 are allowed to use some cardiovascular equipment with adult supervision, once the following requirements are met:
 - a. Parent, child and Fitness Supervisor must sign Parent/Child Agreement Form to use the weight and cardio equipment.
 - b. Fitness Supervisor will set up an appropriate fitness program designed for maximum safety and effectiveness.
 - c. Child must pass a training workshop.
 - d. Fitness Supervisor 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.

IX. GYMNASIUM FLOOR PROTECTION

In order to increase the lifetime of the floor:

- A. Participants will wear soft-soled, non-marking 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.

X. 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.

XI. EMERGENCIES

An emergency situation exists if you think a person could die or suffer permanent 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.

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- 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.

XII. SURVEILLANCE AND BURGLARY 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.

XIII. NUTRITION AND HEALTH AWARENESS

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- A. Foods provided at MFC events will offer at least one healthy option along with the other food options during the event, be good tasting, and use wholesome or fresh foods that are lower in sugar, fat, preservatives/chemicals, and sodium when available.
- B. Foods served by MFC, which are not considered healthy, will be accompanied by educational information. Items on the label may include: calories, trans-fat, glycemic index, fat, sugar, sodium, number of minutes/hours needed to “exercise” this food off your body, etc.
- C. MFC will develop a healthy foods list for families, community members, and other volunteers to use for MFC events on or off-site. This will be available at MFC and posted on the MFC web page.
- D. At least half of the MFC vending supplies must be healthy choices.
- E. Nutritional and Diabetes awareness education will be incorporated into MFC’s youth Circle of Nutrition Program on a weekly basis and Family Nights, Dancing Towards Better Health, community events, cooking classes, and youth aerobics throughout the year. MFC will utilize community and Stockbridge-Munsee Health & Wellness Center employees’ expertise to assist with education.
- F. MFC will strive to provide healthy educational and reading materials for families and students to utilize while at MFC.

XIV. INFECTIOUS DISEASE OUTBREAK

In order to limit the spread of infectious diseases during an outbreak in the community or in the MFC, the following actions will take place:

- A. MFC members or staff who have utilized the facility during the past week, must notify the MFC within 24 hours if they, their child or someone in their household has developed a known or suspected communicable disease. Such diseases include but are not limited to:
 - 1. H1N1 Virus
 - 2. Neisseria Meningitides
 - 3. Pertussis
 - 4. Streptococcal infections/Scarlet fever
 - 5. Chicken Pox
 - 6. Head Lice/Scabies
 - 7. Giardia lamblia diarrhea
 - 8. Shingella diarrhea
 - 9. Hepatitis – A
 - 10. Haemophilus Influenzae type B
 - 11. Tuberculosis
- B. If any person has a confirmed or suspected case of a reportable disease, then the MFC Manager shall notify the Stockbridge-Munsee Health and Wellness Center Director at 715-793-5007 and the Shawano County Health Officer 715-526-4808 within 24 hours of being notified.
- C. Notice of possible exposure will be provided to MFC members as follows:
 - 1. A notice will be posted on the main MFC doors within 48 hours.

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2. Persons attending the MFC on the same day the exposed person attended the MFC will be contacted. Contact may include but is not limited to a phone call, home visit or letter.
- D. In the event of a known or suspected communicable disease outbreak, the MFC manager or identified staff will take the following steps:
 1. Notify the Indian Health Service Health Advisor at 715-365-5120.
 2. Notify the Stockbridge-Munsee Health and Wellness Center Director at 715-793-5007.
 3. Notify the Shawano County Health Officer at 715-526-4808.
 4. Follow the recommendations of the Health Advisor for control of the outbreak.
 5. Request from the Health Advisor written handouts on the disease to distribute to persons potentially exposed. The name and phone number of the Health Advisor must be on the handout to facilitate questions from MFC members or health care providers.
 6. Provide notification to the MFC member of the outbreak that includes:
 - a. The disease to which the person was exposed.
 - b. Signs and symptoms of the disease to watch for.
 - c. How the disease is spread.
 - d. The incubation of the disease (when they might see symptoms appear).
 - e. How many days or weeks the disease can be spread from persons to person.
 - f. Disease prevention measures recommended by the Health Advisor.
 - g. What disease control measures have been implemented at the MFC.

XV. HEAD LICE INFECTION CONTROL

In order to best protect MFC members and staff from the communicable condition of head lice, the following procedures shall take place:

- A. Children shall not be brought to the MFC if they are known to be experiencing head lice.
- B. Parents or guardians must notify the MFC staff if their child has attended the MFC within 24 hours prior to the development of an infestation of lice.
- C. If a child is diagnosed with head lice, the child must be treated with medication. All persons living in the household must also be treated. Shampooing with medication must be followed by removal of all eggs (nits) in the hair, using a special fine-tooth comb. Clothing and bedding must be cleaned to remove adult lice and eggs. Hot water washing in a clothes washer and 30 minutes in a dryer are effective treatment. Storing items for at least 30 days will also kill lice.
- D. Children must be rechecked by the Stockbridge-Munsee Health and Wellness Center, Community Health Representative (CHR) or Community Health Nurse (CHN) prior to returning to the MFC. The CHR or CHN must notify the MFC staff that the child may return to the center.
- E. MFC staff should not report to work if they are experiencing lice. Staff should notify the MFC manager as soon as they know they will not be reporting for work.
- F. The CHR will be conducting random head lice checks no less than monthly at the MFC. All children in the facility are expected to participate in the random checks.

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- G. If a head lice infestation is identified at the MFC, the facility will close no less than 24 hours to exterminate infestation.

XVI. 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.

XVII. COMPUTER LAB POLICY

- A. The Computer Lab (Lab) aims to provide basic, functional computer services for users who may not have access to such technology at home or elsewhere. The lab provides an environment where users may get support and assistance with computer related issues. The lab is open to all Stockbridge-Munsee Community members, unless given notice otherwise.
- B. Computer Lab Rules:
1. All users are required to sign in on the signup sheet that corresponds to the computer they are using. Name, date, start time and end time are required.
 2. All lab users must show respect for the lab facility. It is the responsibility of every user to ensure that the lab equipment is not being abused, damaged or used in a manner other than what it is intended for. All abuse will be immediately reported to the lab staff.
 3. If any lab equipment malfunctions, users should not attempt to repair it. Please notify a member of the lab staff immediately. Users should not change any hardware or software configurations on lab equipment.
 4. The lab is not responsible for any files that were stored on the lab computer, but were lost, stolen, or deleted. Users are encouraged to backup their files by using their own USB flash drives. The lab does not provide USB flash drives.
 5. Users are prohibited from installing software on any computer in the lab. If additional software is needed on the computers, please inform a member of the lab staff and they will submit a help desk work order. Only software owned by or licensed to Stockbridge-Munsee Community shall reside on lab computers. No software or "freeware" shall be installed on any of the lab computers without consent from the MIS Department. Only academic applications are supported on lab computers.
 6. All computers in the lab are for academic, instructional and research purposes ONLY. Using lab equipment for commercial gain is strictly prohibited. No pornographic content is allowed on lab computers. Social networking, personal chatting or e-mailing, playing non-academic games and web-surfing are not allowed. Using lab computers for malicious activities such as hacking is prohibited and will result in immediate revocation of lab privileges.

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7. All paper used in the lab printer must be laser printer compliant. Special hand-made papers or non-laser type paper are not permitted. Printing on specialty papers may jam or severely damage the printer.
 8. Users are expected to be conservative in their use of paper and to exercise discretion when printing documents to prevent waste of expensive printing materials. Users must only print materials of academic relevance.
 9. Users should notify the lab staff if the printer has failed to respond correctly after the first print command. If users have submitted an incorrect print job, they should notify the lab staff so they can attempt to cancel the job.
 10. Users are responsible for their own possessions and belongings. The lab is not responsible for personal items that are lost or stolen while using the lab.
 11. The consumption of foods and beverages, including bottled water, in the lab is prohibited.
 12. The lab is a quiet area. Please silence all cell phones while in the lab. Please refrain from having group meetings and cell phone conversations in the lab, as they are a distraction to your fellow users. If deemed necessary, a member of the lab staff may ask you to leave.
 13. U.S. Copyright Law prohibits the unauthorized reproduction or distribution of copyrighted materials, except as permitted by the principle of "fair use." Users may not copy or distribute electronic materials without the explicit permission of the copyright holder, except as permitted by the principle of "fair use." Any responsibility for the consequences of copyright infringement lies with the user.
- C. **Computer Lab Assistance:** The lab staff is available to assist lab users with electronic media, hardware and software issues during normal operating hours. The lab staff shall assist with basic applications, Internet and printing questions. During open lab hours, lab staff is responsible for the basics of maintaining the integrity of the lab's equipment. For more complex issues that cannot be resolved by lab staff, they are instructed to escalate the issue to the MIS Department. They are not an alternative for learning the necessary applications. For extensive assistance with specific applications, users should consult the appropriate documentation or see their instructor for training assistance.
- D. **Policy Violations:** Users who violate the Computer Lab Policy will be asked to leave the lab. Repeated or serious violations of the policy could result in the loss of lab privileges. Violations may also result in disciplinary action.