



Susanville Indian Rancheria Education/Teen Center  
Registration Check List: Academic Year Enrollment – 2024-2025

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**\*\*\*\*\*PLEASE SIGN AND COMPLETE THIS ENTIRE PACKET, INCOMPLETE PACKETS WITH MISSING INFORMATION WILL RESULT IN AN ENROLLMENT DELAY. WE ASK THAT YOU ALSO READ OVER THE RULES AND REGULATIONS OF OUR CENTER WITH YOUR CHILDREN.**

**THE EDUCATION CENTER WILL START ON: (August 15, 2024) (Thursday).**

**ALWAYS CALL TO INFORM US WHEN YOUR CHILD WILL NOT BE ABLE TO ATTEND.**

Hello Parents,

Thank you for completing this packet to have your child enrolled in the Susanville Indian Rancheria Education and Teen Center Academic program.

We ask that if your child is sick or showing any symptoms, please keep your child home. Before any child enters the center, they will be screened for their temperature and overall health. If your child has a temperature over 100.9 degrees Fahrenheit, your child will be sent home immediately.

For parents picking their child up from the center, we ask that you ring the doorbell and wait for one of our staff to meet you at the door with your child.

We will be requiring all parents to maintain up to date telephone numbers, email addresses and emergency contact numbers on file at the Education Department. Failure to keep updated information may effect your child's enrollment in the program.

The hours of operation for the Education Center are **Monday – Friday: 12:45 p.m. to 5:45 p.m. with drop off starting at 5:15 p.m. – 5:45 p.m., (transportation begins 30 minutes prior to the end of center).** Students will be enrolled on a *1st come; 1st serve basis*. Enrollment fills up fast, so we recommend you complete & return the packet as soon as possible. **\*\*\*\*\*If your child has 5 unexcused absences they will be moved to the waiting list so we can enroll other students.**

The hours of operation for the Teen Center are Monday-Friday:

**(transportation begins 30 minutes prior to the end of center). (12:45 p.m.-5:45 p.m.)**

**Only students from 6th to 12th grade can attend Teen Center.**

The SIR Education center will provide snacks once students arrive at the education center.

**Susanville School District**  
**CONSENT TO RELEASE STUDENT RECORDS**

Name of Student: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Name of Parent/Guardian:  
\_\_\_\_\_

Relationship to Student:  
\_\_\_\_\_

In accordance with Education Code section 49075; I, \_\_\_\_\_ hereby  
consent to release of the identified student records of \_\_\_\_\_ from the  
Susanville School District:

Name: Susanville Indian Rancheria Education Center  
Address: 735 Joaquin Street, Susanville, CA 96130  
Telephone: (530) 252-1658

I hereby consent to the release of the following records:

- |            |           |  |
|------------|-----------|--|
| <b>YES</b> | <b>NO</b> | Cumulative File records  |
| <b>YES</b> | <b>NO</b> | Student Discipline records   |
| <b>YES</b> | <b>NO</b> | Health records   |
| <b>YES</b> | <b>NO</b> | Special Education records  |
| <b>YES</b> | <b>NO</b> | Test Results (Statewide Tests, Placement Tests, etc.)                |
| <b>YES</b> | <b>NO</b> | SSID (Statewide Student Identifiers)                                 |
| <b>YES</b> | <b>NO</b> | May attend Parent/Teacher Conferences with or without Parent present |
| <b>YES</b> | <b>NO</b> | IEP Records  |

This authorization shall be effective immediately and shall remain in effect for one year from the date of signature.

I request a copy of this authorization: **Yes** **No**

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**NOTE: If this release is not signed, we will not be able to check your child's grades or reading scores. We will also not be able to speak with teachers regarding areas where the student needs improvement.**

# Susanville Indian Rancheria Education/Teen Center

## 2024-2025 Academic Program

### Registration Form

Student Name: \_\_\_\_\_ SSID\*: \_\_\_\_\_

\*Statewide Student Identifier assigned to all K-12 students in California public schools. **Required** for enrollment at SIREC.

Date of Birth: \_\_\_\_\_ Tribe: \_\_\_\_\_

Parent/Guardian Name/s: \_\_\_\_\_

Home Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Work: \_\_\_\_\_

Parent/Guardian Email: \_\_\_\_\_

**\*\*We WILL NOT spam you – this is for important notices/Holidays/changes and events that occur\*\***

My child \_\_\_\_\_ has my permission to participate in the activities of the Susanville Indian Rancheria Education/Teen Center and to abide by the Rules of Conduct and regulations as approved by the Susanville Indian Rancheria Education Center Staff and Parents.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Re: Backpack Search

Dear Parents;

Due to a mass majority of “missing assignments” over the years, we have decided to request permission from parents to look in backpacks, folders, and binders this school year when a student states they have no homework. This may be perceived as an invasion of privacy. We will only do this if you, the parent (or guardian) grant permission for us to do so. By signing this document, you are allowing us to look through your child’s school belongings for the sole purpose of making sure their assignments are being completed and hopefully turned in. Although we cannot guarantee that every assignment your child is given will be turned in, we believe that in most cases this will help children with their overall grades.

If you do not agree to this procedure, simply mark the “no” box and do not sign the form. Thank you for your cooperation.

Thank you!

Does the Susanville Indian Rancheria have your permission to search your child’s backpack, folders, etc. for homework/missing assignments? **Yes No**

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

2024-2025 Academic Program  
**MEDICAL RELEASE AUTHORIZATION FORM**

Student's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Parent/Guardian Name/s: \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Work: \_\_\_\_\_

In the event that an emergency arises during the program, permission is hereby granted to the attending physician or mental health provider, to proceed with any evaluation of mental health services, medical assistance, minor surgical treatment, or x-ray examinations for the above-named student. In the event of serious illness, the need for major surgery, or significant accidental injury, or psychiatric need, I understand that an attempt will be made by the attending facility to contact me in the fastest way possible. If said physician/mental health provider is not able to communicate with me, the treatment necessary for the best interest of the above-named student(s) may be given.

**Allergies:** YES: \_\_\_ NO: \_\_\_

**If YES to What:** \_\_\_\_\_

Children's Physician \_\_\_\_\_ Phone: \_\_\_\_\_

**Medical Insurance Carrier:**

Carrier's Name: \_\_\_\_\_ Policy # \_\_\_\_\_

**Three Emergency Contacts (Mandatory)**

1<sup>st</sup> Emergency Contact: \_\_\_\_\_

Emergency Contact Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Work: \_\_\_\_\_

2<sup>nd</sup> Emergency Contact: \_\_\_\_\_

Emergency Contact Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Work: \_\_\_\_\_

3<sup>rd</sup> Emergency Contact: \_\_\_\_\_

Emergency Contact Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Work: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# 2024-2025 Academic Program STUDENT TRANSPORTATION FORM

Students can be transported home **after** center but need to reside inside the City of Susanville or on the upper Rancheria.

Student Name: \_\_\_\_\_

Can your child walk home from Center? **Yes** **No**

Does your child need a ride home? **Yes** **No** (City of Susanville/Upper Rancheria ONLY)

List the address designated to drop off your child after Center. **The drop-off address is where your child will be dropped off.** SIREC/SIRTC will no longer be allowing temporary changes to the drop-off schedule.

Drop-off address:

Name of primary address resident: \_\_\_\_\_

Primary address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

.....

Please list all people that you authorize to pick up your child:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

List restricted people that are not allowed to be in contact with your child. Court documentation will need to be provided. Any identifiable information on restricted people would be helpful to center staff.

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Susanville Indian Rancheria Education/Teen Center Student Rules of Conduct

(Rules have been divided in to 3 categories – major, minor & ZERO tolerance)

While participating in activities or tutoring at the Center, students must adhere to SIREC/TC Policy regarding Student Rules of Conduct. Depending on the severity of the incident, levels of discipline can be elevated and is the discretion of the SIR staff.

### MAJOR OFFENSES

1. Fighting, Hitting, Kicking, Pushing, Biting – Leaving any injury
2. Spitting
3. Unwelcomed touching
4. Throwing of food or objects in a violent manner
5. Theft
6. Profane abusive language or gestures
7. Defiance/Disrespect, lying to or about staff or others (spreading rumors), **repetitive continuous** talking back.
8. Misuse of Susanville Indian Rancheria Education Center facilities, equipment, property or vehicles to destruction or malfunction will be dealt with as a disciplinary problem and financial responsibility will fall on the parents or guardians of the student(s) involved in the incident. Any incident that puts the safety of the student and/or others in jeopardy.
9. Students will not be allowed to walk home after tutoring or activities **without written permission** from parent or guardian. If a student has permission to walk, they are not allowed to leave without clearance from a tutor.
10. Students will be required to abide by the rules of any establishment that they may go to on an SIR field trip. Failure to follow this rule will jeopardize the student's further participation on field trips.

### DISCIPLINARY ACTIONS FOR MAJOR OFFENSES

- First Incident: Parent/Guardian Conference (Student will not be allowed to return until a conference is held) \*Phone conferences permissible.
- Second Incident: Student will be suspended for 1 to 3 days.
- Third incident: One-week suspension
- Fourth Incident: Expulsion

## MINOR OFFENSES

1. Touching of others personal property.
2. Nonviolent/Non abusive rough housing.
3. Name calling or "putting down."
4. Unauthorized use of personal cell phone to text, play games, etc.
5. Earbuds are not allowed, unless involved in training or zoom class.
6. Throwing food or objects.
7. Loud or disruptive behavior.
8. No food, drinks or candy brought from home. (Can bring food for field trip days.)
9. There will be mutual respect shown at all times.

## DISCIPLINARY ACTION FOR MINOR OFFENSES:

- First Incident: Warning by Staff.
- Second Incident: Parent Guardian Notification.
- Third Incident: Parent/Guardian Conference (Student will not be allowed to return until the conference is completed. Phone conferences are allowable.)
- Fourth Incident: One-week suspension, with an additional week added for each offense thereafter.

## ZERO TOLERANCE AUTOMATIC EXPULSION

**\*\*\* No drugs, alcohol, commercial tobacco products, or weapons will be allowed at or around the Center or activities sponsored by SIREC/SIRTC. THIS IS A ZERO TOLERANCE RULE, STUDENTS WHO BREAK THIS RULE WILL BE EXPELLED IMMEDIATELY NO EXCEPTIONS. \*\*\***

I have read and understand the Student Rules of Conduct and Plan of Action for disruptive students. I will be respectful and follow the rules.

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent signature

\_\_\_\_\_  
Date



**Susanville Indian Rancheria Education/Teen Center  
Van Rules**

**(Please read these to your Children)**

- No children under 4'9" or under 8 years of age are allowed to ride in the front seat unless there are **no other available seats in the van.**
- All the rules of conduct for The Center are to be followed.
- No climbing over the seats
- Put your seatbelts on and keep them on until the van comes to a complete stop.
- No messing with the head rests on the seats
- No breaking the van's property
- No slamming the van doors
- No food or drink in the van
- No destruction of the van
- Keep voices at a low level.
- No running in front of the van when you are being picked up.
- No climbing out of the windows
- No yelling out of the windows
- For students to ride the van they must be productive at the center for at least 30 minutes before leaving.

**Disciplinary Action:**

- First Incident: Warning by Staff
- Second Incident: Parent Guardian Notification by phone or in person
- Third Incident: Parent-Teacher conference with 1-3 day transportation suspension.
- Fourth Incident: One-week suspension
- Fifth Incident: Transportation permanently suspended for the remainder of the year.

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent signature

\_\_\_\_\_  
Date

## Standard Operating Procedures

Re: Transportation of students

While transporting students each driver will be responsible for the students on their list. The students will be checked off as they arrive, and the drivers will walk with their group of students to their van and make sure they are all on the van and seat-belted properly.

On School pick-up and/or field trips, the drivers will be responsible for the students on their list. The students will be checked off and the drivers will walk with their group of students to their van and make sure they are all on the van and seat-belted properly. This applies for loading up from the Education Center and transportation back to the Education Center.

I understand and agree to follow the transportation policies of the Susanville Indian Rancheria Education Center.

\_\_\_\_\_  
Student Signature

Date \_\_\_\_\_

\_\_\_\_\_  
Parent Signature

Date \_\_\_\_\_

\_\_\_\_\_  
SIR Education Tutor/Driver Signature

Date \_\_\_\_\_



## Susanville Indian Rancheria Education/Teen Center Computer/Internet Contract

- **I WILL USE THE COMPUTERS FOR EDUCATIONAL PURPOSES ONLY**
- The only games I am allowed to play are through my portal at school or educational games on the desktop/laptop.
- I will get an adult/tutor's permission **BEFORE** I log on to the Internet
- I will only use the internet for homework research or an educational game
- I will properly cite any material I take from the Internet
- I will never give out personal information such as my home address, telephone number, name, age or location
- I will tell an adult/tutor right away if I come across any information or pictures that make me feel uncomfortable
- I will NEVER enter a site that states "you must be 18 to enter"
- I **WILL NOT** check my email nor send email
- I **WILL NOT** access any social networking websites (Facebook, Instagram Twitter, etc.)
- I **WILL NOT** access any music or video websites (YouTube, iTunes, etc.)
- I **WILL NOT** use any instant messenger (Yahoo, Facebook, Instagram, etc.)
- I **WILL NOT** download any material from the Internet onto the computer or any portable storage device or upload anything to the Internet without adult/tutor's specific directions to do so
- I **WILL NOT** click on a popup banner or sign

### **IF THIS CONTRACT IS BROKEN THE CONSEQUENCES WILL BE:**

- Suspension and or/revocation of internet access
- Suspension and or/revocation of computer access

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

Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_



# Susanville Indian Rancheria Education/Teen Center PARENT Contract

## PARENT CODE OF CONDUCT - CONTRACT

We are committed to providing a friendly, safe, and welcoming environment for students, parents, and staff. Therefore, this page will serve as a contract between the parent and the staff regarding professional conduct when addressing any member of the SIREC in person, over the phone, or regarding social networking.

Upon signing this form, the parents agreed that all communications will be conducted professionally. The following rules will be followed at all times:

- There will be no yelling or disrespectful conversation between parents and staff over the phone, email or in person. All concerns must be addressed calmly and respectfully. Such behaviors will jeopardize your child's position in our education program.

If this contract is not signed by the parent, the application will be considered incomplete, and the children will not be enrolled in the program until it has been signed.

I (parent) -

---

Parent  
of

---

Agree to the terms above and fully understand the consequences should they not be upheld.

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(Signature & Date)



# Susanville Indian Rancheria Education/Teen Center Parental Consent Form Photography, Media, and Websites

## Photography

During the school year there are occasions when photographs of your child may be taken by staff of Susanville Indian Rancheria Education Center. Your authorization to use photo(s) of your child in SIR publications (brochures, annual reports, newsletters, etc.) is requested. Only a student's first name will appear in these publications.

**Please initial:**       **YES**                       **NO**

## Media coverage

From time to time the media may cover events or activities at the Susanville Indian Rancheria Education Center. Whether or not you have concerns about your child participating in media coverage at the Susanville Indian Rancheria Education Center (being photographed, videotaped, or interviewed) it is important that we know your wishes. Media coverage would include the use of your child's name.

**Please initial:**       **YES**                       **NO**

## Websites

(Use of student photographs/personal information)

The Susanville Indian Rancheria Education Center website ([www.sir-nsn.gov/education](http://www.sir-nsn.gov/education)). This tool is used to help the community learn more about our Education Center and allows us to highlight student achievements and school or Education Center activities. Anyone with the Internet can access these pages from virtually anywhere in the world. Student photos are sometimes posted on the division's website to display events or activities. The identification of students in photos is by first name only. Photos of large groups, or action photos where students cannot be identified, may be posted without parental permission.

**Please initial:**       **YES**                       **NO**

Signing this form will be deemed as consent for the Susanville Indian Rancheria Education Center to allow your child to participate only as specified above for the 2024 summer program. Should circumstances change during the year, please notify the Susanville Indian Rancheria Education Center immediately.

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

Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_  
(If 16 years or over)

Date: \_\_\_\_\_

Susanville Indian Rancheria Education/Teen Center  
735 Joaquin Street  
Susanville, CA 96130  
(530) 252-1658

# Cell phone Policy

- During center hours we ask that your child keeps their cellphone in their pocket or backpack.
- It is not just a distraction to your child but also a distraction to others learning as well.
- The Susanville Indian Rancheria Education Department is **NOT** responsible for the cellphones being lost, stolen or broken; and will not be replaced by the SIR Education Department.
- If you need to get ahold of your child please contact the SIR Education Center at (530)252-1658, especially if it is regarding transportation home.
- If your child is asked repeatedly to put their cellphone or another device away, the SIR Education center staff will have the student put their cellphone in a secured lockbox and will be returned to the student prior to leaving the SIR Education center.

***I have read and understand the Susanville Indian Rancheria Education Department cell phone requirements while participating at the center. I will ensure my child, and self will comply with these requirements.***

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

Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**PERMISSION FOR THE ADMINISTRATION OF COVID-19 SCREENING  
& FIRST AID BY EDUCATION CENTER PERSONNEL**

1. Student's Full Name: \_\_\_\_\_
  2. Parent's Name: \_\_\_\_\_
  3. Emergency Contact: \_\_\_\_\_
  4. Anticipated reactions to the medications, if any: \_\_\_\_\_
- \_\_\_\_\_

Before your child enters the Education/Teen Center, their temperature will be taken. If your child has a temperature over 100.9 degrees Fahrenheit, your child will be sent home and will need to be picked up immediately from the center.

In the event that your child should need FIRST AID attention SIREC/SIRTC can offer the following in our facility, to be administered ONLY with your permission:

(Please mark all that apply)

- Hydrogen Peroxide
- Rubbing Alcohol
- Triple Antibiotic Ointment
- Hydrocortisone Cream
- 200 mg. Ibuprofen (list child's weight) \_\_\_\_\_
- Allergy Antihistamine (25 mg)
- 80 mg. Children's Chewable Acetaminophen (list child's weight) \_\_\_\_\_
- Pure Aid Anti-Itch Eye Drops
- Sunscreen/sunblock

- A. I \_\_\_\_\_ certify that I am the parent or legal guardian of the student named herein and I have read the above information. Medications that **are not marked** will not be administered to the student listed above.
- B. The staff at the Susanville Indian Rancheria Education/Teen Center has my permission to administer these products if needed. I understand the Education Center/Teen Center is not legally obligated to administer medication to any student and **I therefore agree to hold the Susanville Indian Rancheria Education Center/Teen Center and its employees harmless from any, and all liability resulting from the administration of the medication in the manner directed.**
- C. In the case of anaphylaxis, students will be injected by trained staff with epinephrine **only** in cases needed for life saving events. If you would like further information on this, please contact the center.

\_\_\_\_\_  
Signature of Parent or Guardian

\_\_\_\_\_  
DATE  
Reference: EC 49423.

## **Do not send your child to center if they have the following.....**

1. If **Pink Eye** is suspected, the child must be sent home and referred to their doctor for evaluation & treatment. If it is diagnosed as pink eye, they may return to school after 24 hours of treatment with appropriate medical eye drops and a note from the doctor indicating such.
2. Students with **draining wounds** that cannot be covered with appropriate bandages will not be allowed at the center.
3. If **HEAD LICE** is visible, students will be sent home. Upon return to the center a parent/guardian must accompany the child to clinic and have the nurse check their head for lice. If no lice are found, child may return to center with a note from the nurse. Students will not be allowed to return without a note from the nurse/doctor releasing them back to center.
4. **Fever of 100** and greater, the student will be sent home. They should be fever-free for 24 hours without a fever-reducing medication before the return to center.
5. Students will be sent home if **ringworm** is present and not covered. The student may return to the center after appropriate medical treatment is started.
6. All students with **chicken pox** that have open/draining lesions will be excluded from the center. They may not return until **ALL** are crusted and healing.
7. If **scabies** are suspected, your child may be sent home and referred to a medical professional for diagnosis. They may not return to the center until treated and released by their doctor.

## **ENROLLMENT:**

To complete the application for enrollment, you must submit verification of Native American descent **Even if your child is a returning student.**

**Submit a copy of one of the following:**

- Enrollment Card
- CDIB Card
- BIA Document
- If enrolled with the Susanville Indian Rancheria, you must obtain documents from the Enrollment Clerk.



**School Release Times:**

**Mckinley Elementary School** - Monday: early release @ 1:35 P.m.  
Tuesday-Friday: release @ 2:35 p.m.

**Meadow View Elementary** - Monday: early release @ 1:21 p.m.  
Tuesday-Friday: release @ 2:21 p.m.

**Diamond View Middle School** - Monday: early release @ 1:09 p.m.  
Tuesday-Friday: release @ 2:58 p.m.

**Lassen High School** - Minimum Day: release @ 12:45 p.m.  
Monday-Friday: release @ 3:06 p.m.

**SIR Education Center closure dates:**

**September 2nd, 2024** - Labor Day

**September 27th, 2024** - Native American Day

**October 14th, 2024** - Indigenous People's Day

**November 11th, 2024** - Veteran's Day

**November 25th-29th 2024** - Thanksgiving Break

**December 23rd, 2024** - January 3rd, 2025 - Christmas Break