

HANNAHVILLE INDIAN COMMUNITY
YOUTH SERVICES
SUPPLEMENTAL POLICIES AND PROCEDURES



POTAWATOMI
KEEPER OF THE FIRE

Approved 2/6/2023

SECTION 1. PURPOSE AND AUTHORITY

1.1 Welcome

It is with pride that we welcome you to Hannahville Youth Services. We hope your job will live up to your expectations and your stay with us will be rewarding. If you are working for us, we wish to express sincere appreciation for your valued service.

We are pleased to provide you with this Personnel Policy Manual ("Manual"), which outlines the general policies, rules and practices in effect at Hannahville Youth Services, as may be amended from time-to-time. We hope that this Manual will be a helpful reference during your employment. In addition, we encourage you to ask questions of your supervisors and co-workers.

By working together, we are confident that the future will be both productive and prosperous for all of us.

1.2 Purpose of this Manual

This Manual is intended to acquaint you with the general policies, rules and practices of Hannahville Youth Services. The information contained in this Manual is supplemental to the Hannahville Indian Community Policies and Procedures Manual. Its contents do not create or constitute a contract between Hannahville Youth Services and any employee. The Tribal Council upon recommendation from the School Board may amend this Manual from time-to-time. The Director, or their designees, will distribute approved revisions to all employees.

Please read this Manual carefully and keep it handy for future reference. One of your first responsibilities is to become familiar with its contents. Please sign the attached acknowledgement found at the end of the Manual, this signifies your understanding and acceptance of these policies and procedures. Please review it and discuss any questions or comments with your supervisor.

We encourage you to suggest methods to improve quality and efficiency at Hannahville Youth Services. Submit your suggestions in writing to your supervisor. Your suggestions should be detailed so that the system or procedures can be adequately evaluated.

1.3 Hannahville Youth Services Mission Statement

The mission of the Hannahville Indian Community is to provide tribal members and their descendants with the best possible quality of life; create a work environment that fosters respectful, responsible, and dedicated employees; and maintaining consistent profitability, growth and success.

1.4 Hannahville Youth Services Vision Statement

The community Youth Services Department coordinates a variety of safe, supervised, recreational and learning activities for youth and families fostering the development of respectful, caring, empowered citizens who contribute to their community in positive ways.

1.5 Hannahville Youth Services Program Philosophy

Hannahville Youth Services' philosophy is to advance the department's mission and vision statement. Hannahville Youth Services is determined to provide tribal members and their descendants with a safe, fun, nurturing, and enriching environment that encourages youth development. Hannahville Youth Services organizes and promotes activities, events, and programming for youth of all ages.

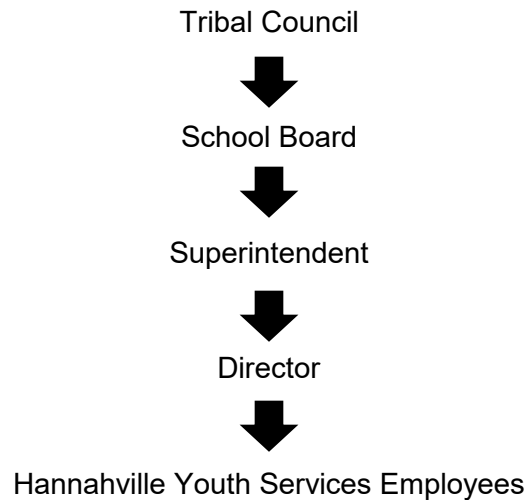
SECTION 2. CHAIN OF COMMAND

2.1 Philosophy

Proper morale and corrective action required recognition of authority at the various supervisory levels within the organization. It is important to know that all questions can be taken up with the proper person. It is also reasonable that immediate supervisors be afforded the opportunity to deal with any dissatisfaction before complaints are forwarded to a higher level.

Supervisors should inform their employees to whom they must report in case of emergencies, questions, problems, or need for advice. It is important for an employee not to bypass an immediate supervisor unless an emergency arises and the immediate supervisor is unavailable.

Governance Structure of Hannahville Youth Services is as follows:



SECTION 3. – SAFETY AND SECURITY

3.1 Mandated Reporting Policy:

All staff members are required to undergo a Mandatory Reporting Training. Staff members are required to report any sign of child abuse or neglect to the proper legal authorities. The child may suffer from physical abuse and neglect, sexual abuse, and/or emotional maltreatment.

Generally, physical abuse is the non-accidental, physical injury of a child; physical neglect is the failure to provide proper parental care, support, medical attention, and education for a child; sexual abuse is any indecent of sexual activity; and emotional maltreatment is failure to provide warmth, attention, supervision, and/or normal living experiences for a child.

All suspected cases are to be reported and must be documented on forms which are maintained in Youth Services office. Staff members must report directly to protective services, and also provide the Director with a copy of the referral form.

The identity of the reporting person is confidential, subject only to disclosure by consent or court order. A reporting staff member shall not be dismissed or otherwise penalized for making a report of child abuse or neglect.

Information concerning alleged child abuse is confidential. Any unauthorized disclosure by an official or employee of Hannahville Youth Services is a violation of the law and may subject the disseminator to civil liability for resulting damages.

Importantly, since it is the responsibility of the social worker and/or law enforcement agency to investigate possible abuse and/or neglect, employees should not pressure the child to divulge information regarding any injury or other circumstances surrounding the abuse and/or neglect. Employees need not prove that abuse and/or neglect exists before reporting. They need only suspect that abuse and/or neglect has occurred or is currently occurring.

3.2 Confidentiality

All Hannahville Youth Services employees must adhere to strict confidentiality when discussing department business, participant behavior or achievement. No Hannahville Youth Services employee shall reveal personal information concerning any participant or other staff except under judicial process.

3.4 MONITORING CHILDREN

Active supervision & engagement with students means adults are dispersed throughout locations interacting with students, rather than gathering & talking in groups together. Best practice is for adults to not have their backs to students so the adults are able to see who they are responsible for & providing supervision over. Active supervision & engagement is a proactive way to prevent behavior issues.

A child or children may not be left in a room or a hallway unsupervised at any time. It is your responsibility to make sure that there is another adult to properly monitor the students (this includes your departure time for lunch or end of your work day), before you leave a room. It is your responsibility at all times to maintain proper staff to child ratios as defined by state licensing rules in order to provide a safe, quality environment.

3.5 OUTDOOR SAFETY PROCEDURES

Safety of the children during outdoor activities is the first priority. Employee should be alert, interacting and observing children at all times. Employee sitting is prohibited, while the children are playing. This is not a time to socialize with other staff members. Rather this is an opportunity to be actively engaged in the outdoor learning experience for children. Staff should encourage group activities and participate in free time. Staff should encourage children to move away from areas that are too crowded and explore alternative areas of play.

3.6 ONE-TO-ONE INTERACTIONS

Hannahville Youth Services staff should never be one-on-one with an individual youth. Workers should only conduct one-on-one meetings with an individual youth in the Hannahville Youth Services main office where audio and visual surveillance is present where interactions can be easily observed through office windows.

3.7 PLAYGROUND SAFETY

On the children's playground, staff are to circulate the playground, watching children during play periods, giving particular attention to the areas which are not easily seen from all viewpoints (ex. under slides, in corners, behind structures). Any two children together in an unseen or less easily viewed area should be redirected to another more open area of the playground.

3.8 INCIDENT REPORTS/CHILD ACCIDENTS

All accidents must be reported immediately to the Program Director. Accident reports must be written, signed, given to parents, and copied for the child's file.

Reports include:

- Time of incident
- Full name of child involved and any witnesses
- The cause of the injury
- The nature of the injury
- Treatment delivered
- These reports are kept on file We must keep the environment safe and hazard free. The program strives to provide the best equipment, the best maintenance, and the best working conditions so all children will be safe while they are in our program.

Please report and remove any unsafe equipment from the indoor and outdoor learning areas. Safety is a joint effort that requires all of us to make the program safe.

3.9 SERIOUS ACCIDENT OR INJURY POLICIES AND PROCEDURES

In the event that any child should be seriously injured or become seriously ill while in attendance at the Center, the following procedures will be followed:

1. A staff member will remain with the sick or injured child. Emergency first aid will be administered as necessary.
2. Reassure the child and keep him/her calm and quiet until the emergency medical personnel take over the child's care.
3. Immediately call 911 and report the emergency;

- Once the proper emergency medical personnel have been contacted, the parents of the sick or injured child will be immediately notified (see the child's emergency contact card, located in the file Youth Services Office)

3.10 CHILD RELEASE POLICY

Children must be signed in and out each day by an authorized person. As condition of providing child care services, the parent must supply the names of at least three individuals to whom the program may release the child in the event of an emergency. Employees can not release the child to any individual whose name is not on the authorized pick up list. Prior to releasing the child, the staff will require individuals to show a valid Michigan Driver License. Other forms of identification, such as work identification, are not acceptable. The program assumes no responsibility for any injury or harm to the child who has been released to a person on the authorized child release card.

3.11 PHYSICAL CONTACT

The following guidelines are to be carefully followed by anyone working in children and youth ministry programs:

- 1) Frontal hugging, pats on the back and other forms of appropriate physical affection are important for child development, and are generally suitable.
- 2) Inappropriate touching and inappropriate displays of affection are forbidden and should be immediately reported to a supervisor following the Chain of Command.
- 3) Physical contact should be for the benefit of the child or youth, and never be based upon the emotional needs of a volunteer or employee.
- 4) Physical contact and affection should be given only in observable places or when in the presence of others. It is much less likely that touch will be inappropriate or misinterpreted when physical contact is open to observation. Physical contact in any form should not give even the appearance of wrongdoing. The personal behavior of volunteers or employees with children in Youth Services must foster trust at all times. Personal conduct must be above reproach.
- 5) Do not force physical contact, touch or affection on a reluctant child or youth. A child's or youth's preference not to be touched must be respected.
- 6) Children and youth workers are responsible for protecting children/youth under their supervision from inappropriate or unwanted touch by others.
- 7) Rough housing or hazing is prohibited. An adult will not wrestle, tickle, or in any way engage a child or teenager in an activity where the adult's hands might come in contact with their breasts or genital area.

3.12 REPORTING SUSPICIOUS OR INAPPROPRIATE BEHAVIOR

Hannahville Youth Services is committed to providing a safe, secure environment for children and their families. An element of the safe environment includes the fostering of a culture of reporting relevant information. In the event that volunteers or employees observe any inappropriate or suspicious behaviors (i.e. neglectful supervision, poor role-modeling, 'grooming' behavior, etc.), suspected abuse (physical, emotional, or sexual), any questionable circumstance, observation, act, omission, or situation that is a violation of these policies, it is their responsibility to immediately report their observations to their immediate Director and supervisor not directly involved in the allegation. Regardless of whether the child or youth has given permission to share this information, it should be reported immediately. This information

should be shared only with those directly involved in the reporting process (ex. Director, supervisor, Child Protective Services, HPD) and not anyone else. Any report of inappropriate behavior or suspicions of abuse will be taken seriously and will be reported, in accordance with this policy and state law, to law enforcement, Child Protective Services, or other appropriate agency.

3.13 VISITORS/PARENTS/GUARDIANS

Those who wish to gain access to the Hannahville Youth Services facility to volunteer or observe the activities on site must check-in with the site director and sign the visitor form. Parents/guardians who wish to volunteer more than once per quarter must complete a drug and Criminal Records' Check. We encourage parent/guardian communication and will provide several opportunities for observations, engagement, and cooperative play activities throughout the year.

SECTION 4. YOUTH BEHAVIOR MANAGEMENT AND CORRECTIVE ACTION

4.1 Youth Behavior Management:

Hannahville Youth Services requires the use of positive methods of discipline, which encourage self-control, self-direction, self-esteem and cooperation. Hannahville Youth Services works to establish an atmosphere that is open and accepting of all youth.

Physical punishment may **NEVER** be used with youth.

Behavior that is out of control (fighting, screaming etc.) may require that the child be removed from the situation. An adult will stay with that child until they can regain control of their behavior. A parent/guardian may need to be contacted to pick up their child. If a child has caused severe injury to another child, the parents/guardians and/or the Hannahville Police Department will be notified.

If a child becomes violent or threatening to a staff member, the Hannahville Police Department will be notified immediately.

Staff shall be **PROHIBITED** from using the following means of punishment:

- (1) Hitting, shaking, biting, pinching, or inflicting a form of corporal punishment.
- (2) Inflicting mental or emotional punishment, such as humiliating, shaming or threatening a child.
- (3) Depriving a child of meals, snacks, rest or necessary toilet use.
- (4) Confining a child in an enclosed area, such as, a closet, locked room, box or similar cubicle.

BEHAVIOR	1ST OFFENSE	2ND OFFENSE	3RD OFFENSE
Roughhousing/mild physical contact including: Slapping, Grabbing, Pushing, Shoving, Shouldering Starting/spreading rumors (true or false) Cutting in line General name-calling including the use of words related to sexual orientation, gender, race or religion or ethnicity	Verbal Warning Explanation of why behavior is harmful	Verbal Warning Explanation of why behavior is harmful 10 Minute break from peers & activities (in office with staff)	Student calls Parent/Guardian Removal from activity for remainder of day (e.g. Video games, gym access, etc...) Explanation of why behavior is harmful
Sexual comments PDA/sexual conduct, flirting contact Displaying Gang colors/paraphernalia Threatening comments/gestures Spitting/hair pulling Disrespecting/threatening staff Harassment	Student calls Parent/Guardian Removal from activity for remainder of day (e.g. Video games, gym access, etc...) Reflection	Student calls Parent/Guardian Reflection Out of Youth Center for remainder of day plus following <u>three</u> open days (not allowed to return until suspension served <u>AND</u> reflection complete)	Student calls Parent/Guardian Reflection Out of Youth Center for remainder of day plus following <u>three</u> open days (not allowed to return until suspension served <u>AND</u> reflection complete) Parent meeting & behavior contract
Fighting which includes punching, kicking, pushing down Touching/grabbing others' private parts, weapons possession Theft	Student calls Parent/Guardian Reflection Out of Youth Center for remainder of day plus <u>three</u> open days (not allowed to return until	Student calls Parent/Guardian Reflection Out of Youth Center for remainder of day plus <u>seven</u> open days (not allowed to return until	Student calls Parent/Guardian Reflection Out of Youth Center for remainder of day plus <u>thirty</u> days (not allowed to return until

Destruction of Youth Center/School Property	suspension served <u>AND</u> reflection complete)	suspension served <u>AND</u> reflection complete)	suspension served <u>AND</u> reflection complete)
Smoking/alcohol/illegal drugs (using, possession, under influence)	Parent meeting & behavior contract	Parent meeting & behavior contract	Parent meeting & behavior contract
Gang violence/harassment			
4th Dark Red Offense: Minimum 6-month suspension up to expulsion, at the discretion of the Director			
Dark Red are behaviors that requires Youth Services to contact HPD.			

4.2 School and Youth Center Joint Suspension:

Hannahville Youth Services will not be allowing youth, who are currently suspended or expelled from school, to attend the Youth Center. This policy includes both in-school and out-of-school suspensions.

This policy does not include tutoring and family oriented events.

4.3 Gang Paraphernalia:

Hats, bandannas or anything else that could be associated with gang activity and identification will not be allowed in the Youth Center.

4.4 Suspicion of Drug and Alcohol Use by Youth:

When two or more staff members agree there is reasonable suspicion a youth is under the influence of drugs or alcohol then the following is enacted:

- (1) The director and director's apprentice, will separate the youth or group from the rest of the Youth Center participants and bring the youth to a private area and speak with the youth to further assess the situation and to inform the youth of the following: (Director's and Director's Apprentice Absence)
- (2) Inform the youth of suspicion
- (3) Inform the youth that they will have to leave the center for the remainder of the day.
- (4) Provide the youth with the options for leaving the Youth Center. Youth can call parents/guardians for a ride
- (5) Provide the youth with the option of calling his or her parents for a ride home or taking a ride from the Youth Services employees (Directly to home). In all incidents of this type, two staff members are to accompany the youth home.
- (6) If the youth chooses to walk, notify the youth that HPD will be contacted and then call HPD and report the incident.
- (7) In all cases, a parent or guardian must be contacted and informed; and a written incident completed. Document on the incident report the parent or guardian you

contacted and the time and method (telephone, in person, etc.) (what if no contact can be made)

- (8) In all cases, where two staff member agree on reasonable suspicion involving a minor, the incident must be documented and reported to the Hannahville Police Department as a requirement of being a mandated reporter.

SECTION 5 – HANNAHVILLE YOUTH SERVICES WORKPLACE STANDARDS

5.1 Emergency Situations

Hannahville Youth Services is committed to providing a safe learning and work environment. Unfortunately, natural and man-made disasters do occur. Emergencies are best met by preparedness and planning.

Evacuation plans are posted within each room of Hannahville Youth Services. In the event of an evacuation, employees must take roll-call immediately once all their participants are outside the building. Roll-call must also be conducted upon return to the building.

Employees will be trained on requirements regarding evacuation, fire drills, tornado and severe weather drills, lock down procedures, and unusual situations, such as hostage situations.

5.2 Hannahville Youth Services Operations

Hannahville Youth Services operates hours outside of a typical school day and weekends.

5.3 Hannahville Youth Services Closures

Regularly designated holidays through the years are listed on the calendar. The Tribal Chairperson may also designate special holidays, which are not already scheduled as days off on the calendar and may have to be made up before the end of the year.

Unexpected closures will be announced through Facebook page post.

5.4 Hannahville Youth Services Day

Hannahville Youth Services is in session Monday—Sunday. During the time of year when school is in session Hannahville Youth Services operates after school hours from 3:00 pm to 8 pm Monday through Friday. Special hours of operation for Saturday and Sunday will be announced on the Facebook page. Attention to professional responsibilities, including email, phone messaging and Google Calendar is expected to be attended daily.

5.5 Attendance and Punctuality

For Hannahville Youth Services to operate efficiently, we depend on our employees to report to work as scheduled. All employees are required to electronically check in by the start of their scheduled shift. Late arrivals will be noted.

Employees who are unable to report to work, or are unavoidably detained, are required to record their absence in the designated online absence system, no later than 1 hour prior to the start of their shift. If your absence is being reported past the hour cutoff, you must contact your immediate supervisor, to inform them of your absence. Reporting tardiness or absenteeism to one's co-worker, or by any other means, is not acceptable, and may be cause for disciplinary action, up to and including termination.

Employees are expected to be at their workstation and ready to begin assigned job duties at their respective start times. Hourly employees will not be compensated for hours that are not part of regularly scheduled hours without prior approval from their supervisor. Compensation for each pay period for employees is verified through use of the Pay Clock employee login system.

Employees who are excessively late or absent from work beyond one's available leave time will be subject to progressive employee corrective action as outlined in the Hannahville Indian Community Policies and Procedures Manual.

If you have an appointment or business, which is scheduled during your regular work time, you must electronically clock out in the Pay Clock system. Whenever possible, please make appointments for before Hannahville Youth Services hours of operation.

If an employee is unable to electronically clock in or out they must notify the Director of Hannahville Youth Services on arrival and departure.

5.6 Cell Phone Policy

Cell phone usage for employees should be limited to times while no participants are utilizing the Youth Center, or designated breaks unless approved by a supervisor due to a personal emergency situation. This includes texting. Phones should be silenced/off during work hours. Employees with work issued cell phones are expected to follow the Tribal Policy for cell phone use as outlined in the policies and procedures manual.

5.7 Professional Image and Behavior

Hannahville Youth Services expects all employees to present a professional, well-groomed appearance, and maintain an image that is courteous and respectful to peers, students, participants, and the general public. The use of profanity, inappropriate jokes, and any other adverse behaviors is unacceptable in the Youth Services setting. All staff need to remain "mindful" of communication ensuring their conduct meets the high expectations and standards established under law and by the Board of Education. Staff must adhere to the Michigan Code of Educational Ethics.

Staff are expected to dress in professional business casual attire. Clothing that presents or causes a disturbance or distraction is unacceptable. This includes clothing that reflects suggestive phrases or images. No hats are to be worn in the building.

Hannahville Youth Services reserves the right to request any employee to change his or her mode of dress or grooming if it is deemed by Hannahville Youth Services to be unkempt, provocative or otherwise unacceptable.

5.8 No Smoking Policy

There is NO Smoking, Chewing, or Vaping use allowed on school grounds. (See school policies related to this subject).

5.9 Immunization Requirement

Hepatitis B is a requirement and is offered to designated employees who administer First Aid. Employees may contact the School Nurse if you have questions.

5. 10 Professional Development

All employees are required to attend professional conferences/workshops that better serve the participants of the Youth Center. Hannahville Youth Services will assume the cost if approval is given by the Director prior to the conference/workshop. A two-week advance notice is necessary in order to obtain prior approval by the Director to arrange Youth Services staffing needs. Those attending conferences will be expected to complete a summary report available from the Director and share relevant information with appropriate personnel.

5.11 Line of Authority

All staff members should observe the line of authority (see Organizational Chart)—Employee to Supervisor, Supervisor to Superintendent, and Superintendent to the Board of Education. The School Board acts only as a body quorum in assembly. For this reason, individual Board members should not be approached directly on school issues. First, direct your questions or grievances according to the line of authority, preferably in writing. A Board of Education meeting can be arranged upon petition to the Superintendent, who will then inform the Board of Education.

5.12 Leave Request

All employees are to use the designated online absence system for reporting all absences from work. Following these guidelines:

All Hannahville Youth Services staff should submit at least one-hour before your scheduled work day starts.

5.13 Email and Other Telephonic and Computer Communications

All electronic and telephonic communication systems and all communications and information transmitted by, received from, or stored in these systems are the property of Hannahville Youth Services and as such are to be used solely for job-related purposes. The use of any software and business equipment, including, but not limited to, facsimiles, tele-copiers, computers, telephones and copy machines for private purposes is strictly prohibited.

Employees using this equipment for personal purposes do so at their own risk. Further, employees are not permitted to use a code, access a file, copy, download, upload any software or retrieve any stored communication unless authorized to do so or unless they have received prior clearance from the Director. All pass codes are the property of Hannahville Youth Services. No employee may use a pass code or voice-mail access code that has not been issued to that employee or that is unknown to Hannahville Youth Services. Moreover, improper use of the e-mail system (e.g. spreading offensive jokes or remarks) will not be tolerated. Employees who violate this policy are subject to disciplinary action, up to and including discharge.

Unacceptable uses of our internet, voicemail and e-mail resources and other policies include:

1. Hannahville Youth Services e-mail, voicemail and internet resources may not be used for transmitting, viewing, retrieving, or storing any communications of a discriminatory or harassing nature or materials that are considered obscene or X-rated.
2. Accessing pornographic internet sites, displaying/printing any associated materials, pictures and cartoons is strictly prohibited.
3. Harassment of any kind is prohibited. No messages with derogatory or inflammatory remarks about an individual's race, sex (including pregnancy), age, disability, religion, national origin, physical attributes or sexual preference shall be transmitted. No abusive, profane or offensive language is to be transmitted through e-mail, voicemail or internet resources.
4. Non-business, personal or private use of our internet, voicemail and e-mail resources is prohibited. This includes game playing and personal communication not associated with business.

5. Notwithstanding Hannahville Youth Services' right to retrieve and read any voice or electronic mail messages, such messages should be treated as confidential by other employees and accessed only by the intended recipient. Employees are not authorized to retrieve or read any voice or e-mail messages that are not sent to them. Any exception to this policy must receive prior written approval by the Director or designee.
6. Employees are strictly prohibited from disclosing any confidential or proprietary information via Hannahville Youth Services e-mail/internet system and voice mail system.
7. Hannahville Youth Services may monitor and record and/or listen to all internet, e-mail and voicemail usage, to assure compliance with our policies, for cost analysis/allocation and for legitimate business interests. Thus, Hannahville Youth Services may listen to, access and/or disclose any information in the electronic communication and telephone systems, even that which is protected by your personal password, at any time, with or without notice to the employee. Employees have no expectation of privacy in connection with the use of these systems, or the transmission, receipt or storage of information in such systems.

5.14 TRANSPORTATION

Employees may from time-to-time need to provide transportation for children and youth. The following guidelines should be strictly observed while transporting youth:

- 1) Children and youth should be transported directly to their destination. Unauthorized stops to a non-public place should be avoided.
- 2) Workers and drivers should avoid physical contact with children or youth while in vehicles.
- 3) No cell phones may be utilized by the driver while transporting children or youth while driving vans, or vehicles owned or rented by Hannahville Youth Services.
- 4) Drivers will obey all traffic laws and will be in compliance with any driving restrictions.
- 5) Seat belts are to be worn as required by law.
- 6) If reports are received and found to be valid, that a driver has operated a vehicle in a negligent manner while transporting children or youth, that driver will be discontinued.
- 7) Persons who drive Hannahville Youth Services owned vehicles must maintain a current valid Michigan driver's license and provide all required information required by transportation policies

Personnel Policy Manual Receipt and Acknowledgement

I hereby acknowledge receipt of a copy of the Hannahville Youth Services Employee Manual, which contains the policies and rules that apply to me. I agree to read the Manual and follow it during my employment with Hannahville Youth Services. I further understand Hannahville Youth Services may amend this Manual at any time and that except as otherwise provided on page 1, under the heading PURPOSE AND USE OF THIS MANUAL, such changes will be communicated to me.

Employee Signature

Date

Employee Name (Printed)

Please keep a copy of this acknowledgement for your records.

THE ABUSE AND NEGLECT STATEMENT: I _____ am aware that abuse and neglect of children is against the law. I am informed of the program's policies on child abuse and neglect and I also know that as a caregiver, I will be mandated by law to report abuse and neglect. If you suspect abuse you are to first, report abuse to the Program Director immediately. If not reported, you will be terminated. Second, the Program Director will help you call Child Protective Services (CPS) and complete the necessary verbal and written reports. I _____, as an employee of the Hannahville Youth Services, am signing this statement agreeing to the fact that I have read the above policy on abuse, neglect, supervision, and discipline as well as the Hannahville Youth Services Employee Manual. Any negative deviations of Hannahville Youth Services rules and regulations can result in immediate dismissal. I _____, as an employee of the Hannahville Youth Services, am signing this statement agreeing to the fact that I was given and have read a written copy of the Mandated Reporter's Resource Guide. I acknowledge that I will adhere to the Mandated Reporter's Resource Guide policies. My acknowledgement will be kept in my employee file.

Employee's Signature _____	Date _____
Program Director's Signature _____	Date _____