



Document Owner Department: EDUCATION Approvers: Legal Approval Group, Policy Compliance, Publisher-Group-Approve	Document Owner: Jessica Bustad Published / Effective Date: Not Set Annual Review Date: Not Set PolicyTech Creation Date: Not Set
---	---

1. Policy

- a. It is the policy of the Tulalip Tribes to provide services to youth and families.
- b. The Tulalip Tribes believes in supporting our youth to achieve their goals to foster leaders for tomorrow.

2. Purpose

- a. The purpose of this policy is for the Family Resource Department (Under the Education Division) to offer funding and education resources to enrolled Tulalip Tribal members.
- b. The Family Resource Department also provides limited services to other Native American students within the Marysville School District.
- c. The Family Resource Department shall:
 - i. Empower our students to pursue excellence through participation in academics and activities that nurture positive growth and development;
 - ii. Support educational opportunities for Tulalip Tribal members while maintaining high standards and developing partnerships with academic institutions and programs;
 - iii. Assist individuals and/or teams in their quest to participate in extracurricular events and activities.

3. Scope

- a. The scope of this policy is to provide services to Tulalip Tribal members and community:
 - i. Academics, extracurricular, enrichment, graduation and holistic support.
- b. Also in partnership with:
 - i. Tulalip Education Division departments;
 - ii. Youth and family serving organizations;
 - iii. Tribal government entities.



Document Owner Department: EDUCATION Approvers: Legal Approval Group, Policy Compliance, Publisher-Group-Approve	Document Owner: Jessica Bustad Published / Effective Date: Not Set Annual Review Date: Not Set PolicyTech Creation Date: Not Set
---	---

4. Definitions

- a. “Family Resource” means the department under the Tulalip Education Division, formerly known as Youth Finance.
- b. “Teams” means any coordinated group for extracurricular or educational activities and events.
- c. “Chaperone” means any adult who is responsible for youth during any travel, event, or activity.
- d. “Organized activity” means any extracurricular activity that is facilitated for student learning, enrichment, or athletic experiences, etc.
- e. “Requestor” means a parent/guardian or youth who are requesting funding from the Family Resource Department.
- f. “Youth” means a child, age three (3) up to twenty-one (21), who is an enrolled student attending preschool through high school.
- g. “Backup” means any documentation providing proof of enrollment, activity, services, etc.
- h. “MSD” means Marysville School District.
- i. “JOM” means Johnson O’ Malley Grant that is federally funded.
- j. “Academic year” means the start and end of a school-year, typically ranging from September to June.
- k. “Calendar year” means the standard year from January to December.
- l. “Full-time” means enrolled and attending a minimum of 4 days per calendar week.
- m. “Equipment” means anything that is required for a specified and coordinated activity.
- n. “Extracurricular” includes a range of activities organized outside of the regular school day.

5. Funding

- a. Funding is based on availability.
- b. Funding shall not exceed the identified amount approved in the current year.



Document Owner Department: EDUCATION Approvers: Legal Approval Group, Policy Compliance, Publisher-Group-Approve	Document Owner: Jessica Bustad Published / Effective Date: Not Set Annual Review Date: Not Set PolicyTech Creation Date: Not Set
---	---

6. Schooling

a. Private School:

- i. Must be an accredited school to receive tuition payment up to \$10,000.00 per calendar year for Kindergarten through 12th grade;
- ii. Must be a full-time student, provide annual report cards and proof of satisfactory attendance:
 - (1) Full-time as defined in WAC 392-121-122 for minimum weekly hour requirements by grade level:
 - (a) Hybrid homeschool options may be considered in the homeschool policy.
 - (2) Remaining Private School funding can be utilized for physical education when it is not provided by the school and will require pre-approval,
 - (3) Tuition invoices must be submitted by August, prior to the upcoming school year or within sixty (60) days of enrollment:
 - (a) Must submit annual report card, and
 - (b) Must provide proof of satisfactory attendance.

b. Homeschool:

- i. Must follow state laws and meet minimum requirements to be qualified under RCW 28A.225.010 in order to receive funding up to \$5,000.00 per calendar year:
 - (1) Any expenses over the allotted amount will require additional documentation of need and prior approval.
- ii. Must provide academic and/or curriculum plan per each academic school year;
- iii. Required courses and student assessment fees such as the Parent Qualifying Course and annual progress testing can be reimbursed;
- iv. Funding can be utilized for curriculum, required school supplies, and certified instructors.



Document Owner Department: EDUCATION Approvers: Legal Approval Group, Policy Compliance, Publisher-Group-Approve	Document Owner: Jessica Bustad Published / Effective Date: Not Set Annual Review Date: Not Set PolicyTech Creation Date: Not Set
---	---

c. Graduation:

- i. Supplies shall include items needed for student's graduation ceremonies up to \$600.00 one time;
- ii. Funding can be accessed until July 31st of the student's graduating year;
- iii. Graduation incentive will be provided to each graduate in the amount of \$500.00:
 - (1) Must provide diploma,
 - (2) Incentive can only be provided when requested in their graduating year.

7. Educational Enrichment

- a. Educational enrichment shall be provided up to \$6000.00 per calendar year.
- b. Tutorial:
 - i. Students must be enrolled in a K-12 school;
 - ii. Tutor must provide proof of certification or accreditation;
 - iii. Must provide an assessment and/or a tutorial plan of services provided;
 - iv. Tutoring service attendance must be tracked and documentation provided with the invoice monthly.
- c. Special Education:
 - i. Students who are qualified for special education can utilize education enrichment funding for additional academic, behavioral and therapeutic support services;
 - ii. Funding shall include equipment, software or services necessary for student's individual needs;
 - iii. Must provide a letter from a physician, therapist or school representative:
 - (1) Assessment and testing fees,
 - (2) Assessment and testing fees for student advancement or improvement.



Document Owner Department: EDUCATION Approvers: Legal Approval Group, Policy Compliance, Publisher-Group-Approve	Document Owner: Jessica Bustad Published / Effective Date: Not Set Annual Review Date: Not Set PolicyTech Creation Date: Not Set
---	---

d. Credit Retrieval:

- i. Funding for High school students to obtain needed school credit from accredited institution.

e. Equipment and Supplies:

- i. Equipment must be for Educational purposes with documentation provided of need;
- ii. Equipment shall include age appropriate computer, not to exceed grade level amounts of \$400.00 for Elementary, \$600.00 for Middle and \$1000.00 for High School levels;
- iii. Computer and/or laptops are only provided if the student's school does not provide and it is verified that it is required by the school for the student's academic needs;
- iv. Any equipment that exceeds \$1000.00 must be approved by the Executive Director of Education.

8. Activity

a. Activity funding shall be allocated as follows for extracurricular and enrichment opportunities:

- i. Ages 3-21, enrolled in preschool through High School: \$4000.00 per calendar year;
- ii. Ages 0-2: \$500.00 per calendar year:

(1) Funding cannot be utilized for childcare.

b. Extracurricular:

- i. Extracurricular includes a range of organized activities such as sports, enrichment learning opportunities, workshops, etc.;
- ii. Funding may cover expenses, registration, fees, supplies, equipment, and travel for student:

(1) The student must be a participant in the activity in which the funding is requested.

- iii. Travel funds are available for youth and one chaperone for a preapproved organized activity that the youth is an active participant in:



Document Owner Department: EDUCATION Approvers: Legal Approval Group, Policy Compliance, Publisher-Group-Approve	Document Owner: Jessica Bustad Published / Effective Date: Not Set Annual Review Date: Not Set PolicyTech Creation Date: Not Set
---	---

- (1) All travel documentation should be submitted thirty (30) days prior to guarantee full payment. Reimbursements will only be made if within policy guidelines,
- (2) Chaperones must be at least 21 years of age,
- (3) Travel funds may cover per-diem for youth, hotel, and registration for youth only and flight/transportation for youth and chaperone.

c. Camping:

- i. Student must provide a list of requested items, a flyer or notice of organized activity, and narrative of the activity for approval;
- ii. Items purchased must be specifically related to camping equipment and supplies for activity and utilized for the student;
- iii. Camping funding can only be utilized once every three (3) years and not to exceed \$1000.00:
 - (1) Camping funding can only be utilized by one student per household for the requested activity.

d. Athletic and activity wear:

- i. Shoes and clothes funding can be utilized for athletic wear required for an activity or physical education uniforms;
- ii. A student may utilize up to four (4) shoe vouchers up to \$90.00 each for approved vendors per quarter;
- iii. Reimbursements that are over the allotted \$90.00 must provide a registration of a sport/activity or class schedule:
 - (1) Students can utilize up to a maximum of \$100 per quarter for physical education,
 - (2) Student can utilize a maximum of \$1500.00 per sport/organized activity; documentation must be provided of required attire and/or gear.

e. Camps:

- i. Tuition, fees, travel and registration for organized and established extracurricular camps that support student interest and success; shall not include childcare.



Document Owner Department: EDUCATION Approvers: Legal Approval Group, Policy Compliance, Publisher-Group-Approve	Document Owner: Jessica Bustad Published / Effective Date: Not Set Annual Review Date: Not Set PolicyTech Creation Date: Not Set
---	---

f. Culture:

- i. Funds can be utilized to cover items such as supplies for regalia or cultural gear for a maximum of \$1000 per calendar year;
- ii. One set per student per calendar year;
- iii. Must provide proof of items and/or supplies purchased and that they have been received by student.

g. Equipment:

- i. Equipment purchased must be related to an approved organized activity for the student. Must provide proof of need and a letter stating request;
- ii. Equipment deemed as excessive may be denied;
- iii. Any equipment items over \$1000.00 must be approved by the Executive Director of Education:
 - (1) For any requests over \$1000.00, three (3) bids and/or quotes may be requested.
- iv. Firearms, weapons, or related items of any sort are not allowable.

h. High School Graduates:

- i. High school students can utilize this funding for additional graduation supplies that are needed for graduation ceremonies up to \$1500;
- ii. Funding can be accessed until July 31st of the student's graduating year and must pertain to their High school career and/or experience in organized activities;
- iii. Any items deemed as excessive may be denied.



Document Owner Department: EDUCATION Approvers: Legal Approval Group, Policy Compliance, Publisher-Group-Approve	Document Owner: Jessica Bustad Published / Effective Date: Not Set Annual Review Date: Not Set PolicyTech Creation Date: Not Set
---	---

9. Eligibility

- a. Application and documentation process:
 - i. Must complete one application form per request;
 - ii. No funding will be disbursed until all documents are provided:
 - (1) Documents can include, but not limited to, schedule, roster, flyer, registration confirmation, receipts, invoices, etc.,
 - (2) All documentation must reflect complete cost, source payment, date, and student's name.
 - iii. Vendor information must be provided including W-9 form where applicable;
 - iv. All funding is based on availability;
 - v. Upon application completion, applications will be reviewed and processed in the order they are received, within three (3) business days of receipt.
- b. Parent/Guardian and student responsibilities:
 - i. Maintain average attendance and good standing in program;
 - ii. Notify the Family Resource Department of any withdrawals of programs and activities;
 - iii. Where applicable, provide annual grade reports, class schedule and program plan;
 - iv. Ensure all requests are accurate and relevant based on student's age and need;
 - v. Notify the Family Resource Department of any discrepancies in documentation, funding, etc.;
- c. Confidentiality and release of information:
 - i. The Family Resource Department shall keep all documents confidential;
 - ii. A release of information may need to be filled out in order to communicate with vendors, institutions and organizations regarding the student.



Document Owner Department: EDUCATION Approvers: Legal Approval Group, Policy Compliance, Publisher-Group-Approve	Document Owner: Jessica Bustad Published / Effective Date: Not Set Annual Review Date: Not Set PolicyTech Creation Date: Not Set
---	---

d. Funding amounts (chart):

Program type	Amount	Grade
Schooling		
Private School	\$ 10,000.00	K-12th
Homeschool	\$ 5,000.00	K-12th
Graduation supplies	\$ 600.00	12th
Graduation stipend	\$ 500.00	12th
Educational Enrichment		
Tutorial	\$6000 Annually	K-12th
Special Education		K-12th
Assessment & testing fees		K-12th
Credit Retrieval		K-12th
Activity		
Extracurricular	\$4000 Annually <i>*See policy for details and limitations</i>	Age 3-12 th grade
Athletic/Activity wear <i>(\$100 per qtr.)</i>		Age 3-12 th grade
Camps		Age 3-12 th grade
Additional Graduation needs		12 th grade
Age 0-2 Extracurricular	\$500 Annually <i>*See policy for details and limitations</i>	Age 0-2

e. Incomplete applications, fraud, misrepresentation:

- i. Will not fund late fees, lost books, fines, penalties, or gasoline;
- ii. Must have a current application form, and all documents must be provided in order to process application:
 - (1) If an application is incomplete, the Family Resource Department will send a notification of missing documents to the parent/guardian within two (2) business days.



Document Owner Department: EDUCATION Approvers: Legal Approval Group, Policy Compliance, Publisher-Group-Approve	Document Owner: Jessica Bustad Published / Effective Date: Not Set Annual Review Date: Not Set PolicyTech Creation Date: Not Set
---	---

iii. Misuse of funds will automatically disqualify youth for one (1) year of utilizing funds from the Tulalip Tribes Education Division:

(1) If found to have misused funds, parent/guardian or adult clients may receive payroll, general welfare or loan deduction or will be required to provide a payback agreement until paid back in full.

10. Related Documents

- a. Activity Application.
- b. Education Assistance Application.
- c. Johnson O' Malley Application.
- d. Graduation Application.