

# STUDENT POLICY HANDBOOK



CALIFORNIA  
HERITAGE  
YOUTHBUILD  
ACADEMY

*In cooperation with  
the California  
Heritage YouthBuild  
Youth Policy  
Committee*

California Heritage YouthBuild Academy's goal is to provide the opportunity for personal transformation through education, career training, community service, and leadership development.

By joining California Heritage YouthBuild Academy, you are saying that you want to improve yourself, the lives of those around you and the community in which we live. You are also saying that you are willing to make positive changes in the way you will live your life.

# **Congratulations!**

You have reached the final step in becoming a student at California Heritage YouthBuild Academy. Successfully completing Mental Toughness Training means you are taking on the responsibility of making positive changes in your life and in your community. California Heritage YouthBuild Academy's goal is to provide the opportunity for personal transformation through education, career training, community service, and leadership development. By joining California Heritage YouthBuild Academy, you are saying that you want to improve yourself, the lives of those around you and the community in which we live. You are also saying that you are willing to make changes in the way you will live your life. You have chosen to become a leader by participating in something unique to this area. We expect that you will be proud to represent the program long after your training with us has ended.

We will challenge you and support you to perform to the best of your ability while at California Heritage YouthBuild Academy. This is your chance to gain valuable skills, to develop a good reputation, to commit yourself to your education and to help rebuild our community. It is something you need to do for yourself! If you do well with California Heritage YouthBuild Fall Academy, you will likely do well later. Please know that we, as well as many of your community members, want the best for you.

## **Your Rights**

- All students have a right to participate in the California Heritage YouthBuild Academy program on the basis of equal opportunity and merit.
- Students will not be discriminated against or harassed on the basis of race, color, religion, national origin, sexual orientation, sex, age, disability or political affiliation.
- Students have a right to reasonable accommodation for disabilities.
- Students who believe their rights have been violated have the right to file a grievance.

## **Your Responsibilities**

- Satisfactory participation includes attendance, adherence to the program rules, a positive attitude, quality performance and respect toward others in the program and in the community.
- California Heritage YouthBuild Academy students are asked to sign a contract agreeing to the terms of the program.

## Grievance Procedure

### Purpose

The purpose of the grievance procedure is to resolve disputes that may arise during the operation of the program. Disputes must be related to participant activities or disciplinary action taken. All complaints must follow the following procedure.

1. All aggrieved parties should make every effort to settle the dispute on a personal basis.
2. If the matter cannot be settled, the aggrieved party must put the complaint in writing within ten days of the event. A hearing will be scheduled within seven days before a joint committee of staff and Policy Committee students.
3. If a successful resolution is not reached at the hearing, a written appeal shall be submitted to the Executive Director within five days and a meeting with the Director will be scheduled within five days of receipt of the appeal.
4. If a successful resolution is not reached at the meeting with the Executive Director, a written appeal shall be submitted to the Charter Council within five days and a meeting will be scheduled within ten days of receipt of the appeal.

### General Expectations

**Doing well in California Heritage YouthBuild Academy means coming to school every day properly dressed, clean, sober, and on time.** It means using your mental and physical abilities to learn academic and career skills. You will work to develop good relationships with everyone involved in the program. Most of all, a student is expected to take leadership responsibility, which means: doing things to make the CHYBA program go better for everybody, helping each other succeed, joining in on decision-making, and helping the whole program move forward.

We know that we will all have ups and downs. There will be times when personal problems will be overwhelming. Sometimes you may be bored and feel that what you are doing has no meaning. At times, you may be down on yourself or down on the program. It is important that we work together at overcoming these obstacles. They are part of life, they are part of growing and they are part of doing a hard task together. At all times, we expect everyone to give a full effort to be here on time and maintain respect for the people with whom we work. **Remember, there is no such thing as failure. There is only adversity and when it strikes, you've got to pick yourself up, keep trying, and overcome it.**

### Morning Meeting

Each day California Heritage YouthBuild Academy begins at 9 a.m. with a morning meeting that will last approximately 20-40 minutes. The purpose of morning meeting is to prepare students and staff for the day ahead. It sets the tone for the day and provides information that is needed. All students are expected to fully participate in morning meeting. Credit is given depending on attendance and participation.

After morning meeting, students will move directly to career track activities or their online or onsite classroom activities. A scheduled 15 minute break will occur mid-morning.

## **Education**

The educational program at California Heritage YouthBuild Academy is designed to:

- Help students attain the skills needed for obtaining a high school diploma.
- Build upon skills for those who have obtained a GED.
- Help students prepare educationally, emotionally and financially for higher education.
- Help students attain the skills that will allow them to successfully find employment and the resources to retain that position or move on to a better one.
- Provide students with the training and the knowledge they need to become leaders in the community.

We have designed a program that includes instruction in reading, mathematics, writing, social studies, science, civics, financial literacy, health, vocational training, computer literacy, and career exploration. These classes will be held at the school and at appropriate places outside the classroom. Field trips may be planned to help students more deeply appreciate the connection between the classes and the world in which they operate on a daily basis.

## **General Rules in Class**

Students should find their educational experience at California Heritage YouthBuild Academy different from previous school experiences. We have chosen material that is relevant to your future and the community. Our teaching methods are geared to enable you to be problem-solvers. We are not concerned with giving information for the purpose of memorization only. In other words, our focus is on teaching critical thinking, the skills that you will need to be successful in the future.

In California Heritage YouthBuild Academy, everyone is a teacher and everyone is a student. That means that sometimes students are expected to be teachers and the teacher becomes the student. We can all learn from each other. Students may be asked to teach their peers in subjects they have already mastered. This includes guests. Since the academic program covers a wide variety of subjects and issues, we believe that anyone who is fully participating in the program will achieve his or her academic goals. *Good luck, and keep your "eyes on the prize!"*

## **Instructional Staff's Commitment to Students**

In order for effective learning to take place, the Instructional Staff of California Heritage YouthBuild Academy agrees to:

- Check student's work for accuracy and completeness.
- Provide constructive feedback.
- Come prepared for class each day.
- Come to class on time.
- Understand that mistakes are part of learning.
- Keep track of attendance.

- Keep track of improvements in learning skills.
- Evaluate student work and knowledge.
- Help students to set goals and provide the opportunity to achieve those goals.
- Meet one-on-one with each student.
- Encourage home assignments when an extension of the classroom learning is necessary
- Hold students accountable for signed agreements.
- Hold ourselves accountable for signed agreements.

### **Learning Checklist and Responsibilities**

Now that you have entered the classroom prepared to learn, follow this classroom checklist. It will help you to stay focused on why you are here and help you succeed.

- The day begins at 9 a.m. and ends at 3:15 p.m. Be on time and stay all day!
- No sleeping in class. You are responsible for having adequate rest the night before. (Stay alert and be attentive)
- Respect the instructor's desk and ask permission before borrowing any item. Return items.
- Follow the instructions of the teacher.
- Talk to one another when in the process of learning. Participate in discussion boards in your online course. Talk about subjects pertaining to the task. Offer ideas and suggestions to help each other. This applies at all times except when you are being tested.
- Stay in class until it is over. Take breaks at the scheduled time or with permission. Come back on time.
- Respect other students when they are working or testing.
- Always think about how your actions will impact others.
- No personal visits or personal phone calls during school time.
- Clean up your space when you leave.
- Complete your assignments and return folders to their proper place.
- Hold each other accountable for commitments.
- If you miss a day, it is your responsibility to make up any work.
- **Listening to music with ear phones while you work is a privilege.** If you are not making adequate progress in your class, or we can audibly hear the music you are listening to, you will lose the privilege of listening to music.
- Cell phones are not to be used during class time. All emergency calls should be made to the office phone and messages will be passed on to you. Arrange with staff to make any necessary calls.
- Try your best and ask for help!

You are in class because you have committed yourself to improving your education. COME TO SCHOOL PREPARED. At the beginning of the year, you will be issued notebooks, pencils, and pens. They are your responsibility. Leave them at school. If you lose or misplace your materials you will need to buy new ones. Being unprepared can affect your ability to earn points that day.

- You are expected to take care of school materials. Please treat them as you would anything you value. These materials are expensive and California Heritage YouthBuild Academy does not have the money to replace them.
- There will be a 30 minute lunch break.
- Everyone will dress properly each day.
- The following are not allowed to be out in class without specific permission: radios, cell phones, or sunglasses. We often have visitors here at California Heritage YouthBuild Academy and many of them are people who can help you in the future. Don't underestimate the value of the first impression.

### **YouthBuild Student Reward System**

Each student will be evaluated by the staff each day and awarded credit in each area of success. Credit is awarded each day in the following 5 areas:

#### **Attendance (1 point)**

You must be at the program on time and remain for the full day. This includes returning from breaks and lunch on time.

#### **Attitude (1 point)**

You must demonstrate an attitude that shows you know why you are here and that you want to work.

#### **Effort (1 point)**

Whether in class or in the construction workshop, you must do what is asked of you and complete the assignments you have been given to the best of your ability. Any attempt at S&S will be deemed as a lack of effort for that day.

#### **Cooperation with Staff (1 point)**

The staff is here to educate you in class and in the construction workshop. You must work cooperatively with them throughout the day.

#### **Interaction with Peers (1 point)**

Your peers are your partners in this venture. You must work cooperatively with them throughout the day, by respecting them and assisting them as much as possible.

**Important note: Multiple violations of any rule during the course of a day will result in failure to earn points in different categories. For example: You are late in the morning; you fail to earn your attendance point. You are late from break; you fail to earn your point for cooperating with staff. You are late from lunch; obviously you are not giving it your all and you will fail to earn your effort point.**

You can earn 5 points per day or 25 points per week. Every five points will earn a raffle ticket. We will hold raffles every two weeks.

## **Leadership Development**

California Heritage YouthBuild Academy believes in the idea that **young people need to develop their potential as leaders**. We will provide an environment so that you can fully realize this potential and make it possible for you to demonstrate it in the community. **Everything we do at California Heritage YouthBuild Academy is centered on Leadership Development**. The major categories in which young people participate fall under one of three categories: governance, management, and community service.

Among the opportunities that will be available in these categories are the following:

- Peer Tutor
- Extra Curricular Activities
- Support Group Leader
- Mentor
- Facilitator
- Committee Chair
- Youth Policy Committee
- Young Leaders Council
- Public speaking
- Working with the elderly, local churches and agencies
- Community beautification projects
- Speaking at city meetings
- Violence prevention

## **The Youth Policy Committee**

At the beginning of the program, a Youth Policy Committee will be initiated by using volunteers. As the year progresses the Youth Policy Committee will be elected. This committee represents all of the students at California Heritage YouthBuild Academy and will meet with the Director on a weekly basis to make sure that the program is working well, to address problems, and to develop solutions.

## **Reflection**

Reflection is the time at the end of the program week or day when the students get together to share their experiences, reflect on the job that has been performed, and analyze how the week progressed. Reflection must be done for every community service project, whether led by a California Heritage YouthBuild Academy staff student or a trainee. Also, reflections can be a time when students think about themselves, their work ethic and their performance. Remember that you do not leave until the staff has officially dismissed you once reflections are complete.

## **Lateness and Absence Policy**

If you are going to be late or absent, you are required to call the California Heritage YouthBuild Academy (530-378-5254) and the LIFE Center if you ride the van, before 8 a.m. and talk to a staff member or leave a voicemail if no one answers. Failure to do so will result in you not fulfilling the requirements of the program. If you need to be absent, you may be asked to submit written documentation covering your absence.

## Appointments During Program Time

All routine appointments such as doctor or dentist visits should be scheduled after program hours whenever possible.

California Heritage YouthBuild Academy must be informed of all routine appointments scheduled during program time by filling out a leave request form at least two days before the appointment. **All leave request forms** should be given to Mrs. Martinez.

Any student who wishes to make an appointment with any member of the student service staff will request that appointment through Mrs. Martinez.

If a student **chooses** to leave during the program day without giving **proper notice**, for any reason not considered an emergency or an acute illness, it will be counted as inappropriate behavior and staff will follow the consequences explained herein.

All appointments (medical, court, etc.) should be scheduled after program hours, if possible. If this is not possible and you need to schedule an appointment during the day, you should begin the day at California Heritage YouthBuild Academy and then return right after your appointment. **If you bring verification of the appointment, and give proper notice, you will still be eligible to receive full credit for the day. If you do not bring in the appropriate paperwork or do not return, you will not receive full credit for the day and will not earn the points.**

**No points are earned for days when you are out sick, or out for any other reason, other than verified work experience.**

## Career Track Expectations

### Construction as a Career

During your time in California Heritage YouthBuild Academy, you will have the opportunity to learn skills, gain certifications, and to see what happens on a construction project by working as part of a crew. There are good job opportunities in the construction field. These opportunities are expected to grow in the future. If you like working with your hands and don't mind getting dirty; if you enjoy being outside, especially in the winter or you're good at math; if you are mechanically inclined and might enjoy being part of a team responsible for creating a beautiful structure that will last for a long time, then a career in construction might be right for you.

The building of a structure, whether it's a small project, a house or a large office building involves many people. On-site jobs in the building trades include carpentry, electrical, heating and air conditioning, ironwork, labor, equipment operation, pipefitting, plumbing, and truck driving to name a few. Off-site jobs in the building trades include architecture, drafting, document control, computer operating, engineering, purchasing, or estimating. Many of these occupations can be available to you with the proper training, interest and motivation on your part.



## What to Expect at the SBE Workshop and Construction Site

To be successful you must:

- Be drug-free (see policy below)
- Come to the SBE each day, stay for the duration of the training, and return promptly after breaks.
- Wear safety equipment as requested.
- Respect your instructor and the equipment/tools. (If you lose or damage this gear, you will be required to replace and/or repair it at your own expense.)
- Put tools and equipment away at the end of the day
- Follow directions and instructions the first time given; if you need clarification ask your teacher. Safety is a major issue in the workshop and on the construction site.
- Realize that the opportunity to participate in this program is a privilege that you would have to pay a substantial fee for, if you were not part of CHYBA
- Take advantage of this opportunity to gain national certifications by attending regularly, being respectful, paying attention, following directions, and doing your best. This will be required if you choose to continue in this valuable program.

### General Rules at the SBE Workshop and Construction Site

- No horseplay or rough housing.
- No pointing, playing with, or throwing tools at anyone, at anytime.
- Closed-toed shoes must be worn at all times.
- Safety glasses must be worn when using power tools.
- No jewelry is to be worn on the construction site, especially earrings, necklaces, bracelets or rings. (This creates a safety hazard)
- Do not leave boards with nails on the site. If you see this danger, it is your responsibility to make the work area safe, whether you place the object there or not.

#### **The injury you prevent could be yours!**

- Clean up all spills to help avoid accidents
- Report all accidents to your trainer/teacher immediately.
- Do not leave the site without permission.
- No personal visits or incoming personal calls.
- No earphones or electronics of any kind. All emergency calls must come in to the site phone.
- The use of a radio on a construction site is totally at the discretion of the construction staff. If a radio is allowed, it will be played at a low volume and only with lyrics that could not possibly be offensive to any visitors to the site. The radio is not a tool that will help us complete our project and if there is any arguing over station selection or too much attention paid to it, it will be eliminated from the site!

**The Construction Staff is in charge at all times in the workshop and at the construction site. If you are not abiding by the rules and policies stated in this handbook, you will be removed for the day.**

The Program Director will make the final determination regarding consequences for the infraction, after consultation with the Construction Staff. Decisions made by the Construction Staff will stand and be binding until the Director has a chance to review the infraction and discuss it with the parties involved.

**Consequences for not following the stated rules:**

- First Offense: Student will be given a written warning or removed from the SBE or construction site depending on the severity of the incident; Staff Intervention- student will be asked to sign an individualized contract, which could include mandatory counseling, skills group participation, suspension or dismissal from the Construction Career Track
- Second offense: Student will be removed from the SBE or construction site; Staff Intervention - student will be asked to sign an individualized contract, which could include mandatory counseling, or skills group participation, suspension or dismissal from the Construction Career Track,
- Third Offence: Student will be removed from the SBE or construction site; Staff Intervention - student will be asked to sign an individualized contract that WILL include mandatory counseling, and/or skills participation AND a suspension until counseling or skills group participation is completed, OR dismissal from the Construction Career Track
- Fourth Offence: Dismissal from the Construction Career Track

**DRUG POLICY TO PARTICIPATE IN CAREER TRACK ACTIVITIES**

**THE SHASTA BUILDERS EXCHANGE REQUIRES DRUG TESTING TO PARTICIPATE IN THE NCCER CERTIFICATION PROGRAM. ALL STUDENTS WILL BE REQUIRED TO TAKE A DRUG TEST TO PARTICIPATE IN THE PROGRAM DUE TO SAFETY ISSUES INVOLVED IN USING POWER TOOLS AND BEING ON A CONSTRUCTION SITE.** CHYBA will bear the expense of the initial drug test. Students and parents will be notified of the initial drug testing date.

If a student chooses not to participate in the initial drug test when it is offered, but later decides to participate in the Career Track, the student must bear the cost of the drug test. If the student opts out of the initial test for cause, the student may participate in a Group Skills Class to prepare for a subsequent drug test. In this case, the expense of the drug test will still be paid by CHYBA.

If the drug test comes back clean for all tested drugs, the student will be granted full participation in the Construction Career Track if (s)he commits to all other policies.

If the drug test comes back dirty, the student must adhere to the stated plan that follows:

For testing “dirty” for drugs other than marijuana, the student will not be allowed to participate in the Construction Career Track until he has successfully attended at least 4 sessions of Group Skills Class and tested clean to a full panel drug test. This drug test will generally be administered 30 days after the initial drug test. If the student meets the stated criteria, CHYBA will pay for the second drug test. If this test comes back clean, the student may enter the Construction Career Track with the next scheduled cohort of students.

For testing “dirty” for marijuana (with all other drugs coming back clean), the student will be allowed to start the Construction Career Track with his cohort, but will be expected to submit to a “swab” drug testing to check for marijuana use after 3-7 days and each week thereafter until the full panel retest is taken generally after 30 days.

If the “swab” test comes back dirty at any time, the student will be suspended from participation in the Construction Career Track until the student can reevaluate their commitment to the program. Additionally, this student will be required to establish a plan and sign a contract verifying his commitment to participating in the program drug-free.

In all cases related to the initial “dirty” test for marijuana, the student must pass a second full panel drug test after approximately 30 days have passed in order to be cleared for full participation in the Construction Career Track. If the student tests clean on this second drug panel, they may gain full participation in the Construction Career Track, without any further “swab” drug testing. The only exception to this clear status would be if at any future time the staff feels the student is “under the influence” on the Construction site or at the SBE Training Center.

If the student tests dirty on the retesting of the full drug panel, the student will be suspended from the Construction Career Track and must pay for any subsequent drug tests to become reinstated in the Construction Career Track.

Random drug testing for students participating in the Construction Career Track could occur at any time after the initial drug test. If a student is aware that they are having difficulty complying with the policy, they have the opportunity to let the staff know and a plan will be jointly formulated that must be accepted by the student. Failure to accept the recommendations in the plan will result in dismissal from the Construction Career Track.

Failure to pass a random drug test will place the individual on suspension from the Construction Career Track until the problem is alleviated or a plan is initiated. For any test that is positive for drug use, the student will be required to pay for the test and for subsequent retests.

At any time, if a student refuses a drug test, without being willing to agree to a jointly formulated plan, the student will be dismissed from the Construction Career Track.

If a staff member suspects that a student is “under the influence” at the Construction Career Track site, the student will be removed from the Construction Career Track site for the day. The student must either agree to participation in the Skills Group or submit to an immediate “swab” drug test. If the test is positive for drugs, the student could be dismissed from the Construction Career Track. If the student refuses to take the drug test or refuses to agree to participation in the Skills Group, that student will be dismissed from the Construction Career Track.

If the student chooses to be drug tested to prove their innocence, the student will not be allowed to participate in any Construction Career Track activity until the results are available. If the test is positive for drugs, the student will be required to pay for the drug test and participate in the Group Skills Class. If the test is negative, the program will pay for the test, and the student will be fully reinstated.

**Only students who are willing to commit to all of the above rules will be allowed to participate at the SBE Construction Workshop or on any Construction Career Track site.**

### **Completion and Post-Diploma Internship Standards**

To receive a California Heritage YouthBuild Academy Certificate of Achievement, a High School Diploma, and a recommendation for an internship, each student must:

- Have an overall attendance record of 90% or an overall attendance of 85% or better, with 95% attendance for the three months prior to the internship
- Have made substantial educational and academic progress
- Have met all of CHYBA’s graduation requirements
- Have completed and presented their portfolio of achievements
- Have met minimum requirements in areas of:
  1. Academic Skills
  2. Career Development Skills/Life Skills
  3. Work/Career Skills, for example if participating in construction, student must present adequate proof of construction skills
  4. Leadership Skills
  5. Community Service

Students who have achieved at this level will be able to wear caps and gowns and receive their diploma at graduation.

### **YouthBuild USA Honors Graduates**

In 1998, the YouthBuild USA Policy Council adopted the category of YouthBuild Honors Graduates for students who meet high standards. Because the requirements of California Heritage YouthBuild Academy are set extremely high, students meeting the programs criteria for completion will also receive the Honors Graduate Certificates from YouthBuild USA if they attain their high school diploma.

## **Career Placement**

At the completion of the program, we are committed to helping YOU find employment. You will have the major role to play in this endeavor. Your attendance, reliability, cooperation, and punctuality (being on time) during your training period are very important in getting a job.

Also, the skills you have developed, the way you present yourself at the job interview, and your follow-through at the new job will help you to do well. The road to employment begins today and continues throughout the program.

Many employers require drug tests as a condition of employment. That fact is one of the reasons we are committed to maintaining California Heritage YouthBuild Academy as a drug-free environment.

We cannot guarantee you employment after the program. However, we will do our best to put you on a path that will help you obtain a career that you want to pursue. Treating this program as you would a permanent job will help prepare you for the future. Your attendance, attitude, and performance will determine the recommendation we give to your future employers.

## **Higher Education Placement**

Students who are interested in pursuing a college education must attain college-level skills to be successful. Academic excellence involves a **desire to learn** more about yourself and the world around you. Preparing and performing well on academic evaluations is essential in building college placement recommendations. The California Heritage YouthBuild Academy staff **will assist** students in enrollment and financial aid matters.

California Heritage YouthBuild Academy staff will make sure that all students are exposed to the material necessary for their future educational success. **As with any educational venture, no one can make you learn. You need to take an active role in your education.** Some people are willing to put in a lot of work in this area, while others are not. In order to prepare yourself for the future, you must decide that you are going to take an active role in your education and do the work that is required.

## **Internship Opportunities**

Internships are opportunities for students to gain experience in a profession, by being placed and trained by an agency or partner while still a student of California Heritage YouthBuild Academy. We will be looking for internships in a wide variety of fields to match you with a position suited to your interests and goals.

For a student to qualify for this program she/he must be performing excellently on site and in the classroom. The student must also initiate the request and demonstrate personal drive for an internship. **Attendance is a key in securing an internship. If you can't have good attendance at the program, we can't afford to place you in an internship and jeopardize our relationship with a potential employer.** Internships

expose you to an actual working experience and allow you to begin making contacts that will help you in the future. **Networking is generally the key to future employment.**

### **YouthBuild Definitions**

Student/CHYBA Member A young person who is serious about learning and understands that learning is the road to a positive future.

Mentor An adult who cares about the progress a student makes and takes an active role in their life.

Scamming & Skating The act of using the program by trying to take the easy way out. From now on it will be referred to as S&S.

Network The collection of people who can help you in the future

Fair At CHYBA, fair does not mean that everyone gets the same thing, fair means that everyone gets what they need, deserve, and have earned.

Leadership Taking responsibility to make sure that things go right for yourself, your family, our program, and our community

YouthBuild USA The national organization that oversees YouthBuild programs across the country and helps the individual programs, like California Heritage YouthBuild Academy, provide a solid program for their students

### **California Heritage YouthBuild Academy Contract**

The fact that you were accepted into the California Heritage YouthBuild Academy program means that we trust that you want to learn and to grow. Therefore, we intend to help you in that process. We expect the best attitude and behavior from each student. So as to clarify what is expected of you, each student will sign a contract that outlines the behavior expected of you during this program, and specifies the possible consequences for violating the contract.

### **Learning Experiences**

Most people grow up viewing discipline as something negative or as a punishment. California Heritage YouthBuild Academy views discipline as a learning experience. That is, discipline should be used to teach. This discipline policy may in some cases be perceived as punishment. The goal is to teach students the following:

- How to identify their inappropriate behaviors and attitudes
- How to assess their behaviors
- How to avoid old patterns of negative behavior and negative attitude
- How to incorporate new and appropriate behaviors that will strengthen the personal character as well as to strengthen the student's potential leadership in the community

**Learning Experiences that come from a disciplinary situation** may be handled through a variety of activities:

- Discussion
- Counseling
- Visual demonstrations
- Written demonstrations
- Warnings
- Accepting responsibility for your actions
- Group discussion/brainstorming
- Removal from career track placement
- In-school suspension
- Out-of-school suspension
- Contracts
- Dismissal

**Your actions have consequences in California Heritage YouthBuild Academy as they will in life. California Heritage YouthBuild Academy is a preparation for life.**

### **Special Events Participation Eligibility**

Prior to students participating in program field trips, extra program travel or other special events, eligibility to participate in those activities will be determined by drug-free status, attendance levels, infraction levels and student evaluations.

### **RULES OF CONDUCT**

At no time may the student:

1. Engage in any activity that is illegal under local, state or federal law
2. Engage in activities that pose a significant safety risk to others

### **Students will:**

Demonstrate mutual respect towards others

Follow directions

Direct concerns, problems, and suggestions to **your immediate staff supervisor**

### ***Infractions***

Like any community, California Heritage YouthBuild Academy has to live by rules and guidelines to achieve harmony and order.

**Students are expected to follow all of the rules all of the time.**

### ***Intolerable Infractions***

The following infractions will result in immediate dismissal from the program.

- **Firearms or weapons possession**
- **Drug dealing**
- **Sexual violence**
- **Assault and/or battery on a staff member**
- **Stealing**

There are additional infractions in addition to those listed above under the heading of INTOLERABLE OFFENSES. These infractions will affect your standing in the program and fall under two general categories. These are: Discrediting the Program and Disruptive Behavior.

### ***Discrediting the Program***

**Discrediting the Program** is any public act that seriously damages the reputation of California Heritage YouthBuild Academy and is any seriously disrespectful public behavior committed during a YouthBuild event, at a community service activity, or while in California Heritage YouthBuild Academy uniform during non-program time.

### **Examples of Behavior that Discredits the Program include, but are not limited to:**

- Public Intoxication or behavior that makes you appear to be “under the influence”
- Arrest
- Destruction of property
- Fighting

### **Consequences**

- First Offense: Staff Intervention- student will be asked to sign an individualized contract, which could include a suspension and/or dismissal, mandatory counseling, or skills participation
- Second offense: Staff Intervention - student will be asked to sign an individualized contract, which could include a suspension and/or dismissal, mandatory counseling, or skills participation
- Third Offence: Dismissal

### ***Director's Caveat***

The Program Director will make the final determination of major and minor offenses after consultation with staff. Decisions made by staff at individual career sites or classroom sites will stand and be binding until the Director has a chance to review them.

### ***Suspension***

When a student has in-school suspension, s/he will not take part in any program activities, but will remain at the classroom site working on their online course for the duration of the suspension. The student may be assigned additional tasks to be completed. Suspension will be served for the designated period of time without the ability to earn points toward raffles. In addition to assigned tasks, the student will formulate a response to the staff and students outlining his/her responsibility for the offense, the reason for that action, and a plan for rectifying the problem now and in the future.

**Failure to fulfill the requirements of the suspension will be understood by California Heritage YouthBuild Academy as an indication that the student no longer wishes to continue as a student in the program.**



Before being reinstated to the program for any suspension of 2 days or longer, the student will meet with staff members, representatives of the Youth Policy Committee and the student's mentor to determine continuation in the program.

### ***Disruptive Behavior***

**Disruptive behavior** is any action that stops normal program operation, keeps others from learning or prevents others from performing program operations or activities.

#### **Examples of Behaviors that are Disruptive are:**

- disrespecting staff, students, guest speakers, or visitors
- leaving before the end of the day without notice
- failing to follow specific instructions given by staff, for example refusing to leave computers closed and earphones out of your ears during group time
- careless behavior (any behavior that could lead to property damage, personal injury, or become disruptive to program activities)
- being under the influence of drugs or alcohol
- undermining your instructors
- not participating in program activities
- dress code violations
- refusing to keep music at a level that allows others to work or concentrate during independent work time. Refusing to stop listening to music, if it has been determined that it is interfering with your learning. Listening to music while working on your online course is a privilege for students who are making progress in their online courses and other activities.

### ***Dress Code***

All students of California Heritage YouthBuild Academy will dress appropriately. Your dress reflects the quality of our school and your commitment to your future. Clothing should be adequately modest so as not to cause a distraction. Hats may be worn outside and on the worksite, unless your supervisor directs otherwise. Hats are to be worn with the brim facing directly forward or not at all. No hats are to be worn in the building, unless special permission is given. No underwear should be showing at any time. Closed-toed shoes are always to be worn on the work site. **Failure to comply with the dress code policy will result in the consequences outlined.**

#### **Consequences of DISRUPTIVE BEHAVIOR, including reduction of reward points for the day**

- First Offense – Written Warning, possible staff intervention
- Second offense: Staff Intervention - student will be asked to sign an individualized contract, which could include a suspension and/or dismissal, mandatory counseling, or skills participation
- Third Offense: Staff Intervention- Possible Suspension/ Dismissal, mandatory counseling, or skills participation
- Fourth Offense: Dismissal

**Additional examples of more severe behaviors that are disruptive. These activities could result in a suspension or dismissal depending on the severity:**

- dangerous behavior (any intentional behavior or action that directly threatens personal safety of an individual or group of people)
- destroying property on program time (vandalism of any kind is destroying property)
- fighting
- instigating or bringing others into a fight
- making threats, verbal abuse, racial or sexual slurs
- sexual harassment (any unwanted or unsolicited verbal or physical advances of a sexual nature, or any derogatory or disrespectful comments of a sexual nature aimed at another person)

***Director's Caveat***

The Program Director will make the final determination of major and minor offenses after consultation with staff. Decisions made by staff at individual career sites or classroom sites will stand and be binding until the Director has a chance to review them.

**DRUG POLICY**

California Heritage YouthBuild Academy is a **drug-free program**. Substance abuse is a complex social problem that seriously and repeatedly interferes with health, job performance, safety, personal and family welfare and interpersonal relationships. When a substance abuse problem is identified in a program applicant or student, California Heritage YouthBuild Academy will assist that person in meeting the responsibility to address the issue.

Resource information and referral for anyone needing assistance will be made. However, the unlawful distribution of a controlled substance during program hours is expressly prohibited and will result in immediate dismissal from the program.

The unlawful possession or use of a controlled substance is prohibited.

No person shall report to program activities under the influence of illegal drugs, prescription drugs, or alcohol. If a person is reasonably suspected of coming to California Heritage YouthBuild Academy program activities under the influence, that person will be removed from the program for the first offense or may submit to drug testing to prove their innocence. Student may be requested to participate in substance abuse counseling or participation in NA/AA to continue participation in the program.

If the student chose to be drug tested to prove their innocence, while awaiting drug test results, the student will not be allowed to participate in any career track activity. If the test is positive for drugs, the student will be required to pay for the drug test. If the test is negative, the program will pay for the test, and the student will be fully reinstated.

## Student Contract

This handbook has described what the California Heritage YouthBuild Academy program expects of its participants. It outlines the program's expectations for students' conduct and behavior, as well as the consequences for violations.

It is your responsibility to be sure you have read and live up to this agreement. This agreement is a part of the **Learning Experience** that you are undertaking as a student of California Heritage YouthBuild Academy. This **Learning Experience** will help you to prepare for your future.

## Term of Contract

- The student's term of contract begins on September 17, 2012, or their first day of school, and ends at graduation. However, each student will be evaluated at the end of each 6 week block so that the student and the staff understand what needs to be done to continue the student's enrollment in California Heritage YouthBuild Academy.
- The student understands that in order to be eligible for the next 6 week block, the student must satisfactorily complete the prior 6 week block. This includes both behavioral and academic expectations. If the student does not satisfactorily complete the current 6 weeks block, the counseling staff, student, and teacher will initiate an Academic Action Plan. If the student does not comply with the Action Plan the student could be dismissed.

## Benefits

The student will be eligible for raffles determined by the number of points earned each day. Additionally, hard work will allow you to earn your high school diploma and learn skills that will prepare you for college and the world of work.

You are now ready to sign that you will live up to this contract. The contract will be signed by you and by the program director. One copy will remain in your folder for your reference. The program director will place the other copy in your personal file. It is your responsibility to keep this handbook. Losing the handbook will not be accepted as an excuse for a violation of the contract. This handbook is your way of life while you are a student of California Heritage YouthBuild Academy. We welcome you to this experience and expect you to succeed. Since you have made it this far, you should have the same expectation for yourself. The future is ahead of you and it is time for you to seize it.

***I have read and understand the conditions that are described in this agreement between me and California Heritage YouthBuild Academy, and I agree to abide by these conditions.***

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

Program Director Signature \_\_\_\_\_ Date \_\_\_\_\_