



Portland YouthBuilders

Student Handbook

FALL 2016

PYB MISSION STATEMENT

PYB's mission is to support young people who are committed to changing their lives to become self-sufficient, contributing members of the workforce and their community.

OUR CORE VALUES: A SHARED RESPONSIBILITY

The purpose of this document is to define a culture that supports safety, inclusion, and excellence for students and staff. This is a shared effort which works only with everyone's commitment and contribution. It is based on four principles:

Honesty:	To tell your truth
Respect:	To treat all persons with dignity at all times
Accountability:	To take responsibility for our actions and to hold others responsible for theirs in a respectful manner
Integrity:	To do the right thing even when it is difficult

A healthy, vibrant community that feels good to be a part of does not happen by accident; it is built by the hard work and shared responsibility of all of us. Therefore, we have developed policies and procedures to support **positive participation**. These policies have come into being through the work of countless staff and students over the course of many years. They are tried and true but also open to continual improvement as our community continues to evolve. In that spirit, the following information is offered to support everyone's success:

We strive to create a school environment where

- Everyone feels respected,
- People of all cultural backgrounds and beliefs are valued, and
- No one is limited by stereotypes or assumptions.

Roles and Responsibilities

As a student, you have a **right** to:

- Talk with your teachers, advocate, trainer, career coach and other school staff about any concerns.
- Receive fair discipline without discrimination
- Report any incidents of bullying, harassment, abuse, and verbal or physical threats
- Access your own records, within appropriate guidelines
- Receive discipline information in a language you can understand

As a student, you have a **responsibility** to:

- Attend school regularly, arrive on time, bring appropriate materials, and be prepared to participate in class and do homework
- Do your best
- Respect the rights, feelings, and property of other students, school staff, visitors, guests and school neighbors.

- Behave in a positive manner at school, worksite and any school-related activity and in the classroom so as not to interfere with teaching and learning.
- Follow classroom, school and worksite rules
- Report violations of the rules

As staff members, we have the responsibility to:

- Respect the rights, feelings, and property of students, school staff, visitors, guests and school neighbors
- Support students by making ourselves available to meet with students to discuss their needs and concerns
- Behave in a positive manner at school, worksite and any school-related activity and in the classroom so as not to interfere with learning
- Report violations of the rules
- Report any incidents of bullying, harassment, abuse, and verbal or physical threats

PYB Non-Discrimination Policy

Certain words and actions break down a community. Action or language that is sexist, racist, homophobic, hateful, or harmful to others (even if not meant to harm) has no place at Portland YouthBuilders.

Portland YouthBuilders does not discriminate in its educational and training programs or employment policies on the basis of race, national origin, color, cultural heritage, religion, age, sex, sexual orientation, gender identity, marital status, physical or mental ability, political affiliation, source of income, veteran status, or any other status protected under local, state, or federal law.

STUDENT LEADERSHIP

Student leadership is needed at PYB in order to make our community the most it can be. There are multiple opportunities, both informal and formal, for you to take leadership in constructive and helpful ways.

SAB

The Student Advisory Board is the voice of the student body. The SAB meets once a week for 70 minutes to discuss ways to improve student experience at PYB and strengthen our school's community. SAB members plan events for students, make proposals to change school policy, and work on many other projects throughout the year. SAB members are paid \$10 a week for participating in these meetings. The SAB Mission Statement is below.

SAB's mission is to foster an equitable, productive and inspirational experience for all students. We are committed to serving with integrity and enthusiasm, while being the voice of and an advocate for each and every student.

Construction Job Lead

The construction job lead position targets participants who are in their second rotation of the Tahoma phase and, show strong carpentry skills and the potential to lead others on the job site. The three main goals are: 1) to provide support for the trainers in running a job site; 2) to fine-tune leadership skills, construction skills, and work ethic; 3) to promote and award participants who consistently strive to perform at a higher level. *Performing the duties of construction job lead for at least two months is a pre-requisite for becoming a PYB Tier One graduate.* Job leads should show strong growth in leadership, and continue to grow in their construction and leadership skills.

Tech Job Lead

The technology job lead position targets students that have shown excellence and professionalism throughout Pre Program Challenge and through Hood Phase coursework. They must have initiative, be good problem solvers, and be a leader for other students on the job site. The main goals of the Technology Job Lead Program are to: provide support for the Technology Staff; further develop leadership skills, work ethic, team work, accountability and problem solving; support tech students that are struggling with content; and provide excellent service to our clients.

Teaching Assistant (TA)

The Academic Teaching Assistant position targets participants who show strong academic skills and the potential to lead and support others in the classroom. The three main goals are: 1.) to provide support for teachers in the classroom; 2.) to fine-tune leadership skills, academic skills (hard and soft skills), and work ethic; and 3.) to promote and award participants who consistently strive to perform at a higher level. Academic Teaching Assistants should show a professional interest in the growth of their academic leadership and continue to improve upon their interpersonal and communication skills. Teaching Assistants will earn an additional \$8.00 for each day on academic rotation that she/he fulfills the responsibilities outlined in the job description.

Library Assistant

The Library Assistant will support the Library staff in creating a positive culture regarding reading as well as help maintain the organization of the library. The student will support fellow classmates in discovering books that are both interesting and at an appropriate reading level; this will be done through surveying students and communicating with the Library staff. A very important part of the position will be cleaning the library which includes, dusting, sweeping and re-shelving of books. The Library assistant will report to Natalie Figueroa (Academic team).

Café Lead

As Barista Lead, you are responsible for overseeing and running the café during open hours, and providing extra administrative support to the café managers. You will report to your manager and serve as a second go-to person for your team. You will help your manager plan, communicate, execute, and supervise assignments related to the completion of tasks as well as the growth of your team. You are in charge of maintaining the efficiency of your site's working environment and ensuring that operations are running smoothly. You will hold your team accountable for adhering to rules related to safety, including (but not limited to) safe food and drink handling, hand washing, dress code, and professional conduct. You will also lead by example and actively encourage your team to follow your manager's directions. You are responsible for the weekly documentation of all processes and inventory essential to the site. You will support the manager in completing inventory and ordering supplies. Barista Leads represent PYB within the wider community as well as serving as on-the-job training-site leaders. As a leader and representative of PYB, you must demonstrate the five traits embodied in PYB's Habits for Success on a daily basis.

Every Day

Finally, you have the opportunity to display leadership every day in the way you conduct yourself with students and staff and in the way that you engage in your learning in academics and on worksite. This community cannot thrive without your personal leadership and active involvement.

STUDENT PRIVACY AND CONFIDENTIALITY

Student privacy and confidentiality are respected at PYB. Staff members take care to communicate information about students only when needed to help support the student and only with as few people as possible at any given time.

Mandatory Reporting

All PYB staff members are mandatory reporters. Mandatory reporters are required by law to make a report to the Department of Human Resources (Abuse Reporting) or the police anytime there is reason to believe that children, elders, or disabled persons may be the victims of neglect, physical abuse, or sexual abuse. This includes exposure to domestic violence or methamphetamine use.

Information shared within PYB

In order to serve each student to the greatest extent possible, instructors, trainers, advocates, administrators, and sometimes support staff must be able to talk about how a student is doing and what they need to be supported. This is done through conferences, staff review of student circumstances, and face-to-face meetings as well as e-mail and other written documents. Student projects are sometimes shared between staff members when doing so supports the student's success.

All students are assigned a case management team (CM team) to support success.

The CM Team for Hood students includes:

- Student (You!)
- Advocate (Nancy)
- Academic Teacher (Matt R.)
- Worksite Trainer (Alec & Matt TR)
- Career Coach

The CM Team for Tahoma, Denali and Everest students includes:

- Student (You!)
- Equity Manager (Rana)
- Advocate (Marcella)
- Academic Teacher (Jessica & Zack)
- Worksite trainer (Nick N., Matt TR., Wade H.)
- Career Coach (Danny or Julie)

Team members must share information with each other and other PYB staff members about you in order to work together toward your success. They will never, however, share information about you with another student.

Because PYB staff members are mandatory reporters and because they operate on behalf of students as a team, it is important to know that no single staff member keeps a secret for a student. Staff members consult with each other only to make sure students get the best possible support at PYB.

Information shared outside the agency

Federal and state laws protect your rights to confidentiality and privacy. Accordingly, PYB staff must obtain a signed form that lets people in your life give us information that might be helpful. This is called a Release of Information and is necessary if you want us to both share and receive information with your family members, law enforcement personnel, school personnel, social service workers, or anyone else outside the agency.

Exceptions to this policy include the following:

- If you are under age 18, your legal guardian may exchange information with PYB
- If a court orders information to be released
- When the information shared is a part of public record
- When there is clear and present danger to you or others from self-harm or violence to others and sharing information may help protect the person(s) at risk

You are required to sign a release at the time of application authorizing PYB to share student information with people who review PYB's compliance with rules and regulations. You will be fingerprinted for required criminal background checks; in addition, if you are male and age 18 or over, you will be registered with the Selective Service at the time of enrollment.

Student Records

Files are kept for each student containing personal, academic, vocational, and behavioral information. Only authorized people may have access to these records. Examples of authorized people include anyone that you have given us permission to talk to by signing a release of information form, PYB staff members, professionals auditing PYB records, or people named in a court order.

STUDENT SEARCHES

In order to ensure that all students and staff at PYB are safe, staff reserves the right to search any student. PYB strives to be respectful of individual student's rights and privacy, and student searches will only occur with probable cause or student permission. PYB does not conduct random student searches.

Personal property may be inspected at the discretion of a PYB staff member based on reasonable suspicion, at appropriate times in a reasonable manner. Personal property that can be searched by a school staff member includes clothes, purses, backpacks, and lockers.

Student Vocational Track Selection Policy

Portland YouthBuilders' (PYB's) program offers participants high school completion and vocational training. PYB currently offers two choices for vocational training tracks: Construction and Technology.

Students must select a vocational track before the Pre-Program Challenge (PPC) because the PPC includes essential vocation-specific instruction. Students may not switch vocational tracks after entering the PPC because doing so compromises their ability to achieve outcomes such as certifications. In rare cases, a student's Case Management team may recommend a vocational track switch for health safety reasons. In such cases, relevant departments will evaluate their ability to orient and train the student so that safety and student outcomes are ensured. The departments will consult with the Executive Director to make a final decision.

If students wish to change vocational training tracks from Construction to Technology or *vice versa*, they must restart their PYB programming, including the PPC and subsequent program phases.

ATTENDANCE EXPECTATIONS

Since we know that excellent attendance is important to academic progress and doing well in the workforce, you are expected to be at PYB exactly on time, or earlier, every day. 100% attendance is the goal. Attendance is closely monitored by student support staff, and students

are supported in maintaining positive attendance throughout the program. With that said, PYB recognizes that there are some circumstances that require missing classes or activities at PYB.

If a student is sent home by a staff member due to illness, the student will lose attendance time for that day but their bonus will not be negatively impacted.

Absences Allowed

Each phase, you receive a maximum number of days for unexcused absences.

- Hood phase: 6 days
- Tahoma phase: 5 days
- Denali phase: 4 days
- Everest phase: 4 days

Unexcused absences include days you are sick, out of town, tardy, or absent from school for any reason. Students should inform their advocate if they know of any upcoming absences.

You are required to call the attendance line by 8 AM to notify PYB if you will be absent or tardy or email.

- **The number to call is (503) 286-9350 ext. 200**
- **The email is - Attendance@pybpx.org**
- If you are unable to call by 8am, you must call as soon as possible.
- Absences and tardies will be recorded by the minute. Attendance reports will be made available weekly to notify you of your balance.

What to do when you arrive to school late or leave school early

If for some reason you arrive at PYB after 8am or need to leave PYB before the end of the day's program, you need to fill out an **Attendance Tracking Form** and have it signed by any member of the staff. These forms can be found at the front desk, and you are responsible for entering the time you arrived late or the time you are leaving early before any staff member can sign off on your arrival to school late or your early departure.

Prescheduled Absences

Each phase, you are also allowed a certain number of excused absences, which we call a Prescheduled Appointment (PA). To schedule a PA, you must notify your Advocate by e-mail or in person, stating the date and time you will be out of the program as well as the reason for the request at least ***24 hours in advance***. If you do not meet the 24-hour requirement, you will be marked absent. **A Prescheduled Appointment (PA's) allows you to achieve attendance bonuses but does count towards your maximum number of days for unexcused absences.** Exceeding the maximum number of days for unexcused absences will result in transition from the program.

Sending an e-mail is not automatic approval of the Prescheduled Appointment. Approval requires the Advocate's review. Advocates will confirm or deny the request with a return e-mail. So, you should plan ahead and email well before the 24-hour deadline whenever possible.

There are three other types of excused absences that students can take based on their needs, PA-Career and PA-GED. These prescheduled appointments **do not** count towards your maximum number of days for absences.

PA-GED

You will be granted a PA-GED in order to take official GED tests offsite. This time is not counted as an absence.

PA-Career

Your Career Coach will grant you PA-Career in order to access important events related to pursuing your career, including job shadows, interviews, info sessions, career days and job interviews. This time is not counted as an absence.

PA-Professional Services

Mental Health and Drug & Alcohol services approved by your advocate.

Long Term Schedule Changes

On a case by case basis, your Advocate and/or Case Management team can make changes to your program schedule to accommodate certain circumstances. You can meet with your Advocate or CM team to discuss an Individual Schedule Change or a Leave of Absence.

Individual Schedule Changes (ISC) - Barrier

Individual Schedule changes can adjust a student's schedule to accommodate for employment (Hood through Everest), challenges with childcare or transportation, or a health or mental health problem by your advocate. For instance, a student may need to leave 30 minutes late, three days a week, due to a work schedule.

Limitation: The student may not miss more than five hours a week on a Long Term ISC. The five hours must be spread out over the week such that the student does not consistently miss all of one class or all of one worksite activity and the ISC may not conflict with CSET training or internship.

Individual Schedule Changes (ISC) - Programming

Tahoma, Denali and Everest students are eligible for ISCs. As you move through the program, options for changing your program schedule may be available to help you reach your goals. Individual Schedule Changes (ISCs) may allow time for full-time academics or worksite, etc. If you would like to request an ISC, you should speak to your Advocate. Your Case Management (CM) Team will review your request.

Post-Everest Student Status

PYB is a four phase program and most students are exited from the program by the end of their Everest phase. A post-Everest extension is possible, at the request of the student's CM team, for students to complete their GED/high school completion, critical certifications, AmeriCorps hours, or a smooth transition to placement.

Post-Everest Status (PES) extensions students can be granted this status as full-time students attending regular programming or given an Individual Schedule Change (ISC) to offset employment on 30 day intervals. CM teams will review (PES) after the 30 days are able to extend this status until benchmarks are achieved. Students in Post-Everest status are eligible to receive bus passes, CM funds, and attendance incentives. PES students are held to current attendance and behavioral standards at PYB.

Students will not stay enrolled as full-time students if they exceed attendance/ behavior thresholds during PES. These students are exited from regular program participation and may receive services, these services will be outlined in the Case management transition plan. This may include minor academic support, PAT support, and PDS support as agency resource allows. These students are considered alumni.

Leave of Absence (LOA)

All students are eligible for an LOA. You may be granted a Leave of Absence (LOA) for an emergency or crisis situation. It is up to you and the Advocate to determine the length of the LOA, but LOAs may not exceed two weeks. The time you are on an LOA is not counted as missed program time but you **will** lose your attendance bonus by **may** still qualify for your on-time bonus. Failure to return from a leave under the terms stated in the LOA contract may result in disciplinary consequence, including possible dismissal. LOAs may only be awarded in the following circumstances:

- Hospitalization of student or his/her family member (as defined in a conversation between the student and their advocate)
- Incarceration
- Death of a family member (as defined in a conversation between the student and their advocate)

Make-Up Work

When you miss PYB activities and classes, you must make up the work missed. The day you return to school after an absence, you are expected to check-in with your teachers and trainers to discuss what assignments you missed. Each department will determine what make-up work is due. Work must be completed within phase.

Attendance Support

We believe attendance is very important. Therefore, we provide students with a lot of support. Support includes:

Step One: You will be required to meet with the PDS Student Support Assistant for all time missed (absence, tardy, no-call/no show, leave early, etc). Students will be supported to return to positive attendance behavior. The exceptions to this would be a PA, ISC, or LOA.

Step Two: If a student has multiple instances of missed program time, they will meet with their Advocate and Rana to reflect on how their attendance is affecting their overall program performance and reassess how their choices are impacting their success at PYB.

Step Three: Additional attendance infractions that put a student at risk of crossing a threshold may result in a conversation with Rana and signing an attendance contract. After this meeting the student will be meeting with their advocate to create a plan of support for improving attendance or collaboratively creating a transition plan.

Consequences for Exceeding Allowed Unexcused Absences

If you exceed the time allowed per phase, you may be transitioned from full-time PYB programming. Your Case Management Team will review the circumstances and decide whether you may re-enter PYB at the beginning of the next phase. If you are invited to return at the beginning of the next phase, you must repeat the program phase (Hood, Tahoma, etc.) you exited. If you exit during the Hood Phase, and in some other cases, you will be asked to repeat both the PPC and Hood Phase.

Leave of Phase (LOP)

Occasionally, a student may need the remainder of a phase to address barriers that may lead to transition. In this case, your Case Management Team may recommend a LOP for one phase to allow extra time to work on barriers to participation. The CM Team will also determine whether you would return to the phase of exit or return to the PPC.

Occasionally, a student may need more than the remainder of the phase to address barriers that led to transition. In this case, the Case Management Team may recommend a **deferral** for one phase to allow extra time to work on barriers to participation. The CM Team will also determine whether you would return to the phase of exit or return to the PPC. You can take a break of one complete phase without being asked to reapply.

Bonuses

- **Monthly Attendance Bonus:** If you have no unexcused absence (including tardies, sick days, etc.) in the prior calendar month, you will receive a \$40 incentive check. Time off for Prescheduled Appointments (PAs) arranged through your advocate will not affect this monthly incentive. Students on Leave of Absence/Leave of Phase are not eligible for this bonus.
- **Monthly On-Time Bonus:** If you have two or fewer tardies in the prior month, you will receive a bonus of \$25. This bonus will be paid out on **the 7th of every month** (or the

nearest weekday), for the previous month's attendance. Students on Leave of Phase are not eligible for this bonus.

- **Phase Completion Bonus:** If you advance from one phase to the next, *on time with no extensions*, you will receive a bonus of \$30. This bonus is paid during the first week of a new phase.

	Attendance	On-Time	Phase Completion
Who is eligible?	Current students (except those on an LOA/LOP)	Current students	Current students
How you earn it?	Complete the calendar month without any unexcused absence in the month	Complete the calendar month with no more than 2 tardies in the month	Complete all phase requirements on time
How much is it?	\$40	\$25	\$30
When is it paid?	7 th of the month	7 th of the month	First week of phase

STUDENT ADVOCACY FUNDS FOR ALL STUDENTS

In some situations you may be able to get small amounts of financial support for unexpected or unusual needs. If you are in need of one-time financial support, please talk with your Advocate. He or she will help you complete an application that your Case Management Team will review and discuss with you.

COMPLETION OF PHASE REQUIREMENTS

At PYB, we use an evaluation system and phase requirements in place of grades.

What are phase requirements and how do you know your status?

- You will be informed about phase requirements at the beginning of each phase through verbal and written communication delivered by staff from Academics, Worksite and the Placement and Advancement Team (PAT). You will receive regular communication regarding where you stand on completion of these requirements throughout each phase.
- You are required to complete phase requirements in order to continue with full time PYB participation. **You will receive a \$30 bonus if you complete phase requirements on time.**

- If you do not complete phase requirements in all areas by the deadline, you can request a Phase Extension for an additional 28 days. You are not eligible to receive the \$30 bonus.
- If you have not met the terms within the four-week Phase Extension, you will be transitioned from full time programming.

How does Phase Extension work?

- You will move with your cohort members to the next phase for academic classes, cohort, etc.
- You are expected to complete Phase Extension assignments while staying current with new assignments; there is no extra program time given or leniency of due dates for new assignments.
- You will meet with your Case Management Team to talk about the reasons you did not complete phase requirements on time and develop strategies for completing phase requirements on time in the future.

PROFESSIONAL BOUNDARIES

Staff to Student Boundaries

PYB staff members are here to serve students as you work toward and achieve your goals. Even though students and staff members may form friendly relationships, it is important to remember that your relationship with PYB staff members is a professional one at all times. It is not the same as the relationships you have with friends or family members. PYB staff members and volunteers are not allowed to socialize with students or develop relationships that extend outside their professional PYB responsibilities. They cannot date students, exchange personal phone numbers or e-mails, “friend” a student from the staff member’s personal social networking page, or attend personal student events. They cannot transport students in their personal vehicles and they do not meet with students alone in the building after hours. Their work is guided by professional ethics and is focused on their professional responsibilities toward students.

Due to the nature of their job responsibilities, Career Coaches are authorized to make some exceptions to these boundaries if contact is necessary to support your career advancement. If you have questions about this, please speak directly with your Career Coach or Advocate for further information.

Student to Student Boundaries

PYB staff members understand that some of you will come into our program in a romantic or other very close relationship with another student or will form this kind of relationship with another student once in the program. In order to maintain a professional and educational environment, we assign coupled students to different crews for academic and worksite rotation. You are expected to conduct yourself in such a manner that the personal nature of the relationship is not obvious to onlookers. This means that you should refrain from kissing,

handholding, and other displays of verbal and physical affection anytime you are on school property.

PYB DRESS CODE

PURPOSE of the PYB Dress Code: To help students develop the habits and wardrobe required for success in most employment and post-secondary environments. The following dress code applies when students are in the PYB School building and/or participating in any PYB activity:

DO WEAR:

- **Shirts:** T-shirts, polos, button-up shirts, tank tops (with at least 1" straps)
- **Pants:** Jeans, cords, khakis, trousers, Leggings, Athletic shorts or pants, yoga pants, sweatpants
- **Shoes:** Athletic, casual, dress and sandals with back straps, slippers, flip-flops or sandals
- Hats, hoods, beanies, head wraps (for religious observance)
- Facial piercings

DON'T WEAR:

- Clothing that reveals midriff, backside, or upper thigh when stretching, bending or squatting
- Visible bras or underwear (including men's undershirt)
- Backless shirts, halter tops, spaghetti straps or tube tops; or any tops that show cleavage
- Clothing or jewelry with logos that promote tobacco, alcohol/drug use, profanity, sexism, racism, violence, or discrimination of any kind
- Pajama bottoms
- Any clothing with holes or tears larger than your hand
- Gang affiliated attire
- Shorts or skirts/ dresses above mid thigh

Other Dress Codes:

- *On the **worksites**, students **must** follow the additional dress requirements for Construction or Tech. Worksite trainers and staff will handle interventions as needed*
 - *On **Tuesdays**, students will follow the additional dress requirements for Interview Dress Day*
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INTERVENTION: *The purpose of intervening when a student has not met the requirements of the Dress Code is to ensure that the student has access to resources, to clarify expectations, and to correct the issue.*

Staff will follow these steps:

1. *A staff member who observes a student out of Dress Code will approach the student, identify the issue, and offer the student the option of wearing a PYB t-shirt, a pair of overalls or going home to change.*
2. *If the student declines the t-shirt or overalls and the option to go home and change, the student will be dismissed for the day by the staff member intervening.*

Staff Dress Code

Staff should, at a minimum, follow the student dress code. Keeping in mind that we are a job training program, department managers may expect staff to exceed the minimum standard and will communicate this to their staff.

PLAGIARISM AND CHEATING

Plagiarism and cheating are both forms of academic dishonesty and are not acceptable at PYB. Plagiarism and cheating are unfair to students who work honestly and diligently to produce their own work. PYB strives to foster a community of academic excellence and honesty, and therefore cheating and plagiarism are incompatible with the core values of the PYB community.

In order to maintain an honest and safe environment at PYB, any instance of suspected plagiarism or cheating will be investigated by the Academic Team at PYB, and all students allegedly involved in the incident will meet with an Academic teacher and their Advocate.

POCKET KNIFE POLICY

Pocket knives are allowed at school if they are legal size, if the blade folds into itself in a hard shell or case and it is never taken out under any circumstance. Knives may never be brandished or used in any way while on school property. Knives that do not meet the above mentioned descriptions should not be brought to school at all. Due to limited resources and safety concerns, students may not check in or check out knives they carry with staff.

DRUG AND ALCOHOL POLICY

PYB is a drug and alcohol-free program. Students are expected not to be under the influence of drugs or alcohol during regular program hours (8am-3:30pm). Students will not be subject to random UAs or saliva swabs during their Academic rotation or while on Technology worksite. Students on Construction Worksite rotation will have random saliva swabs, and students need to stop using 10-12 hours before arriving at construction worksite in order to pass a clean mouth swab. Staff will try to remind students about the random swabs on the Friday and Monday before their worksite rotation begins, but it is the students' responsibility to support and remind their peers of routine construction worksite saliva swabs.

When appropriate, all requested routine and random saliva swabs will be administered by the PYB Equity Manager, the career coaches, or the worksite trainers and managers. Your Case Management Team can request a saliva swab test if you appear to be under the influence of drugs or alcohol during regular PYB program hours based on, but not limited to, these parameters:

1. Poor attendance
2. Refusal to follow PYB's behavioral standards
 - Consistent disrespect towards staff or students
 - Not completing class assignments on-time
 - Any other noticeably negative change in behavior or mood
3. If your clothes or breathe smell of alcohol or marijuana

Case Management Teams can require you to have routine UAs or random saliva swab testing if your performance at PYB continues to indicate possible drug or alcohol use. You can be swabbed on Hood Exposure Days or Service Days if you will be using power tools. At your request, your CM Team can create a supportive routine UA/swab testing plan if you would like assistance with becoming drug and alcohol free. There are times when your CM Team may suggest a plan of supportive drug and alcohol testing, but it is ultimately your choice. Career Coaches and CM Teams can also create a UA/swab testing schedule at a student's request to prepare the student for future industry standards.

Consequences for Positive Tests

After the first and second incidences of a positive test result for marijuana or alcohol, students will have a discussion with the Equity Manager and their Career Coach and will be dismissed for the day. Your Case Management Team will bring you in to their next meeting to discuss the incident.

After the third incident of a positive test result for marijuana or alcohol OR the first incident of an illegal substance besides marijuana or alcohol, students will meet with their Case Management Team and discuss and decide on one of the following three options:

1. Leave of Phase
 - With continued support from your Case Management Team led by the student

- With possible drug and alcohol counseling
 - A possible return to Construction or a possible shift to Technology
2. Full-time academics (if you have your AC award and BOLI) with required drug and alcohol counseling
 3. Possible transition from the program

COMPUTER USAGE POLICY

You may use PYB's student computers for personal use outside of program hours. These times include before and after school and during the scheduled lunch period. The following rules apply:

- Do not download music or software
- No food or drink is allowed near the computers
- Vulgar content (graphics, photos, or any other image or sound) may not be accessed or displayed on PYB computers.

TOBACCO POLICY

- Smoking is only allowed on breaks or at lunch, not during program activities
- Smoking is only allowed in the designated smoking area. Smoking is not allowed on other parts of PYB property.
- Cigarette butts should be disposed of in the proper waste receptacles.
- Cigarettes and other smoking accessories are only allowed to be out in the open in the designated smoking area. You are not allowed to have cigarettes out in the classroom, worksite, or other program areas.
- The same rules apply to other forms of tobacco use, including chewing tobacco and e-cigarettes.

CELL PHONE POLICY

Cell phones may be used on site before and after school and during program breaks scheduled by PYB staff. **Cell phones may not be used during program time (class, worksite, activities).** This includes sending and receiving phone calls, text messages, Internet use, and checking voice mail or other messages. **You are expected to keep your phone turned off during program time and stored out of sight.**

Exceptions may be made if you have an urgent situation that requires monitoring or using your cell phone. In addition, cell phones are sometimes useful tools in the classroom or on the worksite. In either case, **you must secure permission from the trainer or instructor at the start**

of class to use the phone. Using a cell phone during program time may result in being sent home for the day.

PET POLICY

Students are not allowed to bring pets to school. Students who bring pets to school will have to have their pet picked up or will be expected to return the pet home before they are allowed to participate in the school day.

INCLEMENT WEATHER POLICY

PYB follows Portland Public Schools' Madison High School's directives regarding school closure for weather or national emergencies. In case of other emergencies, PYB reserves the right to cancel all or part of a day in order to protect the safety of students, staff, and the property. School closures will also be announced through students' emails, Facebook status update, and a message on the PYB voicemail system.

VISITOR POLICY

Parents, community members, and students' guests may be allowed to visit PYB with prior approval by PYB staff. Visitors are not allowed during class time, but can visit PYB during lunch hours, after school, or for certain PYB sponsored events. All visitors must remain in the lobby area and wait for a staff member to assist them. PYB staff are not allowed to tell visitors whether or not you are a student at PYB or present at the PYB building unless you have signed an Release of Information for that visitor.

BEHAVIOR EXPECTATIONS AND ACCOUNTABILITY

Students are responsible for upholding the core values of Portland YouthBuilders and exemplifying professional conduct. Certain kinds of behavior are not allowed at school or at school activities.

Certain words and actions break down a community. Language or actions that are sexist, racist, homophobic, hateful, or harmful to others (even if not meant to harm) has no place at Portland YouthBuilders.

Behavior expectations apply to student whenever they are present at school or worksite and any school-sponsored activity, regardless of its location, including traveling to and from the activity.

The following behaviors are considered contrary to a healthy environment and will be addressed directly. Violations of these kinds may result in dismissal from the program.

- Possession of drugs or pornography
- Being under the influence of drugs or alcohol
- Physical or verbal threats of violence
- Harassment/bullying
- Possession of weapons
- Stealing
- Damaging or defacing property
- Gambling
- Using profane or abusive language spoken or music being played in school
- Wearing clothing showing gang membership or activity

If a student is found to be engaging in any of these behaviors, a staff member will redirect the behavior and can send a student to meet with their advocate or the Equity Manager for a further discussion of consequences and support.

Dismissed for the Day

On occasion, a staff member may believe that your behavior does not meet the minimum expectation of program participation and ask that you redirect your behavior. If you do not do that as requested, the staff member may choose to dismiss you from the PYB activity for that day.

If that occurs, and Rana is available, he will meet with you prior to you leaving to help you prepare for a successful re-entry on the following day. If he is not available, you will need to leave the building at the staff member's request.

On the following day, you will have the responsibility and opportunity to meet with a staff member prior to returning to your 8:00 AM activity. The purpose of that meeting is to review the previous day's incident so that both you and the staff member have a better understanding of what occurred and so that you have the opportunity to return to PYB with maximum support and assistance.

We want all our students to be here every day and we will do all we can to make that possible for you with a sense of fairness, dignity, and respect. Your responsibility is to find a way to work within the rules and structure and to communicate and participate respectfully and cooperatively with all staff and students.

GRIEVANCE POLICY

If an incident occurs at PYB and you are not satisfied with the consequences and outcome, you may file a formal grievance. The grievance procedure is as follows:

1. You should talk with all individuals involved in the situation to address the problem and work out a solution.
2. If the problem cannot be resolved, you can speak with your Advocate or the Equity Manager.
3. If a solution is still not reached to your satisfaction, you may complete a grievance form and submit it to Rana. Grievances must be filed by the end of the 5th program day following the incident.
4. After you submit the written grievance, a grievance hearing will be scheduled with a staff committee within five working days. The committee will meet with the people involved in the grievance to try and resolve the conflict and to make final determinations about the issue.
5. You will be asked to attend the grievance hearing prepared to present a case in an organized manner with as much specific and factual information as possible. You may bring a person of your choosing to the hearing including a witness, friend or family member. This person cannot, however, be a PYB staff member.
6. The staff committee will investigate the grievance and will report back to you as soon as possible, usually within two working days of the hearing. The committee will try to reach a resolution agreeable to all involved parties.

ACKNOWLEDGEMENT OF RULES AND POLICIES

I _____ have read and understand the rules and policies of Portland YouthBuilders as outlined in the student handbook. I agree to follow these rules and policies while I am a student at Portland YouthBuilders.

I also commit to upholding the core values of the Portland YouthBuilders community in order to ensure safety, inclusion, and excellence for all PYB students and staff. These values include:

- | | |
|------------------------|---|
| Honesty: | To tell your truth |
| Respect: | To treat all persons with dignity at all times |
| Accountability: | To take responsibility for our actions and to hold others responsible for theirs in a respectful manner |
| Integrity: | To do the right thing even when it is difficult |

Student Signature

Date

