

EDUCATE  Youth

Empowerment through education.

**Having Opportunities for Positive Education, H.O.P.E.**

**After School and Summer Program**

# Student Handbook



**Empowering Ypsilanti Students since 2011**

# EDUCATE Youth

Empowerment through education.

## **Educate Youth H.O.P.E. Student Manual**

### **Having Opportunities for Positive Education**

#### Table of Contents

Introduction to the Manual.....	
Program Overview.....	
Vision, Mission, & Values.....	
Participant Responsibilities & Expectations .....	
COVID-19 Safety .....	
Appearance Policy .....	
Attendance Policy .....	
Stipend Information .....	
Student Expectations.....	
Tutoring Opportunities .....	
Programs & Opportunities .....	
Transportation.....	
Public Display of Affection.....	
Technology Usage/ Cell Phones .....	
Drug Usage and Laws .....	
Contact Information .....	

.....

## **Introduction to the Manual**

This manual serves as a handbook for students who attend any Educate Youth program. The following information will help you understand the expectations and policies held in place at the Clubhouse and all outings and functions.. These policies were inspired and written by the students with the help of the staff and executive director. These policies will be reviewed and updated as needed.

## **Program Overview**

Educate Youth 501c3 was created in 2017 as an expansion of the “Dedicated to Make a Change,” program which began in 2010. An eight to twelve person Board of Directors was created at that time to guide and help grow the program. All of the educational programs continue to be developed by youth for their peers. Educate Youth has one full time director/educator, several paid staff and EMU interns during the school year and a varying number of volunteers. Educate Youth’s vision is to connect youth with the world to promote peace, greater understanding of their place in the world, a love of learning and to interrupt the school to prison pipeline. Educate Youth’s commitment to the students of Ypsilanti is founded on a belief in the ability of our students to overcome obstacles and achieve a life in line with their best hopes and dreams. The work in this program is intense, personal and trauma informed. Educate Youth’s mission is to empower students to graduate from high school with a 2-year plan for their future, and is completed through a combination of mentorship, dialogue, and engagement activities. Educate Youth continuously adjusts the curriculum and programming to meet the needs of each student to improve their academic standing to earn their highschool diploma. Michigan's high school graduation rate is 83%. The graduation rate drops below 50% for

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a male student with brown or black skin.. When graduation rates are low, students face a greater risk of unemployment, incarceration, and prison recidivism. Educate Youth provides the needed resources for students and the community to promote positive outcomes.

## **Vision, Mission, & Values**

### *Vision:*

Empower Ypsilanti Students

### *Mission:*

Educate Youth guides and encourages Ypsilanti students to earn their high school diploma with a two-year post high school plan and a goal of becoming future leaders who will strengthen and drive change in their community

### *Values:*

**Justice:** Instilling integrity in students to improve their community.

**Transformation:** Shaping student leaders through empowerment, essential skill development, and education.

**Solidarity:** Students are unified and supported by peer mentors and each other.

**Empowerment:** Students are encouraged to fulfill their individual possibilities.

**Viable:** Students are prepared for a life beyond high school.

**Relevant:** All programs are created by students, for students.

**Equity:** All students are provided with necessary resources to achieve equitable outcomes within Washtenaw County.

## **Participant Responsibilities & Expectations**

- Work on school work

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- Don't talk badly about other students
- Respect others how you want to be respected
- Participate in activities
- Say please and thank you
- Take responsibility for your actions
- Listen to what others have to say
- Keep negative thoughts and bad opinions to yourself
- No put downs
- Attend daily
- Keep your hands to yourself
- Appropriate use of cell phone (see policy)
- Backpacks may not be worn in the clubhouse. They need to be taken off and remain at your workstation.

**Michigan prohibits issuance of a handgun purchase license to any person under age 18. If the handgun is to be purchased from a federally licensed dealer, the applicant must be age 21 or older. A concealed carry permit may not be issued to a person under 21 years of age.**

**COVID-19 Safety** These policies are updated as according to the CDC and the Health Department

- When ill, stay home and remember to let the executive director know.
- If someone in your household or where you are staying becomes ill with COVID, let the executive director know.

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- During high infection times within Washtenaw County health department students may be asked to choose between attending the clubhouse or after school sports.
- There are masks and Home COVID TESTING KITS on site.

## **Appearance Policy**

The appearance policy is part of Educate Youth because H.O.P.E. is a job, going to school is a job and how you dress needs to tell others “you are doing your best because you are the best.” Your appearance represents you. The Golden Rule: dress where you want to be in five years, not where you are today. Below are the guidelines:

- Hair needs to be styled demonstrating the policy of looking your best because you are the best.
- Cover up. Skin should not be showing this includes but is not limited to bare midriffs, too short shorts and skirts, excessively low-cut tops, sagging pants, and being shirtless.
- Clothes need to be worn properly.
- Take care of your hair, teeth, face, and body. Supplies are in the small bathroom to help assist you with this.
- Sheer leggings are not to be worn as pants.
- Gang signs, symbols or words of hate, or any reference of intolerance are not to be worn.
- Clothes need to be clean, if they are not, Educate Youth has clean clothes to change into. There is a washing machine and dryer at the Clubhouse for use.

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## **Attendance Policy for the H.O.P.E. Academic and Summer Programs**

- You are expected to attend daily. If you are unable to, you must contact the executive director.
- After two (2) consecutive absences students are at risk of losing a spot and after three (3) consecutive absences a student's spot may be given to another student on the waitlist.
  - Absences can be excused if communicated with the executive director
- Sign in and out of the Clubhouse each day in the front room.

### **Stipend Information**

- Students receive \$140 each month, given in biweekly cash payments of \$70, if they fulfill their part of the learning contract.
- A stipend, unlike a wage, works on a daily "all-or-nothing" basis.
- Failure to meet daily or academic requirements does not result in a reduced stipend, but a forfeit of stipend.
- Pay begins when paperwork is received and PowerSchool information is shared with the executive director.
- Students need to be present when stipends are given out at 6:30. On the occasion that Educate Youth is closed on stipend day, the executive director will contact each student to learn how to get the money to them.

### **Student Expectations Regarding the Stipend**

- Grades remain at a C or above
- Daily attendance face to face or virtually
- Give Educate Youth your PowerSchool information
- Complete the required paperwork, with the required signatures
- Positive and non-combative attitude
- No zeros on assignments
- During work time, work is happening
- Students are not permitted to play computer games during work time.
- Excessive phone usage is prohibited.

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- Court and probation dates are attended. If transportation is needed please let the executive director know and they will provide transportation. If a date is missed or skipped and results in a warrant for arrest, the executive director will not lie.

\*\*\*Failure to meet student expectations regarding the stipend will forfeit the stipend for the day.

## **Attendance Policy for the Summer Program**

- You are expected to attend each day. If you are unable to, let the executive director know.

## **Mentor and Future Corps Opportunities**

What is a mentor? 11th grade students are eligible to become mentors at Educate Youth, moving from a stipend participant to an hourly paid employee. With this increase in pay, there also comes an increase in responsibilities for student mentors. The hours worked each day are the hours of the afterschool program. Generally, 4-6:30pm or 2.5 hours each day. Mentors are expected to attend monthly staff meetings.

How does one become a mentor? Students who are interested in becoming a student mentor must fill out the job application and go through the interview process. If hired, mentors will have a 30 day review with an accompanying self assessment evaluation to fill out. At this time, a pay increase is possible. Mentors will also be a part of Educate Youth staff meetings, which will be communicated in advance.

If the mentor does not maintain the expectations they will be supported to get back on track. If there is not a change in the behavior, they may lose the mentor position. The hourly pay will return to a stipend pay.

What are the responsibilities? (Responsibilities are subject to change, if needed)

- Role model positive behavior
- Uphold the Student Handbook
- Treat people with respect
- Attendance at the H.O.P.E. program/Summer program

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- If you are unable to attend, please communicate with staff
- Attendance to school and classes
- Pass all classes
- Complete all assignments
- Attend monthly staff meetings
- Lead opening circle once a week
- Participant in L.O.V.E. Is The Answer programs

### **What is Future Corps?**

Future Corps is a program held in partnership with other Washtenaw County Youth Organizations (Neutral Zone, Ozone House, and Our House). Students who are part of the Future Corp program travel with Educate Youth's Future Corp Lead to the Neutral Zone in Ann Arbor for weekly workshops. These workshops focus on social-emotional skills, goal setting and maintenance, and exploring future academic and career options. Students are compensated with a \$15 stipend for each workshop that is attended, and are also on boarded into Michigan Works! as a part of this program.

What are the responsibilities for Future Corp? (Responsibilities are subject to change, if needed)

- Role model positive behavior
- Uphold the Student Handbook
- Treat people with respect
- If you are unable to attend, please communicate with staff
- Attendance at the all Future Corps meetings
- Complete the Michigan Works! Application process
- Participate in the L.O.V.E. Is The Answer programs

### **Programs & Opportunities**

SAT Preparation- Practice SAT tests and preparation for students to feel confident when taking the SAT.

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Ethics Bowl- Teaching students to think critically about problems that face our community,

Music Lessons- To provide an instrument and private lessons. Once lessons are completed, students may keep the instrument. Each student will have the opportunity to choose an instrument and to learn how to play this instrument.

Art - Curtis Wallace from Be Creative Studio provides weekly lessons.

History, Poetry, and Leadership- Drs. Richard and June Thomas provide weekly discussions and activities.

Community Outreach Opportunities- Educate Youth offers a variety of opportunities and outings that allow students to socialize and have fun outside of the clubhouse.

Prevent and Prevail- is a comprehensive health curriculum and an open exchange of ideas about drug usage, the brain, sex, empowerment, wellness, and prevention of STDs and HIV.

Summer Programs- The Summer Program provides a variety of activities for students, often planned by the students themselves.

Future Corp. Open to 12th graders to learn about post high school options.

## **Transportation**

The **Educate Youth** program has always provided transportation for students. We believe the program works best when students are able to be present at “the clubhouse” for schoolwork and other projects and without transportation they could not be present. Students need consistent transportation to pick them up and bring them home.

### **These are the current transportation guidelines:**

- Students will have a current signed Release of Liability on file at Educate Youth.

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- Students will be picked up from home or school unless the Executive Director receives a text message, phone call or an email from a parent or guardian.
- Students will be taken to the address given on file unless the Executive Director receives a text message, phone call or email from a parent or guardian.
- Requests and/or change in transportation need to be phoned, texted or emailed to the Executive Director 24 hours in advance. (unless there is an emergency)
- Students receive a 20 minute pick up time range
- Students receive the text <on my way> when they are the next to be picked up
- When the student receives the text message <here> two things need to happen:
  - they are to text back <OK.>
  - They have 5 minutes at that point to be in the car. Remember, other students are waiting!
  - Failure to be in the car within 5 minutes after arrival, students will be left.
    - They will receive a text <I'm leaving>

## **PDA Policy**

A Public Display of Affection (abbreviated as “PDA”) is physically demonstrating affection for another person while in the view of others; for example, holding hands, putting your arm around someone, or kissing in public. Generally, most people have a clear opinion of what constitutes an acceptable form of PDA. Observers may see PDA differently if a couple are just learning how to be close, or if they are in a long-term, committed relationship. Also, physical surroundings can often determine what is acceptable or not. For example: in church, school or home most people would have very clear opinions about acceptable PDA.

There are written and unwritten rules for showing affection in public. Each person differs regarding how they like or dislike giving or receiving public displays of affection. There is a time and place for PDA. PDA might feel good for the people in the relationship, but often creates an awkward situation for people who witness it. This has occurred in our clubhouse in the past, and this awkwardness takes away from the clubhouse being warm and welcoming to everyone.

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**The bottom line is this:**

- Be aware of your surroundings and circumstances.
- There is a time and a place.
- BOTH people MUST consent to the affection.

PDA is not permitted in the clubhouse or during Educate Youth , outings and trips.

Examples of PDA actions are as follows:

- Hugging
- Kissing
- Cuddling

Upon the request of either staff or students, the students in question must cease from PDA.

**Technology Usage/ Cell Phones**

- Cellular phones and/or computers may not be used to defame, harass, intimidate, and/or threaten any other person.
- Students are prohibited from using their cell phones and/or computers in any illegal, illicit or offensive manner.

**Michigan's child pornography law (referred to as "child sexually abusive material") makes it unlawful to solicit, create, share, or possess images of a minor (younger than 18) engaged in a sexual act. ... An adult or minor can be prosecuted under the law.**

**Drug Usage and Laws (including the use of tobacco)**

- Illicit drugs may not be used or distributed on the ground at Educate Youth (104 S Huron) This includes vaping and smoking of tobacco of any type.

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- Students, employees, and volunteers who possess a medical marijuana card must inform the executive director if you need to be medicated while at Educate Youth.

**Medical marijuana is legal for use and possession by those over the age of 18.**

**The Michigan Regulation and Taxation of Marijuana Act (MRTMA) decriminalized recreational use and the possession of marijuana for people over the age of 21 effective December 6, 2018, however, marijuana isn't legal in every situation.**

**There are many restrictions, including age and location.**

**In December 2019, the United States adopted a law raising the federal minimum age of sale of all tobacco products to 21. The purchase of a tobacco product, vapor product, or alternative nicotine product by a minor under 18 years of age and the provision of a tobacco product, vapor product, or alternative nicotine product to a minor are prohibited by law.**

## **Contact Information**

Educate Youth, 501(c)3

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