



Project YouthBuild Student Policy & Program Handbook Class of 2026



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This handbook is designed to represent the type of handbook that is commonly used in many real-world jobs. Although this Policy & Program Handbook is intended to include complete information it should not be construed as creating a contract of employment between Project YouthBuild and students. Enrollment in Project YouthBuild is at-will, and as such may be terminated pursuant to outlined termination procedures.

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Section 1—Program Expectations

PROJECT YOUTHBUILD ELIGIBILITY

- Between the ages of 16-24
 - Lack a High School Diploma/GED
 - Successfully completed 8th grade
 - Committed to a 9 Month Program
 - Low-income
-

1.1 Orientation—Mental Toughness

The first week of participation, all prospective students will be considered to be in an “extended interview.” During this orientation, or Mental Toughness, each prospective student will be evaluated to determine their ongoing commitment to maintaining the dedication and effort needed to accomplish their educational and career goals.

The staff will assess your ability to:

- 🌐 Arrive on time
- 🌐 Be in dress code
- 🌐 Get along well with others
- 🌐 PARTICIPATE!



You will be tested and challenged, pushed beyond what is comfortable, to determine your commitment to doing what needs to be done! Be sure to put your best foot forward!

1.2 Program Length—9 Months! Graduation takes place in May ☺



Project YouthBuild is an intensive nine-month program that operates similar to a school calendar with designated holidays. We want every student to reach their goals, and will continue to offer services upon completion/graduation to ensure ongoing success.

1.3 Overview

During their time with Project YouthBuild students will be expected to:

- ➊ Attend regularly and participate in all program related activities,
- ➋ Co-enroll in WIOA youth
- ➌ Earn their High School Diploma,
- ➍ Increase their educational functioning levels in reading, and/or math,
- ➎ Earn the following Certifications:
 - Occupational Safety and Health Administration (OSHA)-10
 - National Center for Construction Education and Research (NCCER) Core Curriculum Certification
 - NCCER Your Role in the Green Environment (if selected for the Construction Track)
 - BLS & CNA Certification (if selected for the HealthCare Track),
 - ServSafe certification (if selected for the Culinary Track)
- ➏ Remain drug-free,
- ➐ Avoid negative interactions with law enforcement,
- ➑ Move directly into college, occupational training/apprenticeship, employment, a transition program or military service after leaving Project YouthBuild.

Holidays—Calendar of specific dates at end of handbook



You will receive a stipend for days that are designated holidays if they fall during the regular class week (Monday-Thursday); these are FEDERAL Holidays; we do not offer stipends for school breaks at Thanksgiving, Winter or Spring Break. Additionally, Project YouthBuild may close for 1 week during fall for staff to attend training, those dates will be determined if training is scheduled.

1.4 Program Components

Grading Scale					
100%	90%	80%	70%	65%	0%
Full Participation Displays a willingness to learn Team Player Conducts themselves appropriately	Small reminder to stay on task	Average Participation Few reminders to stay on task	Low Participation Constant reminder to stay on task	Unable to work independently Unwilling to learn Overall bad attitude	No Participation Sleeping while on-site Sent home/left class

Students MUST earn a 70% grade average in Education Skills elective, Career Exploration elective, Leadership & Life Skills elective, and Community Building elective to attend the Graduation Ceremony. Grades will be tabulated through participation and the completion of assignments as they are assigned; it is expected that all students will participate in every component.

Leadership & Life Skills

The Leadership & Life Skills elective(s) offer practical strategies and skills for successfully navigating life. Students will learn skills to prepare them to be successful, happy, and fulfilled adults. Students will engage in a variety of individual and group activities designed to build social and emotional competencies.

Career Exploration

The Career Exploration elective develops the skills and competencies to pursue a meaningful career path. Students will engage with a curriculum designed to increase employability and job retention. Additionally, students will explore the variety of training options and opportunities that are available once they complete the Project YouthBuild program.

The Project YouthBuild staff is always enhancing the career exploration opportunities; currently we offer:

- Civil Service
- Culinary
- Entrepreneurship
- Healthcare
- Horticulture
- Performing Arts

Participation in all Career Exploration groups are determined through student interest and eligibility. In order to earn the privilege to engage in career exploration activities, students must:

- Successfully complete Leadership & Life Skills class
- Have no disciplinary actions for 45 days
- Assessed and approved as ready by PYB Staff

Students interested in the Healthcare track must meet the above criteria as well as:

- Must be at least 17 years old
- Score 4th grade or higher on the reading portion of the TABE
- Passing a background screening
- Passing a 10-panel drug test scheduled by PYB staff

It is important to note that local healthcare employers will NOT hire individuals under the age of 18, regardless of certifications

Education Core & Education Skills

Project YouthBuild recognizes that each student is unique and that they learn in different ways/ at different paces. In order to meet individual needs in the most effective way possible, staff will assist each student in developing an Individual Service Strategy plan that will map out short-and long-term goals. Students will work towards earning their High School Diploma; the staff will establish weekly benchmarks necessary to reach their academic goals. Additionally, students will study and retest on their TABE skills every 6-8 weeks. Once students have earned their High School Diploma and TABE benchmarks, staff will assist with preparation for further educational challenges—college placement tests, SATs, or college courses in keeping with each student's Individual Service Strategy. **None of the credits earned through Penn Foster are transferrable.**

Construction

While in Construction, students will practice construction techniques using various tools. “On-site” work will be conducted in conjunction with Alachua Habitat for Humanity; building affordable housing for residents of Alachua County. **Demonstrating competency in OSHA-10 safety guidelines and curriculum, NCCER Construction Core will result in credentialing and is a graduation requirement.** A large emphasis will be placed on workplace safety. As such, each day on the worksite staff will designate a Site Safety Manager—each young person should respect the safety guidelines to keep everyone out of harm’s way.



In order to earn the privilege to engage in work-site activities students must:

- Successfully complete Leadership & Life Skills class
- Have no disciplinary actions for 45 days
- Have a Construction grade of over 70%
- Maintain an attendance rate over 80%
- Assessed and approved as ready by PYB Staff

Community Building

An important part of leadership involves dedicating time to community improvement; as such, students will be involved in service opportunities. PYB staff will assist in designing suitable opportunities, which may include tutoring elementary school children, work with the houseless, or other special projects.



In order to earn the privilege to engage in Community Building activities students must:

- Successfully complete Leadership & Life Skills class
- Have no disciplinary actions for 45 days
- Have a Community Building grade of over 70%
- Maintain an attendance rate over 80%
- Assessed and approved as ready by PYB Staff

1.5 Graduation Requirements

The table below delineates the difference between the ability to participate in the graduation ceremony either with or without honors.

Graduation with Honors	Graduation
➊ Successfully earn your High School Diploma ➋ Complete Education Skills, Career Exploration, Community Building, Leadership & Life Skills & Construction electives with a minimum of an 85% average ➌ Maintain an attendance rate of at least 85% ➍ Raise literacy/numeracy by 2 levels, as demonstrated by pre and post TABE tests	➊ Be within 2 credits of gaining your High School Diploma (Exceptions may be made for students that have at least 90% of coursework complete) ➋ Complete Education Skills, Career Exploration, Community Building, Leadership & Life Skills, & Construction electives with a minimum of an 70% average ➌ Raise literacy/numeracy by 2 levels, as demonstrated by pre and post TABE tests
Pass all Vocational Exams including: 1. OSHA-10, NCCER Core 2. CNA Certification—Healthcare Track 3. YRIGE—Construction Track 4. CPR & First Aid—Healthcare Track	Pass all Vocational Exams including: 1. OSHA-10, NCCER Core & YRIGE 2. CNA Certification—Healthcare Track 3. YRIGE—Construction Track 5. CPR & First Aid—Healthcare Track
Placement Plan Complete, <u>as well as verified attainment of a paid internship, employment, enrolled in college classes, or military contract.</u>	Placement Plan Complete
If a student does NOT complete the above requirements, they will be unable to participate in the May Graduation Ceremony.	
None of the credits earned through Penn Foster are transferrable.	

Section 2—Code of Conduct

The Code of Conduct sets the standards of behavior for all students of Project YouthBuild. We strive to create an atmosphere of respect, responsibility and cooperation so that students may successfully accomplish the mission of becoming ethical and moral leaders. Project YouthBuild students are expected to behave with dignity and respect for themselves and others. Each student shall abide by the program's Code of Conduct at all times. A copy of the program's Code of Conduct will be given to each student & parent during the Parent Orientation in the form of a contract. Signing this contract is agreement to abide by the expected conduct listed therein and to maintain our core values, which are, ACCOUNTABILITY, COLLABORATION, LEADERSHIP AND LOVE.

1. Mutual respect for oneself and others at all times
 - ➊ Carry ourselves with dignity, treating others with respect
 - ➋ Proper behavior, language and attitude
 - ➌ Respect other people's privacy and property
 - ➍ Exercise self-control
2. Willingness to cooperate
 - ➊ Carry out assigned tasks to completion
 - ➋ Maintain a positive attitude
3. Do not allow any attitude, expressions or behavior that are racist, sexist, and homophobic or prejudiced against any group of people.
4. Prohibit violence, threats of violence, verbal abuse, use of profanities, cursing, and use of derogatory terms, gossiping, vicious rumor passing, bullying and other acts of hostility from one student to another. **This includes any and all social media accounts. Violation will result in any of the following: monetary fines, suspension and/or expulsion from the program with law enforcement involvement if necessary.**
5. Respect for space and property
 - ➊ No vandalism
 - ➋ Obey all safety regulations
 - ➌ No stealing

- No borrowing/using without owner's permission.

Violation will result in suspension and/or expulsion from the program with law enforcement involvement if necessary.

6. No alcohol/drugs on site or campus at any time. Project YouthBuild is a smoke-free campus. **Violation will result in suspension and/or expulsion from the program with law enforcement involvement if necessary. Lockers/bags may be searched randomly.**
7. No weapons—knives or guns on site or campus at any time. **Violation will result in expulsion from the program with law enforcement involvement. Lockers/bags may be searched randomly.**
8. Willingness to work with peers, staff and other partners.

When in the classroom, each student is expected to be fully attentive and to participate in all activities and complete all assignments. Electronic devices such as cell phones, games, etc. cannot be used in the classroom at any time. **During scheduled class time cellphones will be stored in secure location by staff (loss of stipend).** Additionally, food and/or drinks may not be consumed while in the classroom. Students found to have these items visibly on their person while in class will be subject to a disciplinary action.

A series of corrective actions, as outlined in the Disciplinary Policy, will be implemented for those students who violate any of the rules. Students who disagree with any disciplinary action are afforded the right to file a grievance (see section 4.2 Grievance Procedure). The process of grievance and reparation includes staff, students and when appropriate the, Youth Policy Council.

2.1 Academic Code of Conduct

Project YouthBuild students are expected to conduct themselves with the highest academic and ethical standards. It is the responsibility of the entire Project YouthBuild community to promote and maintain conditions that foster the ethical behavior of all its members.

Project YouthBuild will assume the Academic Code put in place by Penn Foster as stated:

Student Identity Verification

All new students are provided with a unique student number. This student number should not be shared with anyone else. In order to enter the online learning management system and access study materials, students need to enter their student number and a unique password that restricts anyone else from accessing their student record. Sharing student numbers or passwords with any other individual is in violation of the honor code and can lead to disciplinary action.

Cheating

Cheating can be defined as any inappropriate collaborative activity in which the work submitted to the school does not represent the work of the enrolled student. This would include submission of someone else's work, submission of answers obtained through inappropriate measures, or providing answers to another student. If cheating is suspected, the student will be notified and required to respond in writing to the charges made. The response will go before the Academic Standards Committee for a decision on the student's enrollment. Disciplinary action can be applied up to and including termination of the student's enrollment. Any inappropriate behavior on the part of a student will result in an invalid exam, which must be repeated as a make-up test.

Plagiarism

Plagiarism is another form of unethical behavior. Plagiarism is dishonestly using another person's ideas or finished work as your own without giving credit for the source. It includes copying or paraphrasing something, as well as, using AI applications and submitting the work as your own. Any act of plagiarism will not be tolerated from students at Penn Foster. Students who submit plagiarized work will be disciplined. Possible measures may include expulsion. The best way to avoid plagiarism is to do your own work.

Online Behavior

Penn Foster Career School expects students to behave properly and use good judgment when communicating online with the school. Illegal or improper use of the Web (Googling answers, utilizing AI applications or answer seeking sites for the use of test completion) within the school's environment will not be permitted and may result in disciplinary action.

Section 3—Disciplinary Policy

Project YouthBuild's Disciplinary Procedures are similar to those used in many workplaces. Policies and procedures will be used with the goal to provide students:

- Written feedback about what needs improvement,
- Support to ensure the student success in correcting unacceptable behavior, and
- As necessary, consequences for counterproductive behavior.

Project YouthBuild will use the following corrective action plan process with the goal of building constructive behavior and positive change:

Any inappropriate academic behavior can result in several forms of disciplinary action. This would include anything from awarding a "0" grade on an exam to termination. Project YouthBuild staff, and Penn Foster Faculty will report inappropriate behavior by students;

this will be forwarded to the Penn Foster Academic Standards Committee for action and a final decision.

1. **Verbal Warning**—A verbal warning is used by staff to call attention and give the opportunity to improve behavior before more serious consequences arise.
2. **Written Referral**—A referral is a formal recording of inappropriate conduct that reflects refusal to comply with Project YouthBuild policies. Written reprimands incur stipend penalties.

3.1 Corrective Actions

The system described above is designed to encourage “progressive discipline”—utilizing increased consequences to re-direct behavior before more serious circumstances result. However, Project YouthBuild staff are not required to use progressive discipline when student conduct is disruptive/destructive enough to warrant the immediate use of more serious corrective actions. These actions include, but not limited to:

1. **Activity participation withheld**- In the event that a student has not followed the rules and/or boundaries set, staff has the ability to withhold student from attending scheduled extra-curricular activities.
2. **Stipend withholding**- In the event that a student has not complied with the rules and/or boundaries set, staff has the ability to withhold part or all of the student’s weekly stipend.
3. **Partial suspension**—In the event of unsafe or unacceptable behavior (or in the event that student academic effort and progress is not on the right track), students will be asked to leave the program for the remainder of the day.
4. **Suspension**—If the situation is serious, the student will be suspended for a period of time determined by the Director of Youth Services. The student will not be allowed to participate in normal Project YouthBuild activities until there has been a conference with all involved parties and a corrective action plan has been developed. If a student is suspended more than once they will not be eligible for graduation awards.
5. **Expulsion**—Students will be expelled (permanently dis-enrolled) from Project YouthBuild if behavior does not improve despite multiple efforts by staff to give feedback and support in making positive changes. Students who are expelled are disqualified for graduation awards and participation in graduation ceremony. Any further interactions with Project YouthBuild will be by appointment only. **Situations involving violence mandates police involvement.**

3.2 Grievance Procedure

Many educational institutions have a grievance procedure that addresses disciplinary actions applied to students. In Project YouthBuild if a student has a complaint about the corrective-action process applied in their case, they should follow the grievance procedure:

Step 1: Put the complaint in writing and give it to the Director of Youth Services within five business days.

Complaints should address these questions:

- What happened? What consequences did you face for your actions?
- Why should your case be reviewed? Were the reasons for the decisions unclear to you? Did the decision seem unfair? Was your side of the story considered?
- What alternative do you suggest to the decision that was made? What reparations are you willing to concede?

The Director of Youth Services, in consultation with staff, will respond in writing within three business days. If a student is unhappy with the response, they should proceed to and follow procedures as outlined in Step 2 within five business days.

Step 2: Submit all previous written complaints and responses to the Executive Director for review. In most cases, the Executive Director will meet with all parties involved and will respond in writing within five business days. This will be the final decision regarding the grievance.

If the corrective action used was suspension, the student will remain suspended until the grievance is resolved. If the suspension is overturned, the student will return to normal daily program activities and their attendance percentage will not reflect those days they were suspended. Students will not be penalized for work they were unable to complete during suspension; they will be given additional time depending upon the scope of the task.

Section 4—Attendance



Employers expect and assume that employees will arrive to work every day on time. While many employers understand that emergencies and unique circumstances may occur, most will terminate employees who frequently miss work, arrive late or leave early. **If students are going to be late or absent, they MUST call Project YouthBuild before 9:00am at (352) 225-3307. Leave a message if necessary.**

Examples of an excused absence are: illness/injury to self or child, funerals, jury duty, court or probation appointments. In the case of an illness or injury, doctor's office, clinic, or emergency room visit, documentation is

necessary. **Proof must be provided on first day back; otherwise, it will be considered unexcused.**

Students are limited to 6 full day unexcused absences per quarter.

Students arriving late to school on days that they are scheduled to be off-site will be sent home until the afternoon class or next day. It is essential to arrive on time as late students are unable to attend a class in which they are not scheduled.

Section 5—Discrimination and Sexual Harassment

As a recipient of Federal Funding, Project YouthBuild is prohibited from discriminating on the basis of race, color, religion, gender, gender identity, sexual orientation, national origin, age, disability, political affiliation or belief, and is against any beneficiary of programs on the basis of the beneficiary's citizenship/status as a lawfully admitted immigrant authorized to work in the United States.

Project YouthBuild will not tolerate, discrimination or sexual harassment of staff, students, volunteers or community partners by other staff, students, volunteers or community partners. Any person who engages in discrimination or sexual harassment will be subject to discipline, and appropriate corrective action will be taken to prevent reoccurrence. Any incidents of discrimination or sexual harassment by anyone should be immediately brought to the attention of the Director of Youth Services for appropriate action. In the event the complaint is being made against the Director of Youth Services, PYB Executive Director will be notified.

5.1 Definition of Sexual Harassment

The Equal Opportunity Commission has adopted guidelines which state that unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute "sexual harassment" when:

- ➊ The victim as well as the harasser may be a woman or a man. The victim does not have to be the opposite sex.
- ➋ The victim does not have to be the person harassed but could be anyone affected by the offensive conduct.
- ➌ Unlawful sexual harassment may occur without economic injury to or discharge of the victim.
- ➍ The harasser's conduct must be unwelcome.

A hostile environment may be one where:

- ➊ Crude or vulgar language is used.
- ➋ Jokes of a sexual nature are told.
- ➌ Comments are made that demean an individual based on gender or sexual orientation.
- ➍ Unwelcome nicknames are used.
- ➎ Photographs, calendars, magazines, books, etc. of nude or partially nude individuals are disseminated.

5.2 Procedure for Reporting Discrimination or Sexual Harassment

If a student believes that they have been the subject of discrimination or sexual harassment by anyone, they should follow this procedure:

- ➊ Promptly bring the matter to the attention of the Director of Youth Services. This report may be oral or written.
- ➋ The Director of Youth Services will advise the person who allegedly engaged in the sexual harassment of the charge. The complaint will be investigated immediately. The complaint will be kept as confidential as possible.
- ➌ After the investigation, a determination of action will be made. The people involved will be notified of the decision.
- ➍ Appropriate disciplinary action, which may include termination, will be taken. The severity of the discipline will be determined by the degree and/or frequency of the offense.
- ➎ If you report an allegation of sexual harassment or assist someone who makes a complaint, there will be no retaliation against you.

Section 6—Safety

One of the first classes students will participate in is Basic Safety; throughout the remainder of the construction course students will complete the components necessary for OSHA-10.

Section 7—Anti-Violence

Students may not use violence or threats, and may not possess or use weapons while engaged in Project YouthBuild activities. Violence is defined as physical, verbal or emotional abuse, including demeaning or humiliating others. Threat includes any verbal or non-verbal attempt to intimidate another individual with the fear of personal injury, group retaliation, loss or negative event. This applies to behaviors aimed at other students, staff or anyone else. “Weapon” may be defined as anything used to inflict harm. **Violation of the above policy WILL result in suspension and/or expulsion from the program with law enforcement involvement if necessary.**

Section 8—Drug Testing Policy

Although Project YouthBuild is not a drug rehabilitation program, we have a policy of maintaining a Drug Free Workplace and Environment. Students who appear to be under the influence will be sent home and subject to additional disciplinary actions.

Any student who is involved in a work site accident or injury may be asked to submit to a drug or alcohol test. If a sample results in a finding of “dilute,” “adulterate,” “inadequate,” or the student fails to submit a sample when requested to do so, the result will be considered the same as if the results were positive.

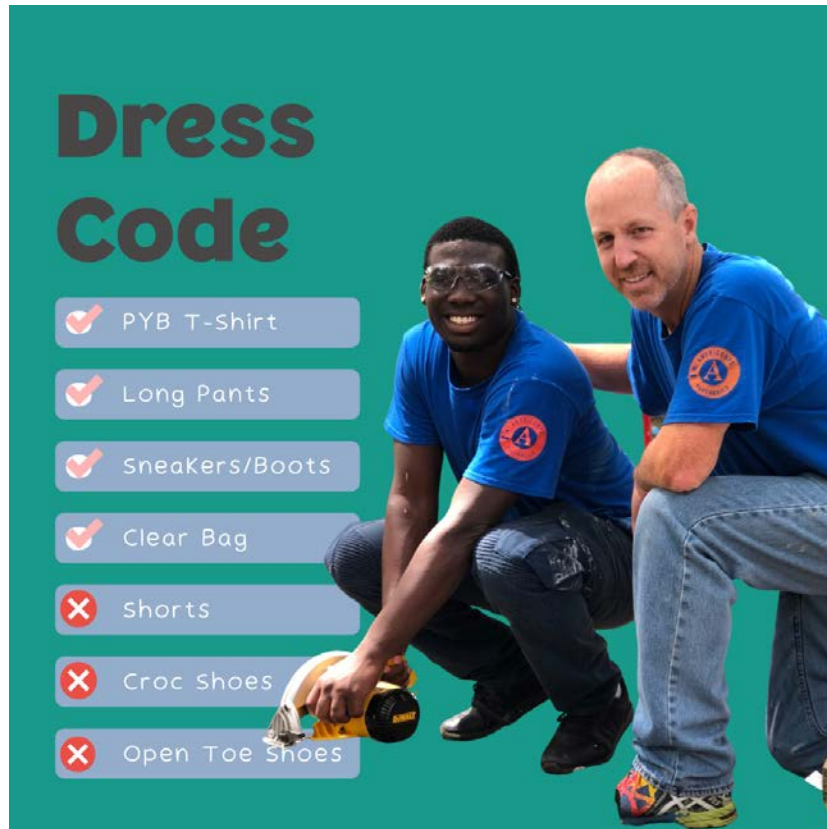
Positive Alcohol or Drug Test—Corrective Action Plan

- ➊ Mandatory Case Conference
- ➋ Five Full School Day Suspension
- ➌ Loss of stipend for the length of suspension

Section 9—Dress Code

Project YouthBuild uniforms **MUST** be worn at all times; this includes both PYB shirts, provided pants, and closed-toed shoes. (Defined as sneakers or work boots)

Students **MUST** be in uniform to be on campus and attend classes. Any student not in dress code will be sent home. Parents of minors will be notified.



Only clear or mesh backpacks are permitted on campus—this includes purses; PYB will provide backpacks.

Section 10—Stipends & Incentives

10.1 Stipends

A special feature of Project YouthBuild is the fact that students can earn stipends for the days that they attend and actively participate in the program. During Mental Toughness, potential students will not receive a stipend. Points are accrued as follows:

Morning/Afternoon Attendance & Participation

Monday – Thursday

\$25.00/Day

10.2 Incentives

Academic progress is widely celebrated at Project YouthBuild—as an incentive to achieve goals and successfully graduate the program:



•	TABE Gains	\$50
•	Earn High School Diploma	\$100
•	Graduate with honors	Laptop
•	QTR 1-3 Follow-up	\$100 each
•	QTR 4 Follow-up	\$250

10.3 Support Services

From time to time students may find themselves in need of items and/or services necessary to overcome barriers to success. In these instances, the Project YouthBuild Team will provide students with service linkage to organizations that can provide support services that will meet the student's needs. Support services include, but are not limited to food assistance, clothing assistance, medical/dental/vision/mental health care, etc.

Section 11—Smoking

Project YouthBuild is a Smoke Free Campus. All properties, classrooms, vehicles, labs and “on-site” construction areas of Project YouthBuild are “Smoke Free” zones. Smoking and vaping is prohibited while on the PYB Campus and community impact sites.

Section 12—Offsite

12.1 Offsite Procedures

Students represent the school at all times, including during all off-site school sponsored activities and/or events. The following expectations apply:

1. Behavior and Conduct

- All school rules, including the Code of Conduct and Dress Code, apply during offsite activities.
- Students are expected to demonstrate respectful, responsible, and safe behavior at all times.

- ➊ Students are expected to follow all site rules and safety requirements outlined by each partner.
- 2. Behavioral misconduct consequences
Failure to follow the rules will result in the following disciplinary actions:
 - 1. Verbal warning
 - 2. Removal from the site by PYB Administration and sent home for the day (1 day minimum)
 - 3. Loss of site privileges (temporary or permanent)
 - 4. Loss of stipend
 - 5. Additional disciplinary action per the student code of conduct on a case-by-case basis.
- 3. Attendance and Participation
 - ➋ Participation in off-site events is a privilege. Students must be in good behavioral standing to attend.
 - ➌ Attendance at all scheduled parts of the event is required unless excused by supervising staff.
- 4. Supervision and Authority
 - ➍ Students must follow all directions from PYB staff, partners, and site supervisors.
 - ➎ Students may not leave the event location or separate from the group without permission.
- 5. Transportation
 - ➏ Only school-approved transportation may be used unless otherwise authorized in writing by the school administration and a parent/guardian.
 - ➐ Students may not drive their vehicles to or be dropped off at off-site events or projects.
- 6. Safety and Emergency Procedures
 - ➑ Students must follow all safety guidelines and report any concerns or injuries to a PYB staff member immediately.
 - ➒ In case of emergency, PYB staff will follow school protocols and contact parents or guardians as needed.

12.2 Transportation Policy

To ensure the safety of all students, staff, and volunteers while being transported in school vans for program activities.

1. Eligibility for van transportation

- ✚ Only students authorized by PYB staff may ride in school vans once off-site requirements have been completed.
- ✚ Signed parent/guardian permission form must be on file prior to transport.
- ✚ Students may only ride in school vans for approved school functions.
- ✚ Students must be in school uniform with closed-toed shoes and a school lanyard identifying that their cell phone has been placed in the school office.
- ✚ Students may **NOT** drive their vehicles to school functions.

2. Boarding and exiting the van

When getting on the van:

- ✚ Wait in a safe, orderly manner until the van comes to a complete stop.
- ✚ Enter the van in a single-file line, without pushing or crowding.
- ✚ Follow all directions from the van driver or supervising staff.
- ✚ Move directly to your seat and secure your seatbelt.

When Getting Off the Van:

- ✚ Remain seated with seat belt on until the van has come to a complete stop.
- ✚ Exit the van in an orderly fashion.
- ✚ Use caution when stepping down and look both ways before crossing any roads or parking lots.
- ✚ Do not retrieve dropped items from under or near the van—ask the driver for help.

3. Rules while riding in the van

To ensure the safety and comfort of all passengers:

Students **Must**:

- ✚ Wear seat belts at all times.
- ✚ Remain seated and facing forward during the ride.
- ✚ Keep noise levels low—respectful conversation is permitted.
- ✚ Keep hands and feet to themselves. Physical violence while on the van will result in immediate disciplinary action up to and including expulsion.
- ✚ Follow directions from the driver or chaperone immediately and respectfully.

Students **May Not**:

- ✚ Distract the driver (e.g., shouting, tapping the driver, playing music loudly).
- ✚ Provoke, antagonize, or otherwise interact with outside vehicles and or pedestrians.
- ✚ Eat or drink (water bottles are allowed for onsite consumption).
- ✚ Throw objects inside or outside the van.
- ✚ Use inappropriate language or engage in disrespectful behavior.
- ✚ Damage or vandalize the vehicle in any way.

- ⚙ Bring unauthorized items such as tobacco, vapes, alcohol, weapons, or any banned substances.

4. Behavioral Expectations and Consequences

Violations of this policy may result in:

- ⚙ Verbal warning or seat reassignment
- ⚙ Parent contact
- ⚙ Loss of van privileges (temporary or permanent)
- ⚙ Additional disciplinary action per the student code of conduct

5. Emergency Protocols

- ⚙ In case of an emergency, students must remain calm and follow the PYB driver's instructions.
- ⚙ Students must not exit the van unless instructed.
- ⚙ If students need to exit the van, do so through the closest, safest exit available. Students will move to an area identified by the PYB driver.
- ⚙ Students will not re-enter the van until it is deemed "safe" by the PYB driver or emergency personnel and they are instructed to do so.
- ⚙ The PYB driver will notify the school administration as soon as possible after an incident or accident occurs.

6. Acknowledgment

All students and guardians must sign a **Van Transportation Agreement** form at the start of the school year or prior to any school-sponsored trips.

Section 13—Program Professionalism

Project YouthBuild has been designed to provide each student with an opportunity to earn a High School Diploma, skills and training that will encourage future success. Project YouthBuild expects each student to view their time spent in the program as a job.



13.1 Electronic Equipment

The use of electronic equipment, such as, but not limited to, cell phones, iPads, earbuds, PSP's or other devices, are a distraction in the classroom, construction lab or worksite, and the disruption caused by these devices is highly unprofessional. **Cell phones may be used during lunch but otherwise must be powered down and kept in cell phone zone located in the front office at all**

other times. Students found with a phone, or other electronic communication device will have their parents notified and they will be sent home for the day. Additionally, they will forego their daily stipend. Project YouthBuild is not responsible for lost or damaged devices.

Student Check-In Procedure:

Upon arrival, students must report to the front office to check in. At this time, students are required to power down their cell phone and place it in their assigned storage box. In exchange, students will receive their school lanyard. **Students will not be allowed to attend class without their lanyard.**

13.2 Gambling

Students in Project YouthBuild are expected to conduct themselves in a professional manner at all times. This professionalism extends to breaks and lunch. Gambling is not permitted in the vast majority of work places and is considered reason for termination. As such, Project YouthBuild does not allow gambling, this includes while on breaks and in lunch.

13.3 Incentive Chart

Incentives	Incentive Amounts
Mon – Thurs per day	\$25
Vocational Certificates \$25 each	\$50-\$75
TABE Gains	\$50
High School Diploma	\$100
Placement 1 st Quarter	\$100
Placement 2 nd Quarter	\$100
Placement 3 rd Quarter	\$100
Placement 4 th Quarter	\$250

13.4 School Calendar 2025-2026

Monday, August 25 -Thursday, August 28	Mental Toughness
Wednesday, September 10	Parent Orientation 5:30pm
Monday, September 15	First Day for Students
Friday, October 17	Student Holiday/Teacher Work Day
Monday, October 20	Student Holiday/Teacher Work Day
Monday, October 27-Thursday, October 30	TABE Testing
Thursday, November 6	Progress Reports
Tuesday, November 11	Holiday—Veteran’s Day
Monday, November 17	FarmShare
Monday, November 24-Wednesday, November 26	Student Holiday/Teacher Work Day
Thursday, November 27-Friday, November 28	Holiday—Thanksgiving
Friday, December 19	Student Holiday/Teacher Work Day
Monday, December 22-Friday, January 2	Winter Holiday (10 weekdays)
Monday, January 5	Student Holiday/Teacher Work Day
Monday, January 12-Thursday, January 15	TABE Testing
Friday, January 16	Student Holiday/Teacher Work Day
Monday, January 19	Holiday—Martin Luther King Jr Day
Thursday, January 22	Progress Reports
Friday, February 13	Student Holiday/Teacher Work Day
Monday, February 16	Student Holiday/Teacher Work Day
Monday, February 23	FarmShare
Friday, March 6	Rotary Wild Game Clean-up 8:30-11am
Monday, March 9-Thursday, March 12	TABE Testing
Monday, March 16-Friday, March 20	Spring Holiday (5 weekdays)
Thursday, March 26	Progress Reports
Monday, March 30	Student Holiday/Teacher Work Day
Monday, May 4-Thursday, May 7	TABE Testing
Monday, May 11	FarmShare
Thursday, May 14	Progress Reports
Thursday, May 21	Graduation 4:30pm

*****FarmShare Events are held once, quarterly, during 3-4th periods and are an event that is MANDATORY for all students. In addition, the Friday, March 6th Rotary Cleanup is MANDATORY.**