



**Youth V.I.B.E., Inc.  
After-School Program  
Parent & Student Handbook**

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**1827 Columbia Dr.  
Decatur, Ga. 30032  
(404) 254-4374 - office  
(404) 343-4735 - fax**

**[www.youthvibe.org](http://www.youthvibe.org)**

**Waleed Shamsid-Deen, Executive Director**

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## **1 PROGRAM INFORMATION**

This handbook contains important information concerning your involvement in the Youth V.I.B.E. Afterschool Program.

### **1.1 Contact Information**

Youth V.I.B.E. Administrative Office:  
1827 Columbia Dr.  
Decatur, Ga. 30032

School Address and Phone:  
Towers High School  
3919 Brookcrest Circle  
Decatur, Ga. 30032  
678-874-2202

Mohammed Schools of Atlanta  
735 Fayetteville Rd. ES  
Atlanta, Ga. 30316  
404-378-4219

Phone: 404-254-4374  
Fax: 404-343-4735

### **1.2 Program Goals and Objectives**

- 1 - To Improve Academic Achievements
- 2 - To Build Students' Character
- 3 - To Increase Parental Involvement
- 4 – To Improve Technology Skills
- 5 – To Expose Youth To Career Opportunities

### **1.3 Discipline Plan**

We believe that as all children are different, and all actions and reactions are very personal in nature, effective discipline involves a few overriding tenets rather than a long list of specific rules. Situations are dealt with as they arise with the focus on enabling the child to grow and learn from his or her actions.

We will strive to abide by the Love & Logic approach to discipline. The guidelines for Love & Logic are as follows:

1. Adults set firm limits in loving ways without anger, lecture, or threats.
2. When a child causes a problem the adult hands it back in loving ways.
  - In a loving way, the adult holds the child accountable for solving his/her problems in a way that does not make a problem for others.
  - Children are offered choices with limits.
  - Adults use enforceable statements.
  - Adults provide delayed/extended consequences.
  - The adult's empathy is "locked in" before consequences are delivered.

#### **Guidelines for Student Behavior**

**Students may feel free to do anything that doesn't cause a problem for anyone else.**

**If you cause a problem you will be asked to fix it.**

**If you cannot solve the problem, or choose not to, something will happen.**

**What happens will depend on the situation.**

**If you feel something is unfair, please whisper "I don't think that's fair" and we will talk.**

The Code of Conduct is effective during the following times and in the following places:

- At school or on school property at any time
- Off school grounds at any school activity, function or event and while traveling to and from such events;
- On vehicles provided for student transportation by the school system; and
- At school bus stops.

### **1.4 School Dress Code**

The Youth V.I.B.E. After School Program will abide by the DeKalb County Schools Dress Code listed below.

Appropriate dress is essential to success in school and in the work-place; however, students are allowed a measure of freedom in choosing appropriate clothing to wear in school. Clothing should not be distracting or disruptive to the orderly and professional operation of the school.

Appropriate dress includes but is not limited to the following:

1. Dresses, skirts and shorts should be at a length below your fingertips while standing.
2. All wearing apparel with obscene or suggestive language, pictures or language that promote alcohol, drugs, tobacco, racism or hatred are not permitted.
3. Tank tops are not permitted.
4. Students must wear shoes.
5. Hats, hoods, stocking caps, bandannas and other headgear may not be worn, unless for religious or medical reasons, with documentation from Physician.
6. Sunglasses may not be worn.
7. No student should dress in such a way that his/her underwear is partially or totally visible. Waist and top portions of boxer shorts and briefs, panties, bra straps and bra sides may not be shown.
8. No student may wear clothes with holes above the knees, in the crotch, or under the buttocks.
9. Blouses, dresses, skirts, or shirts which expose areas of the stomach, side, or back are not permitted.
10. Low cut, see through, strapless, or backless dresses/shirts may not be worn.
11. Girl's sleeveless tops must be as wide as your palm at a shoulder.
12. Cheerleaders may wear uniforms on game days.

**NO APPAREL CAN BE WORN WHICH THE ADMINISTRATION DETERMINES TO BE UNACCEPTABLE BY COMMUNITY STANDARDS OR WHICH IS DISRUPTIVE TO NORMAL SCHOOL OPERATIONS.**

## **1.5 Emergency and Safety Procedures**

### **Safety and Emergency Management Preparedness**

The Safety and Emergency Management Preparedness covers those designated actions staff must take to ensure safety of students and participants at each site from fire and other emergencies. This plan includes: emergency escape procedures and emergency escape route assignments; procedures to account for students after emergency evacuation has been completed.

The person responsible for emergency planning and information is: LaTashae Walker, Program Director

Youth V.I.B.E. staff members are trained and made aware of their duties so that they can assist in the safe and orderly emergency evacuation of students. Staff is made aware of their responsibilities under this plan:

- Initially when the plan is developed;
- Whenever the employee's responsibility under the plan changes, and
- Whenever the plan is changed

### *Responsibilities of the Employees*

The staff will be trained on the Emergency Action Plan

Before an emergency, employees are:

- Familiar with the contents of this plan to include who to report emergencies to, the assigned evacuation routes for the facility, and the designated meeting locations.
- Actively participate in emergency drills and treat them as if they are real.

### **During an emergency:**

- Assist students to safety.
- Listen and wait for directions on how and when to evacuate the facility from emergency response team members, security, police, or fire personnel.
- Report any emergencies such as a bomb threat or threats of violence to your supervisor first and immediately.
- Follow the assigned escape route procedures to avoid crowding at the exits.
- Report immediately to your designated meeting location upon evacuating the facility. Do not take any side trips.
- Never go back into the facility to retrieve personal belongings

### *Reporting Emergencies*

Staff and students should report fire or other emergencies immediately, first to the supervisor, then to the responsible person(s) listed above. When warranted, call 911. Be prepared to provide the responder with the nature and location of the emergency.

### **Evacuation Route and Assembly Area Map/First Aid Kits**

#### *Evacuation Routes and Maps*

The evacuation routes and assembly area maps are posted by every main exit and in each meeting room or classroom. Employees and students are to become familiar with all evacuation routes and their assembly point.

#### *Location of First Aid Kits*

As noted on the evacuation maps, the First Aid Kits are located front office/site coordinators office of each school or recreation center.

#### *Designated Meeting Locations*

Once employees, students and guests have evacuated the facility, they must meet at the football field to check in with the program director who will be accounting for individuals. Those students who do not show up to the designated meeting location will be presumed to still be in the building and fire and police personnel shall be notified of their absence immediately.

### **Fire Emergency Procedures**

Staff should remove anyone in immediate danger.

- Once any staff member is alerted to the fire danger, he/she will go to the nearest exit, activate the fire alarm (if present), exit the building according to the emergency action plan, and proceed directly to the designated assembly point.
- Confine the fire to the room/area by closing the door to the area where the fire is located and by ensuring all doors leading to the main hallways are closed.
- Attempt to extinguish the fire only if you have received training on the use of portable fire extinguishers, the fire is in its beginning stage, and it can be extinguished safely.

Youth V.I.B.E. also adheres to the Emergency Safety Plan outlined by each school site. In the case of a disaster Youth V.I.B.E. will suspend its afterschool services contingent on the causes and effects. Programming will continue once it's safe for students and staff.

In the event of emergency drills or an actual emergency, students are to follow the instructions of the teacher. Emergency procedures are posted in every room. Students and staff should familiarize themselves with these procedures.

### **FIRE DRILLS AND OTHER EMERGENCIES - REQUIRING EVACUATION OF SCHOOL BUILDINGS**

Evacuation of the building will proceed in an orderly fashion. Students must remain together with their class so that teachers can report any missing students to 21<sup>st</sup> Century Administrators.

### **TORNADO DRILLS AND OTHER SEVERE WEATHER DRILLS**

Tornado Watch: Tornadoes and severe thunderstorms are possible.

Tornado Warning: A tornado has been detected in the area. Take shelter immediately. In the event of a tornado or tornado drill, everyone is to proceed to the assigned area as posted in classrooms and be seated along an inside wall in an orderly fashion. Areas near glass windows and doors and large open spaces like the media center, lunchroom, gymnasium, construction shop and technology center should be avoided.

### **TERRORIST/SNIPER**

On the sound of the alarm or announcement of "CODE RED," all personnel and students, should immediately return to the classroom. If this happens during a break, lunch, before school etc., students should move to the next scheduled room assignment in an orderly fashion. Once all students are in the classroom the doors will be locked and students will take positions out of the line of sight from any windows or doors.

### **SNOW AND OTHER EMERGENCY CONDITIONS**

When school is dismissed for inclement weather the Youth V.I.B.E. After School Program **WILL NOT** operate. When there are snowy or icy conditions, the following radio and television stations will announce school closings:  
Fox 5 WSBTV.

School closing information may also be obtained by connecting to the school's web site at [www.dekalb.k12.ga.us](http://www.dekalb.k12.ga.us). We will also attempt to contact all student home telephone numbers through our automated system. Students should know what to do and where to go in the event of an early dismissal. Parents should discuss this with their children.

Please refer to the DeKalb County Schools EMERGENCY PREPAREDNESS PLAN for more specific emergency information located on the school's website at [www.dekalb.k12.ga.us](http://www.dekalb.k12.ga.us)

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## **2 PROGRAM POLICIES & PROCEDURES**

### **2.1 Non-Discrimination**

The School District does not discriminate on the basis of race, color, religion, national origin, age, disability, or sex in its employment practices, student programs and dealings with the public. It is the policy of the Board of Education to comply fully with the requirements of Title VI, Title IX, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act and all accompanying regulations.

### **2.2 Parent & Student Rights**

Parents and students have certain rights under Federal Law (20 U.S.C., 1232h) commonly known as the Protection of Pupil Rights Amendment. Pursuant to this law, all instructional materials, including teacher's manual, films, tapes, or other supplemental materials which will be used in connection with any survey, analysis, or evaluation shall be available for inspection by parents or guardians of the students. In addition parents have the right upon request to review before administration or use of protected information surveys of students and instruments used to collect personal information from students for marketing, sales, or other distribution purposes.

In addition consent will be required before students are asked to submit to a survey, analysis, or evaluation funded in whole or in part by a program of the U.S Department of Education that reveals any information concerning any of the following protected areas: Political affiliations, mental or psychological problems potentially embarrassing to the student or his/her family, sex behavior or attitudes, illegal, anti-social, self-incriminating and demeaning behavior; critical appraisals of other individuals with whom students have close family relationships, legally recognized privileged or analogous relationships, such as



those of lawyers, physicians, or ministers; or income without prior written consent of the parent.

Parents and eligible students have the right to receive notice and an opportunity to opt a student out of any other protected survey regardless of funding; any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening provided by state law; and activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others. Parents or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-5929

### **2.3 Student Reporting Acts of Sexual Misconduct or Sexual Abuse**

*"20-2-751.7.(a) The Professional Standards Commission shall establish a state mandated process for students to follow in reporting instances of alleged inappropriate behavior by a teacher, administrator, or other school employee toward a student which shall not prohibit the ability of a student to report the incident to law enforcement authorities. Each local school system shall be required to implement and follow such state mandated process and shall include the mandated process in student handbooks and in employee handbooks or policies.*

(a) Any student (or parent or friend of a student) who has been the victim of an act of sexual abuse or sexual misconduct by a teacher, administrator or other school system employee is urged to make an oral report of the act to any teacher, counselor or administrator at his/her school.

(b) Any teacher, counselor or administrator receiving a report of sexual abuse or sexual misconduct of a student by a teacher, administrator or other employee shall make an oral report of the incident immediately by telephone or otherwise to the school principal or principal's designee, and shall submit a written report of the incident to the school principal or principal's designee within 24 hours. *If the principal is the person accused of the sexual abuse or sexual misconduct, the oral and written reports should be made to the superintendent or the superintendent's designee.*

(c) Any school principal or principal's designee receiving a report of sexual abuse as defined in O.C.G.A. 19-7-5 shall make an oral report immediately, but in no case later than 24 hours from the time there is reasonable cause to believe a child has been abused. The report should be made by telephone and followed by a written report in writing, if requested, to a child welfare agency providing protective services, as designated by the Department of Human Resources, or, in the absence of such agency, to an appropriate police authority or district attorney.

Reports of acts of sexual misconduct against a student by a teacher, administrator or other employee not covered by O.C.G.A. 19-7-5 or 20-2-1184 shall be investigated immediately by school or system personnel. If the investigation of the allegation of sexual misconduct indicates a reasonable cause to believe that the report of sexual misconduct is valid, the school principal or principal's designee shall make an immediate written report to the superintendent and the Professional Standards Commission Ethics Division.

## **2.4 Ethics and Reporting of Suspected Child Abuse**

All 21<sup>st</sup> Century Employees and volunteer must complete the Compliance Director Module on Ethics and Sexual Misconduct Reporting.

As employees and volunteers of DeKalb County Board of Education we are mandated reporters. Any suspicion of an ethics violation or sexual misconduct or child abuse MUST be reported to the Program Director within 24 hours.

## **2.5 Staff Background Check Procedure & Criminal Records**

Every employee and volunteer of the Youth V.I.B.E. Program must submit to a Federal Criminal Background Check every 12 months.

The program director will run background check report on the first of each month to determine which staff members need to have an updated Federal Criminal Background Check. Names of those employees will be submitted to the personnel assistant to schedule a date when Pioneer RESA will come to the school campus and conduct fingerprint scans.

A criminal record check will be conducted at or prior to employment on every person who is employed by the DeKalb County Board of Education for the first time to fill either a full-time or part-time certified, classified, or volunteer position with this school district. For this purpose, the applicant shall be fingerprinted as required by state law.

Any applicant who has been convicted of a felony will not be eligible for employment or participation with the Youth V.I.B.E. Program. Any applicant with history of a misdemeanor charge will be subject to review by the program director, superintendant and board of education with the final decision being made by the school superintendant.

## **2.6 Tobacco Free School**

In an effort to promote a healthy lifestyle for our young people, DeKalb County School System has banned the use of tobacco on campus. This includes the use of tobacco products during all school functions by students and adults. We appreciate everyone's help in setting a positive example for the students of DeKalb County.

The DeKalb County School System does not discriminate on the basis of age, sex, race, color, religion, national origin, or disability in educational programs, activities, or employment.

## **2.7 Transportation**

The DeKalb County School District provides bus transportation to those locations which buses may access safely. Students are expected to observe all rules appropriate in school while on the bus in addition to the following:

1. Any problems on the school bus should first be reported to the bus driver.
2. Only ordinary conversation is permitted. No loud talking or yelling.
3. Students must refrain from throwing anything.
4. Students must not put any part of their body out of the windows.
5. Only administrators or bus driver may assign seats.
6. No eating or drinking is allowed.
7. Vandalism may result in bus suspension until damages are paid for.
8. A student who sets off the emergency alarm or opens an emergency door may be assigned OR and/or face other disciplinary consequences.
9. A student who opens an emergency door on a moving bus may be assigned OSS.
10. Students may only be picked up and dropped off at their homes unless a NOTE is signed by the parent in advance.

Serious disciplinary problems on the school bus may result in the suspension of bus riding privileges. This does not excuse the student from attending schools.

## **PARENT PICK UP/CHECK OUT PROCEDURES**

Parent pick up will begin at **6:00pm** between the MS/ES where the buses load. If parents wish to pick up their child any time before then, they need to come to the desk at the front entrance to the Middle School and sign them out. Parents or authorized contacts of students left at the school after 6:00pm will be called to be pickup. No students will be left at the school unattended.

## **2.8 Reporting of Fraud, Waste, & Abuse**

**Protecting Children** The job of protecting children starts in the community. While certain people are required by law to report child mistreatment, anyone can make a report of suspected abuse. The sooner the authorities know about a child, the faster they can move to help.

**Things to Look For?** Children who are maltreated are

- often left home alone,
- in the neighborhood for long periods without supervision,
- frequently hungry,
- dressed inadequately for the weather,
- absent from school frequently,
- bruised or have other marks of physical violence,
- withdrawn or overly aggressive,
- and not receiving needed medical attention.

If a relative, friend or neighbor sees one or more of these signs or suspects that the children are in danger, the situation should be reported to the county Department of Family and Children Services (DFCS).

**How to Report?** If a child is in immediate danger (obviously being beaten or left alone overnight, for example), the police (911) should be called immediately. In all other cases, contact DeKalb County Child Protective Service at (404) 370-5066.

People who call to report suspected abuse do not have to be sure maltreatment has occurred. They simply report what they have seen or heard. The authorities will investigate and confirm whether or not abuse has occurred. People who call are asked to give the name and location of the child and the name of the suspected perpetrator.

Reports are confidential and those who call do not have to give their name. However, it is most helpful to the child in the long run if the reporter is willing to give his or her name and address and, if necessary, testify in court.

**What Will Happen Next?** If a child is under age 18 and appears to have been

abused or neglected by a parent or caretaker, DFCS will begin investigating immediately. If the child is not in imminent danger, a caseworker will visit the family within 5 days. If the person who makes the original report wants to know what DFCS did, he or she can call the department and find out whether the maltreatment was confirmed.

#### Who is Required to Report Suspected Abuse or Neglect?

Georgia law requires people in certain professions to report. Mandated reporters include.

- physicians, nurses and hospital personnel,
- school and day care personnel,
- social workers and counselors,
- and dentists.

Anyone suspecting fraud, waste or abuse involving US ED funds or programs should call or write:

- I. Georgia Department of Education  
Office of Legal Services  
205 Jesse Hill Jr. Drive SE  
2052 Twin Tower East  
Atlanta, GA 30334  
Ph: 404-463-1537  
Email: [sdrake@doe.k12.ga.us](mailto:sdrake@doe.k12.ga.us)

OR

- II. Office of Inspector General's Hotline

Email message to: [oig.hotline@ed.gov](mailto:oig.hotline@ed.gov)

Call the OIG Hotline's toll free number 1-800-MIS-USED. The Hotline's operating hours are Monday, Wednesday and Friday 9:00AM until 11:00AM Eastern Time; Tuesday and Thursday 1:00PM until 3:00PM Eastern time, except for holidays.

Complete and submit a Complaint Form  
To ensure complete anonymity, download a hardcopy of the special complain form, complete, and mail to:  
Inspector General's Hotline  
Office of Inspector General

U.S. Department of Education  
400 Maryland Ave, SW  
Washington, DC 20202-1500

## **2.9 Complaints**

Any employee, student, applicant for employment, parent or other person who believes he or she has been discriminated against or harassed in violation of this policy must make a complaint in accordance with the procedures outlined below.

### **COMPLAINTS PROCEDURE**

Complaints made to the School System regarding alleged discrimination or harassment on the basis of race, color or national origin in violation of Title VI, on the basis of sex in violation of Title IX or on the basis of disability in violation of Section 504 of the Rehabilitation Act of 1973 or the Americans With Disabilities Act will be processed in accordance with the following procedure:

1. Any student, employee, applicant for employment, parent or other person with a complaint alleging a violation as described above shall promptly notify, in writing or orally, either the principal for his/her school or the appropriate coordinator designated from time to time by the Board of Education. If the complaint is oral, either the coordinator or school principal to whom the complaint is made shall promptly prepare a memorandum or written statement of the complaint as made to him or her by the complainant and shall have the complainant read and sign the memorandum or statement if it accurately reflects the complaint made. If the complaint is made to a school principal, he or she shall be responsible for notifying the appropriate coordinator of the complaint.
2. If the alleged offending individual is the coordinator designated by the Board of Education, the complaint shall either be made by the complainant to the Superintendent or, if the complaint is initially made to the school principal, reported by the principal to the Superintendent.
3. The coordinator or his or her designee shall have fifteen work days to gather all information relevant to the complaint made, review the information, determine the facts relating to the complaint, review the action requested by the complainant, and attempt to resolve the complaint with the complainant and any other persons involved. The coordinator or designee shall prepare a written response to the complaint detailing any action to be taken in response to the complaint and the time frame in which such action will be taken and copies of this response shall be

- furnished to the complainant, the appropriate coordinator and the Superintendent or his or her designee.
4. If the complaint is not resolved at the conclusion of this fifteen-day period or if the complainant is not satisfied with the resolution of the complaint, the complainant shall have the right, within five work days of receiving a copy of the written response, to have the complaint referred to the Superintendent of Schools. If the alleged offending individual is the Superintendent, the complainant may have the complaint referred to the Board of Education, rather than the Superintendent.
  5. The Superintendent shall have fifteen work days to review the complaint and the response of the coordinator or designee and attempt to resolve the complaint. The Superintendent shall furnish to the complainant a written response setting forth either his or her approval of the action recommended by the coordinator or designee or the action to be taken by the system in response to the complaint in lieu of that recommended by the coordinator or designee and the time frame in which such action shall be taken.
  6. If the complainant is dissatisfied with the response of the Superintendent, then the complainant shall have the right, within fifteen work days of the receipt of the written response of the Superintendent, to have the complaint referred to the Board of Education. In order to have the Board review the Superintendent's decision, the complainant must file with the Superintendent a written statement setting forth the reasons he or she disagrees with the response of the Superintendent and the action the complainant is requesting the system to take. The complainant shall also include in the written response a request that his or her complaint be referred to the Board of Education.
  7. Within thirty work days of receipt of the written request of the complainant, the Superintendent shall present the matter to the Board of Education at its regular meeting or at a special meeting called for that purpose. The Board shall review the original complaint, the response of the coordinator or designee, the response of the Superintendent, and the response of the complainant. In addition, the Board may, but is not required to, hear directly from any individuals with knowledge of any relevant facts relating to the complaint.
  8. The Board of Education will either uphold the recommendation of the Superintendent or require the system to take some other action in response to the complaint. A copy of the action of the Board will be furnished to the complainant, either as a part of the minutes of the Board of Education or as a separate written statement. The Board shall be the final reviewing authority within the system.

9. This policy is not intended to deprive any employee of any right they may have to file a grievance pursuant to any other policy of the local Board of Education, specifically the policy designed to implement Official Code of Georgia Annotated 20-2-989.5, where appropriate. This policy is not intended to provide an alternative process for resolving evaluation and employment disputes where there already exists a due process procedure mandated by state law or State Department of Education regulations, specifically including, but not limited to, hearings to be conducted pursuant to the Fair Dismissal Act of Georgia. The complainant retains at all times the right to contact the Office of Civil Rights or the Equal Employment Opportunity Commission with regard to any allegations that the system has violated the statutes described above.
10. The school system shall be responsible for distributing and disseminating information relevant to this policy and procedure to students, applicants for employment and employees through appropriate procedures.
11. No reprisal shall occur as a result of reporting unlawful discrimination or harassment under this policy, and any attempt to retaliate against a complainant shall be disciplined as is appropriate.
12. The confidentiality of any individual making a complaint or report in accordance with this policy, to the extent it is reasonably possible, shall be protected, although the discovery of the truth and the elimination of unlawful harassment shall be the overriding consideration.

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### **3 GENERAL INFORMATION**

#### **3.1 Attendance & Recruitment**

Youth V.I.B.E. will monitor attendance daily. In order for the program to be productive and beneficial it is essential to maintain consistent attendance. We ask for a three day commitment to the program to maintain your student's spot. In the event attendance becomes a problem. Daily attempts at phone contact will be made as well as an attendance reminder being sent home.

Attendance at Youth V.I.B.E. After School Program begins at 3:30pm. Any program students on campus after 3:00pm will be escorted to Youth V.I.B.E. After School Program.

Recruitment - Youth will be recruited through the school locations, community and faith based organizations. Partnerships with the PTSA, FBLA and DECA clubs will also serve as a feeder for student enrollment. Lastly, Youth VIBE will



promote its services through a number of the sports organizations within the schools to provide homework assistance and healthy snacks as an incentive.

### **3.2 Change in Address or Phone Number**

It is critical that we know how to contact parents in an emergency. If a change in address or phone number occurs, the Youth V.I.B.E. After School Program should be contacted immediately.

404-254-4374 – Youth V.I.B.E. Office

### **3.3 Attendance and Punctuality**

From time to time, it may be necessary for an employee to be late or absent from work. The Youth V.I.B.E. After School Program is aware that emergencies, illnesses, or pressing personal business that cannot be scheduled outside work hours may arise. It is the responsibility of all employees to contact the program director if they will be absent or late as soon as possible so other arrangements made or a substitute may be notified.

### **3.4 Lost and Found**

Found articles are kept in the lost and found in the School front office.

### **3.5 Money and Other Valuables**

Students should leave money and other valuables at home except for that which is necessary for school. The Youth V.I.B.E. After School Program or school will **not** be responsible for money left in clothes, dressing rooms, and lockers or unattended in the classroom or other places on the school grounds. Students in the gym may ask the PE teacher or coach to hold valuables for them.

### **3.6 Visitors**

Parents and other visitors should enter at the front of the middle/high school and check in at the front desk with Youth V.I.B.E. staff. The middle door will be staffed until 6:00pm. Please be aware that the school is a drug and tobacco free zone and visitors are asked to abide by school rules and regulations while on campus.

### **3.7 Use of the Internet**

#### **ACCEPTABLE USE AND INTERNET SAFETY GUIDELINES FOR THE COMPUTER NETWORK OF THE TOWNS COUNTY SCHOOL SYSTEM**

The DeKalb County School System is pleased to make available to students access to interconnected computer systems within the District and to the Internet, the world-wide network that provides various means of accessing significant educational materials and opportunities.

In order for the DeKalb County School System to be able to continue to make its computer network and Internet access available, all students must take responsibility for appropriate and lawful use of this access. Students must understand that one student's misuse of the network and Internet access may jeopardize the ability of all students to enjoy such access. While the school's teachers and other staff will make reasonable efforts to supervise student use of network and Internet access, they must have student cooperation in exercising and promoting responsible use of this access.

Below are the Acceptable Use and Internet Safety Guidelines of the DeKalb County

School System and the Data Acquisition Site that provides Internet access to the school district.

Upon reading the guidelines and signing and returning the Student's Agreement as the students have been directed, each student will be given the opportunity to enjoy Internet access at school and is agreeing to follow the guidelines. If a student is under 18 years of age, he or she also must have his or her parents or guardians read the guidelines and sign the agreement. The DeKalb County School System will not provide access to any student who, if 18 or older, fails to sign and submit the agreement to the school as directed or, if under 18, does not return the agreement as directed with the signatures of the student and his/her parents or guardians.

Listed below are the provisions of your agreement regarding computer network and Internet use. If any user violates the guidelines, the student's access will be denied, if not already provided, or withdrawn and he or she may be subject to additional disciplinary action.

#### **I. PERSONAL RESPONSIBILITY**

By signing this agreement, you are agreeing not only to follow the rules in these guidelines, but are agreeing to refrain from any other misuse of the network that is not included in the guidelines, but has the effect of harming another or his or her property.

#### **II. TERM OF PERMITTED USE**

A student who submits to the school, as directed a properly signed agreement and follows the guidelines to which she or he has agreed will have computer network and Internet access during the **course of the student's enrollment in the school.**

### III. ACCEPTABLE USES

**A.** Education Purposes Only. The DeKalb County School System is providing access to its computer networks and the Internet for *only* educational purposes.

**B.** Unacceptable Uses of Network. Among the uses that are considered unacceptable and which constitute a violation of the guidelines are the following:

1. Uses that violate the law or encourage others to violate the law. Do not transmit offensive or harassing messages; offer or sale or use any substance the possession or use of which is prohibited by the school system student code of conduct; view, transmit or download pornographic materials or materials that encourage others to violate the law; intrude into the networks or computers of others; and download or transmit confidential, trade secret information, or copyrighted materials. Even if materials on the networks are not marked with the copyright symbol, you should assume that all materials are protected unless there is explicit permission on the materials to use them.

2. Uses that cause harm to others or damage to their property. For example, do not engage in defamation (harming another's reputation by lies); employ another's password or some other user identifier that misleads message recipients into believing that someone other than you is communicating or otherwise using his/her access to the network or the Internet; upload a worm, virus, "Trojan horse," "time bomb," or other harmful form of programming or vandalism; participate in "hacking" activities or any form of unauthorized access to other computers, networks, or information systems.

3. Uses that jeopardize the security of student access and of the computer network or other networks on the Internet. For example, do not disclose or share your password with others; do not impersonate another user.

4. Uses that are commercial transactions. Students and other users may not sell or buy anything over the Internet. You should not give others private information about you or others, including credit card numbers and social security numbers.

**C. Netiquette.** All users must abide by rules of network etiquette, which include the following:

1. Be polite. Use appropriate language. No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language.

2 Avoid language and uses which may be offensive to other users. Do not use access to make, distribute, or redistribute jokes, stories, or other material which is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.

3 Do not assume that a sender of e-mail is giving his or her permission for you to forward or redistribute the message to third parties or to give his/her e-mail address to third parties. This should only be done with permission or when you know that the individual would have no objection.

4 Be considerate when sending attachments with e-mail (where this is permitted). Be sure that the file is not too large to be accommodated by the recipient's system and is in a format which the recipient can open.

#### IV. INTERNET SAFETY

**A. General Warning: Individual Responsibility of Parents and Users.** All users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged students. Every user must take responsibility for his or her use of the computer network or Internet and stay away from these sites. Parents of minors are the best guide to materials to shun. If a student finds that other users are visiting offensive or harmful sites, he or she should report such use to **the on-site coordinator**.

**B. Personal Safety.** Be safe. In using the computer network and Internet, do not reveal personal information such as your home address or telephone number. Do not use your real last name or any other information which might allow a person to locate you without first obtaining the permission of a supervising teacher. Do not arrange a face-to-face meeting with someone you "meet" on the computer network or Internet without your parent's permission (if you are under 18). Regardless of your age, you should never agree to meet a person you have only communicated with on the Internet in a secluded place or in a private setting.

C. "Hacking" and Other Illegal Activities. It is a violation of these guidelines to use

the school's computer network or the Internet to gain unauthorized access to other computers or computer systems, or to attempt to gain such unauthorized access. Any use which violates state or federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance, is strictly prohibited.

D. Confidentiality of Student Information. Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian or, if the student is 18 or over, the permission of the student himself/herself. Users should never give out private or confidential information about themselves or others on the Internet such as home addresses, home telephone numbers, or particularly credit card numbers or Social Security numbers.

E. Active Restriction Measures. The school, either by itself or in combination with the Data Acquisition Site providing Internet access, will utilize filtering software or other technologies to prevent students from accessing visual depictions that are (i) obscene, (ii) child pornography, or (iii) harmful to minors. The school will also monitor the online activities of students, through direct observation and/or technological means, to ensure that students are not accessing such depictions or any other material which is inappropriate for minors.

## V. PRIVACY

Network and Internet access is provided as a tool for your education. The DeKalb County School System reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of DeKalb County School System and no user shall have any expectation of privacy regarding such materials.

## VI. FAILURE TO FOLLOW GUIDELINES

The user's use of the computer network and Internet is a privilege, not a right. A user who violates these guidelines shall, at a minimum, have his or her access to the computer network or Internet terminated, which DeKalb County School System may refuse to reinstate for the remainder of the student's enrollment in the school system. A user violates these guidelines by his or her own action or by assisting another user in violating these guidelines or by concealing another user's involvement in such activities. Further, if passwords are assigned, a user

violates this agreement if he or she permits another to use his or her account or password to access the computer network and Internet, including any user whose access has been denied or terminated. The DeKalb County School System may also take other disciplinary action in any of the above-mentioned circumstances.

#### VII. ASSURANCES

The DeKalb County School System cannot provide an absolute assurance that students will be prevented from accessing inappropriate materials or sending or receiving objectionable communications. However, the district will ensure that all practicable precautions will be taken to keep students safe from illegal and/or inappropriate material. The district shall not be responsible for any claims, losses, damages or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any user or his or her parent(s) or guardian(s) arising out of the user's use of its computer networks or the Internet under these guidelines.



#### 4 ACKNOWLEDGMENT

I acknowledge that I have received a copy of the Youth V.I.B.E. After School Student and Parent Handbook and been made aware of program policies and procedures.

I am aware that if, at any time, I have questions Program policies I should direct them to Program Director by calling 404-254-4374.

This handbook contains important information for you and your child concerning their involvement in the Youth V.I.B.E. After School Program. I ask that you please read this information carefully and make sure that you and your child have no questions concerning any information in this handbook. I have sincerely tried not to make this a set of rules, but rather a set of guidelines and expectations for student and family involvement in our program in partnership with the school.

I also am aware that the Youth V.I.B.E. After School Program, at any time, may on reasonable notice, change, add to, or delete from the provisions of the program policies.

Please sign and return this page. If you have any questions please feel free to contact the Youth V.I.B.E. administrative office at 404-254-4374.

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date